Federal Geographic Data Committee
Coordination Group Meeting
Tuesday, December 8, 2009
9:00 a.m. – 3:00p.m. EST

Location: National Capitol
Planning Commission
401 9th Street NW
Washington D.C. 20576
Room: 5th Floor, Commission
Chambers, Suite 500

AGENDA

9:00 – 9:10	**Welcome and Introductions**	*Ivan DeLoatch, FGDC*
9:10 – 9:15	**Previous Meeting Action Item Review**	*Arista Salimi Maher, FGDC*
9:15 – 9:30	**Overview of Geospatial Data Lifecycle Evaluation Process** (Process Overview, Process Status of NWI Evaluation, Role of CG During Evaluation)	*Wendy Blake-Coleman, EPA*
9:30 – 11:30	**Geospatial Data Lifecycle Evaluation of the National Wetlands Inventory Dataset** (NWI Evaluation, LCWG Lessons Learned, CG Input and Questions)	*Wendy Blake-Coleman, EPA* *Lifecycle Management WG Members*
11:30 – 11:45	**Lifecycle Management WG National Asset Data Theme Validation Update and Survey**	*Wendy Blake-Coleman, EPA*
11:45 – 12:00	**Transportation Subcommittee Update**	*Mark Bradford, DOT*
12:00 – 1:00	**Lunch**	
1:00 – 1:40	**FGDC Business and Secretariat Report** (Annual Report, SmartBuy, National Geospatial Forum, Place-Based Policy, A-16 Supplemental Guidance OMB Comments, OMB E-Government Meeting Summary, Data.gov, NGAC Summary,)	*Ken Shaffer, FGDC*
1:40 – 1:55	**Metadata Working Group Report**	*Sharon Shin, FGDC*
1:55 – 2:10	**Briefing on National Ocean Coastal Mapping Plan Workshop**	*Tony LaVoi, NOAA* *Roger Parsons, NOAA*
2:10 – 2:30	**Coordination Group Membership and Co-Chair**	*Ken Shaffer, FGDC*

| 2:30 – 2:45 | **Users/Historical Data Working Group Charter** | *Colleen Cahill, LoC* |

| 2:45 – 3:00 | **Action Item Review** **Next Meeting Agenda** | *Arista Salimi Maher, FGDC* |

| 3:00 | **Adjourn** | |

*Read-ahead Documents (provided by Wednesday) 10.28.09	1. FGDC Business Report CG 20091208 v2.ppt – (Use this to see all the meeting topics and any associated read aheads.) 2. CG Meeting Agenda Actions 12-09-09 Draft v5.pdf 3. GeoLoB At a glance nov.09.pdf 4. Geo LoB Monthly Status Report November 2009.pdf 5. Lifecycle Evaluation Graphic.doc 6. NWI Lifecycle Evaluation Read-Ahead.doc 7. National Geospatial Dataset Assets Validation.ppt 8. Metadata WG Presentation.pptx 9. User Historical Data Working Group Charter.doc 10. Coordination Group Members Contact Info 120809.xls 11. FGDC CG OCMIA Workshop.pptx
Other Relevant documents	

* Read-ahead documents are located at the my.usgs.gov site for member access.

CG Meeting Planning

Coordination Group Meetings Topics (in addition to the following standing items)
- Welcome and Introductions; - Previous Meeting Action Item Review; - FGDC Business Update; - FGDC Secretariat Report; - Summary of Action Items / Next Meeting Agenda; - Adjourn - All meetings are scheduled from 9am to 3pm EST at NCPC in D.C., unless otherwise noted
December 8, 2009
• Updates on: **Metadata WG** and **Geologic SC.** • Briefing on National Ocean Coastal Mapping Plan Workshop, *Tony LaVoi* (presenter TBD).
January 12, 2010
• Updates on: **Standards WG** and **Cadastral SC** • **Geologic Data SC Report** (deferred from Dec. meeting) • *TNM* as an FGDC WG, *Vicki Lukas (deferred from Dec. meeting)* • The National Map Beta, *Mike Cooley (deferred from Dec. meeting)*
February 9, 2010
• Updates on: **Technology & Architecture WG** and **Marine and Coastal Spatial Data.**
March 9, 2010
• Updates on: **Users/Historical Data WG** and **Spatial Water Data SC.**
April 13, 2010
• Updates on **Vegetation and Wetlands SC.**
May 11, 2010
• Updates on: **Cultural and Demographic Statistics WG.**
June 8, 2010
July 13, 2010
August 10, 2010

