

Technical Innovation and Professional Services (TIPS)

Remote Sensing Team Charter

February 2007

Name

The name of the team will be the TIPS Remote Sensing Support Team (RSST).

Purpose

The purpose of the RSST is to promote and support the use of remote sensing technology to achieve the requirements of SMCRA. The team will advise OSM, States and Tribes on practical, advanced tools and techniques to improve the efficiency and effectiveness in the implementation of SMCRA. The team will set priorities for the development and integration of remote sensing technologies into every-day activities associated with SMCRA operations to improve decisions and conserve resources.

Background

The TIPS remote sensing program began in 2001 and continues to expand and improve support to OSM offices, States, and Tribes. Because of the continued growth in the remote sensing arena, including readily available remotely sensed data as well as user friendly software, more TIPS customers are increasingly able to use remotely sensed data in support of their daily work activities.

A primary goal of the TIPS RSST is to provide the TIPS user community with the necessary tools to use remote sensing technologies as part of the daily business process required to support Titles IV and V of the Surface Mining Control and Reclamation Act (SMCRA).

Mission

The mission of the RSST is to support accomplishment of the TIPS strategic plan.

Deliverables

A remote sensing operational plan will be updated by the team every two years. The plan will be revised annually.

Stakeholders

Stakeholders will be OSM offices, States and Tribes.

Team Member Roles

Overall, the RSST members will be committed to the team's