September 14, 2010
October 12, 2010
November 9, 2010
December 14, 2010
Pending Topics (date topic was identified)

- Defining the NSDI (20090602-02).
- Define/recommend how programs, like *The National Map* and the National Atlas, are identified, included, tracked, and involved in the CG efforts. (20090602-05).
- One or two SC and WG to present status at each CG meeting (20090707-01).
- Harvesting issue with GOS and geodata.gov. Doug Nebert, FGDC. (20090707-02).
- Common Services Survey Results (20090901-01).
- Select a CG Co-Chair (200901-02).
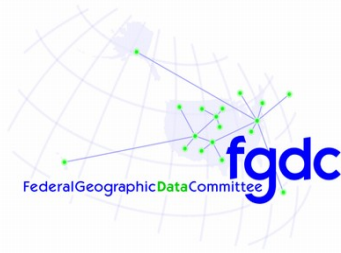- Issues to take to the ExCom meeting (20090901-03).

Complete	
Lead: Vaishal Sheth, FGDC	**Action #: 20091103-01**
Action: FGDC Secretariat will promote National Geodetic Survey training opportunities on the FGDC website.	
Contact: Vaishal Sheth, FGDC, vsheth@fgdc.gov	
Resolution/ Response: Added 12/7/09.	
Complete	
Lead: Arista Maher, FGDC	**Action #: 20091103-02**
Action: Andrew Turner will make the presentation slides on GeoCommons available to the Coordination Group. Arista will post slides on the share site.	
Contact: Arista Maher, FGDC, amaher@fgdc.gov	
Resolution/ Response: Posted 11/9/09	
Complete	
Lead: Wendy Blake-Coleman, EPA	**Action #: 20091103-03**
Action: After the Lifecycle Management Work Group meeting on November 5[th,] the group will come to an agreement on process and Wendy will report on the results of the meeting to the Coordination Group and Executive Committee.	
Contact: Wendy Blake-Coleman, EPA, blake-coleman.wendy@epa.gov	
Resolution/ Response: Update presentation scheduled for 12/8 CG meeting.	
Complete	
Lead: Lew Sanford, FGDC	**Action #: 20091103-04**
Action: Lew will send out a meeting notice for a brainstorming session on FY 2011 GeoLoB priorities.	
Contact: Lew Sanford, FGDC, lsanford@fgdc.gov	
Resolution/ Response: Meeting held 11/23/09.	
Pending	
Lead: Arista Maher, FGDC	**Action #: 20091103-05**
Action: FGDC Secretariat will reach out to subcommittee and work group leads to confirm their participation in their scheduled SC/WG reports.	
Contact: Arista Maher, FGDC, amaher@fgdc.gov	
Resolution/ Response:	
Pending	
Lead: Arista Maher, FGDC	**Action #: 20091103-06**

Action:	The FGDC Secretariat will work with Julianna Blackwell to establish the list of Geodetic Control Subcommittee members.	
Contact:	Arista Maher, FGDC, amaher@fgdc.gov	
Resolution/ Response:		
Complete		
Lead:	**CG members**	**Action 20091013-01**
Action:	Share ideas on ways to forward the LiDAR Program. The LiDAR program would like to start an on-going dialog with the FGDC and should get on the agenda for the December meeting of the National Geospatial Advisory Committee.	
Contact:	USGS, Greg Snyder, gsnyder@usgs.gov	
Resolution/ Response:	Greg Snyder presented at the 12/2 NGAC meeting.	
Pending		
Lead:	**CG Members**	**Action #: 20091013-04**
Action:	All of the Geospatial Line of Business Working Groups are in need of additional federal members. The Common Service WG is in need of a new Chair.	
Contact:	FGDC, Lew Sanford, Sanford@fgdc.gov	
Resolution/ Response:	Memo to SC identifying WG/SC lead position vacancies and addition participation from agencies in draft form – 12/3/09.	
Complete		
Lead:	GeoLoB Geo-enabled WG	**Action #: 20091013-05**
Action:	The Geo-enabled WG needs to better define its tasks.	
Contact:	FGDC, Sharon Shin, sshin@fgdc@fgdc.gov	
Resolution/ Response:	GEB refined its tasks and revised them in their workplan.	
Pending		
Lead:	**Department of Homeland Security**	**Action #: 20091013-03**
Action:	The Homeland Security Work Group will meet to revise the WG charter and report back to the CG for consensus and approval.	
Contact:	DHS Jeff Booth and Jon Hassee, Jeffrey.booth@dhs.gov, Jonathan.hassee@dhs.gov	
Resolution/ Response:		
Pending		
Lead:	CG Members	**Action #: 20091103-06**
Action:	The FGDC Secretariat needs CAP proposal reviewers, please contact Gita if you can be a reviewer.	
Contact:	Gita Urban-Mathieux, FGDC, burbanma@fgdc.gov	
Resolution/ Response:		
Pending		
Lead:	CG Members	**Action #: 20091208-01**
Action:	If CG members would like to be part of the Transportation Subcommittee, they should contact Mark Bradford and Raquel Wright.	
Contact:	Mark Bradford, DOT, mark.bradford@dot.gov	
Resolution/		

Response:	
Pending	
Lead:	CG Members	**Action #: 20091208-02**
Action:	CG members are encouraged to contact Doug Nebert if they are willing to participate in the Architecture and Technology Work Group.	
Contact:	Doug Nebert, FGDC, ddnebert@fgdc.gov	
Resolution/ Response:		
Pending	
Lead:	CG Members	**Action #: 20091208-03**
Action:	CG members are asked to look at the contact information spreadsheet posted on the share site and complete any missing contact info. Please send any corrections or completions to Arista Maher.	
Contact:	Arista Maher, FGDC, amaher@fgdc.gov	
Resolution/ Response:		

ID (yyyymmdd-#)	Decision/Description Decisions provide a position/foundation on which actions are taken.
20091208-01	There was a motion to pass the Users/Historical Data Working Group Charter, and it passed without opposition.

Federal Geographic Data Committee
Coordination Group Meeting
MEETING MINUTES
December 8, 2009

√	Coordination Group Attendees	Organization	√	Attendee	Organization
x	Ivan DeLoatch – Chair	FGDC		Pheakdey Lim	VA
x	Ken Shaffer-Vice Chair	FGDC	x	Jonathan Mann	GSA
	Brett Abrams	NARA		Scott McAffee	FEMA
	Rani Balasubramanyam	DOJ		Ray Milefsky	State
	Deidre Bishop	Census		John Merrill	DHS
x	Wendy Blake-Coleman	EPA		David Morehouse	DoE
	Jeff Booth	DHS	x	Bill Mullen	DoD
x	Mark Bradford	DOT		Jacquie Nolan	LoC
	Colleen Cahill	LoC		Anne O'Connor	DoC
	Trisha Christian	SBA		Tai Phan	DoE
x	Sandra Downie	GSA	x	Robert Pierce	DOI
x	Randy Fusaro	DoC		Stu Reiter	NRC
	Shirley Hall	USDA		Daniel Sandhaus	DOI
	Jon Hasse	DHS		Antoinette Sebastian	HUD
	Edward Hulger	DoL		Charles Smart	TVA
x	Carol Giffin	USGS	x	Jon Sperling	HUD
	David LaBranche	DoD		David Timmons	SSA
x	Tony LaVoi	DoC		Dat Tran	VA
	Christina Lett	DOI		Adrienne Walker	OMB
√	Other Attendees	Organization	√	Attendee	Organization
x	Bonnie Gallahan	FGDC	x	Jeanette Archetto	GT
x	Roxanne Lamb	FGDC		Juliana Blackwell	NGS
x	Arista Maher	FGDC		Bill Burgess	NSGIC
x	Julie Binder Maitra	FGDC	x	Marisa Capriotti	USDA
	John Mahoney	FGDC		Rob Dollison	USGS
	Doug Nebert	FGDC	x	Charles Hickman	USGS
x	Milo Robinson	FGDC		Lynda Liptrap	Census
x	Lew Sanford	FGDC		Stephen Lowe	USDA
x	Vaishal Sheth	FGDC		Renee Shields	NOAA
x	Sharon Shin	FGDC		Bill Wilen	FWS
x	Gita Urban-Mathieux	FGDC	x	Catherine Nolan	GT
x	Lori Peltz-Lewis	NWI	x	Hank Garie	GT
x	Andrew Cruz	NWI			

1) CG Members in blue text   2) Check box for meeting attendance.

Welcome and Introductions – *Ivan DeLoatch, FGDC*
The meeting convened at 9:00 a.m. and members were asked to introduce themselves.

Overview of Geospatial Data Lifecycle Evaluation Process – *Wendy Blake Coleman, EPA*

There have been 9 lifecycle reviews over the past few months. In the A-16 Supplemental Guidance, there were 7 stages of geospatial lifecycle endeavors. There were steps/benchmarks that were developed in tandem with this. We are hoping to get consistency among the data sets that we all share.

Lori Peltz-Lewis gave an overview of the process. She mentioned that evaluation is not meant to be exhaustive. Their focus is on present and past activities, including how data sets have evolved. The National Wetlands Inventory (NWI) staff has already walked through responses; any additional information is welcomed from the group. Benchmarks are flexible, but there are asterisked ones in the questionnaire. Best management practices were also identified, including how metadata is used, financial questions, etc. Those are derived after they go through the initial evaluation. They have been able to identify gaps where best management practices need more work (i.e., archiving). There are also metrics based on lifecycle stages and A-16 Supplemental Guidance.

Which evaluations have been done to date? Watershed Boundary Dataset, National Hydrography Dataset, Digital Flood Insurance Rate Maps, National Levee Database, National Land Cover Database, Soil Survey Geographic Database, Geographic Names Information System, Parcels.

What is an appropriate baseline report to submit to FGDC? There will be metrics to measure progress on these. There will be 5-6 areas called out where we will focus.

Geospatial Data Lifecycle Evaluation of the National Wetlands Inventory Dataset – *Wendy Blake-Coleman, EPA, Catherine Nolan, Grant Thornton and Jeanette Archetto, Grant Thornton*

Members of the NWI Evaluation Project were introduced to the Coordination Group: Bill Wilen, Chair, Wetlands SC; Joanne Mills; and Andrew Cruz. Catherine and Jeanette from Grant Thornton began the NWI evaluation by systematically going through questions from their survey and adding more comments into their master document. Some of the questions addressed information about where standards are listed, how they are published, and what the process was to define the wetlands standard. Members of the NWI panel answered their questions and provided additional input.

Other specific items that were discussed during the evaluation include the following:
- The dataset certification process: The regions within FWS review the data and certify that they are acceptable.
- Stage II – Inventory/Evaluate Stage: what types of inventory you have, and what type of data sets you'd like to include in your inventory. Specific questions from this stage included: "What process do you have in place to review data and how they meet requirements?" "How do you evaluate your metadata?"
- Stage III Obtain – Obtaining data through various methods (purchase, collection, etc.) Specific questions from this stage included: "What are the methods used to obtain data?"

Lessons Learned and Next Steps:

- Need to take the information collected and make it transparent; cull out BMPs, metrics.
- Some of the lessons learned include the commonalities and best practices, as well as the gaps in the process.
- The Lifecycle Management WG will meet on December 15th and will discuss the results of the process, the lessons learned, and the possible next steps. The recommendations on next datasets they undertake will also be discussed at this meeting.
- There is more resource information being collected, so we should have a better idea of costs later on.

Questions/Comments/Discussion:
- We should use what we've learned for roads/transportation datasets.
- Lori Peltz-Lewis suggested that members submit any elements they think were omitted from the questionnaire.
- Need the support of FWS regions to accomplish tasks like this – FGDC is encouraged to solicit advice and help from FWS regions.
- How do we translate this information into something that shows management that we are doing our jobs? How can we show them that this information will help them better do their jobs?
- How can we consistently report ROI across/between datasets? Cost avoidance? Risk avoidance?
- We need to emphasize to Congress/policy-makers that this information can be used to influence policy outcomes.
- One payoff for the NWI program of this process is educating their organization and organizing their materials and information.
- Across the datasets that have been evaluated, those that utilize regional Federal resources/people to coordinate efforts, consistently reflect a positive correlation between the presence of the regional asset and the success of the data efforts.
- As a by-product of the evaluation process, will there be a compilation of the identified geospatial standards?

Ivan DeLoatch added that one of the key challenges is getting good baseline information to inform the process. High value datasets are a theme of the Administration. We need to think about how we want to use this terminology. The Administration is enamored with collaboration and transparency – we need to "tell our story" in these terms. The outcomes decision-makers are looking to are dependent on geospatial information; we need to continue to convey this message to them.

Transportation Subcommittee Update – *Mark Bradford, USDOT, BTS*
The FGDC Transportation Subcommittee met last month; they handed out a synopsis of that meeting.

After conclusion of the Geospatial One Stop, there was a start-up of the federal transportation initiative, which the subcommittee became active in. The goal is for synergy between Transportation for the Nation (TFTN) and the federal transportation network – there is a lot in common in both. TFTN is a state-run effort being shepherded by NSGIC. USDOT is involved in

both of these efforts. As survey was performed on transportation data and one of the outcomes was that a non-proprietary, national roads dataset was critical or very critical to many users.

We need clear, concise goals (i.e., a business plan) to build support and gain champions. The goal is to show that money is being saved, and that there is a positive return on investment. There is over 5 million miles of road in the U.S., which makes the task challenging. Current state: the metaphor of capitalism metaphor of transportation networks: each agency pursues its own selfish interests (i.e., keeping its own transportation data). But, society benefits as a whole when others can share this data. We need to stitch together this data into a more cohesive whole.

Raquel Wright, FRA, addressed the members as well.

ACTION: If CG members would like to be part of the Transportation Subcommittee, they should contact Mark Bradford and Raquel Wright.

Lifecycle Management WG National Asset Data Theme Validation Update and Survey –
Wendy Blake-Coleman, EPA
[Presentation, PPT]

A survey was completed in September 2008; we subsequently ran through a process for validating national geospatial data assets, which are high-value across the community. During the summer, the group posed 3 questions to the Steering Committee about whether they support the concept of the A-16 portfolio and national geospatial data assets. In November 2009, a meeting was held to discuss what the best mechanism/approach to developing datasets. It was agreed that the 2008 data results needed to be updated. The list of original datasets obtained in 2008 was sent out this past week as part of the process of determining which datasets should be added to A-16 portfolios. The initial proposal for the A-16 list should be drafted by early March 2010.

The goal of the validation survey will be to understand how datasets support Federal business and the breadth of use to formulate a decision on the list of National Geospatial Data Assets (NGDA). Possible new term – Federal High Value Datasets. Some of the issues that remain:
- The reason we are doing cleanup is because we need consistency;
- Direct linkages to the FEA and specific Presidential initiatives (e.g., place-based) need to be identified.

The LMWG has initiated a discussion with a statistician at EPA on the resulting survey data.. The results should be distributed to various Federal agencies and the geospatial community, including NGAC and other organizations. There are three phases to the NGDA process:
1. send out clean-up list to data submitters (need to get specific data sets) – (data clean up was sent out on 12/4);
2. complete a validation survey; and,
3. make recommendations from the survey about what stays and goes from this data set.

The review and analysis of results is scheduled to begin in February 2010, and we hope to have review and concurrence from the CG, ExCom, NGAC, etc. by March 2010.

Ivan DeLoatch added: What should the CG respond to? Should we accept/endorse this process? Conceptually, it makes sense to identify the high-value datasets, and we should put priority on this as much as we can. We are heading in the right direction with this, and we look forward to hearing the results of the survey.

Calls on validation dataset survey will take place on 12/9 from 12:00-1:00 p.m., and on 12/15 from 12:30 p.m. – 1:30 p.m. Catherine Nolan (Catherine.Nolan@GT.com) can email invitations to attend the calls to anyone who did not receive one.

FGDC Business and Secretariat Report – *Ken Shaffer, FGDC*
[Presentation, PPT]

General Announcements - The SAOGIs sent Coordination Group member appointments out. The 2009 FGDC Annual Report is available both in hard copy and electronically on our website. Geo-Smart Buy is still pending the official announcement of the award.

The National Geospatial Forum – The Forum will take place tomorrow; there will be a follow-up on it at the next CG meeting. We will be soliciting suggestions on how to improve the process. We expect to expand the audience for the next Forum, and we look forward to hearing ideas on future topics. There will be five panelists, and there will be some introductory remarks from the CIO of USDA. There will be a presentation on place-based policy by Ivan DeLoatch and a real-life example of place-based policy in action provided by Tony LaVoi of NOAA. The Forum will then be opened up to questions for the panelists.

Place-Based Policy – FGDC ExCom leadership met with EOP leadership on place-based policy issues. Derek Douglas and Xavier Briggs also presented at the NGAC meeting on December 1st and 2nd. There was a highly positive reaction from NGAC members; they were encouraged to hear that this Administration has an emphasis on using place-based programs to address social issues. We need to figure out how to support those objectives and promote/offer our expertise to help address those issues.

A-16 Supplemental Guidance – Adrienne Walker and others at OMB provided their comments on the Supplemental Guidance. There was a lot of good feedback from OMB. They wanted to make sure the content of the document about process was set in a portfolio management framework and to define what it means for the geospatial community and how it relates to other pieces of the enterprise. We are looking for additional expertise in portfolio management to formalize this framework. They requested that we define portfolio management and add how other pieces fit in.

OMB E-Government Meeting – There was a meeting on 12/7/09 (OMB with E-Gov leads). There was discussion on the paths forward for Lines of Business. There were six priority areas, including cloud computing and geospatial information.

Data.gov – New concept of operations document was distributed to CIOs at Federal agencies. The ExCom responded to an earlier version to incorporate more geospatial considerations in the document—the FGDC is mentioned in this document, but it does not go into a lot of detail about geospatial capabilities.

Geospatial Line of Business -   Three things coming through – pre-validation survey, Common Services Work Group survey, draft of contract materials.

ACTION: CG members are encouraged to contact Doug Nebert if they are willing to participate in the Architecture and Technology Work Group.

NGAC Meeting – Took place on December 1 and 2. Economic Recovery paper was adopted, along with Metrics recommendations. Derek Douglas, Xavier Briggs, and Andrew Jackson all addressed the Committee.

NGAC Appointments - The Appointments process for new NGAC members is under way. The Secretary's office at DOI is in the process of reviewing nominations and they will submit their recommendations by the end of January.

ExCom Meeting – There was an ExCom meeting on 11/23. They are in the process of developing recommendations for the NGAC for 2010 efforts. Steve Wallach gave an update on the Alaska elevation issue. NGA is continuing to coordinate with DOI and interface with Alaska on elevation. NGA will take the lead on putting a discussion together between the Digital Globe/Microsoft Imagery effort and the ExCom.

NSDI CAP – The CAP announcement is out; proposals are due in January. Still looking for reviewers; contact Gita Urban-Mathieux if you are interested in participating.

Leadership and Participation Memo to Steering Committee – Secretariat is drafting a memo identifying leadership vacancies for LoB Work Group leads and the type of expertise needed for those leads.

FGDC Standards Process Analysis – There have been internal discussions about this process, and the pros and cons related to the process. We are looking for ways to improve this (i.e., make it more efficient, increase participation, etc.)

Briefing on National Ocean Coastal Mapping Plan Workshop – *Roger Parsons, NOAA* [Presentation, PPT]

We have been working with Geospatial One Stop during the last two years on ocean and coastal mapping. The interagency WG was established in 2006 – the recognition that there were 15-20 agencies involved in ocean and coastal mapping, and we wanted to reduce the duplicative effort in mapping. The IA WG was established to address those and other issues. In March 2009, the Omnibus Public Land Management Act was passed, which included The Ocean and Coastal Mapping Integration Act. There are some components of the legislation that the IA WG was tasked to address. The Ocean and Coastal Mapping Integration Act requires the development of a federal ocean and coastal mapping plan. We have engaged many stakeholders to develop a national plan. The intent is to support ecosystem approaches and informed decision-making, establishing research and mapping priorities.

The Coastal Services Center in Charleston recently hosted a workshop of over 40 attendees to begin to coordinate mapping activities and to begin the process of coordinating current mapping requirements and defining the additional actions necessary to achieve an integrated approach for

acquiring framework data layers. A diverse group attended the workshop. The workshop objectives included:
- developing an integrated approach to mapping,
- sharing knowledge of existing programs/capabilities for mapping framework data layers, and
- identifying a set of validated requirements that will benefit from an integrated mapping plan and the initial actions necessary to integrate existing programs.

Outcomes of the workshop included:
- many observations from participants about what to include in the plan,
- confirmation of important themes and data requirements (topo/bathy, cadastre, and habitat mapping),
- success stories of integrated mapping efforts, and
- buy-in from a wide range of organizations.

The next steps are that the report to Congress must be written by June 2010, followed by a lengthy clearance process and delivery to Congress by October 2010.

What do we need from the FGDC? You each represent different aspects of the geospatial community; we encourage your promotion of ocean and coastal mapping coordination. We would also appreciate agency advocacy for coordination and new data collections and resources.

ACTION: Members are encouraged to notify their leadership and programs of this effort and that:
    1) The FGDC members have been asked to review the report to Congress,
    2) The inter-agency workgroup IAWG is interested in engaging with any pertinent program or agency,
    3) The IAWG wants to improve coordination among agencies and with the FGDC to more effectively coordinate initiatives, and
    4) The IAWG is seeking advocacy for coordination and new data collection and resources.

Users/Historical Data Working Group Charter – *Colleen Cahill, LoC*

DECISION: There was a motion to pass the Users/Historical Data Working Group Charter, and it passed without opposition.

Coordination Group Membership and Co-Chair – *Ken Shaffer, FGDC*
New CG Charter passed by the SC a few months ago. We asked SAOGIs to re-evaluate and recommend more CG members, since we are able to have multiples from one Department.

ACTION: CG members are asked to look at the contact information spreadsheet posted on the share site and complete any missing contact info (send to Arista Maher).

The next step is to get a co-chair for the CG. We have put together a timeline to accomplish this:
- Call for additional CG members (email, complete).
- Call for CG Co-Chair nominations (email, to close on 12/18, extended to 1/8/10) – self-nomination, with concurrence from SAOGIs.
- Blind vote to close on 1/6 (will be extended as needed based on responses).

The draft CG Co-Chair responsibilities were outlined in a slide. We have not defined the time commitment yet; we will address this when we send out the Call for Nominations. Tenure for co-chairs is one year. It will be helpful to have input from agencies; it will ensure that priorities are being met.

Metadata Working Group Report – *Sharon Shin, FGDC*
** Bumped to January**

Action Item Review – *Arista Maher*
The actions (listed above) were read out to the Coordination Group.

Adjourn

Future Agenda Topics:
- **IFTN Update**
- **Microsoft and IFTN – how do they relate? Steve Wallach is organizing a Microsoft/Digital Globe Briefing to ExCom. Possible out-brief to CG?**
- **Transportation Update on TFTN**
- **Add the National Ocean Coastal Mapping Plan to the agenda later in the year**
- **Add a LiDAR follow-up to a future meeting**
- **January agenda – items to take to the ExCom**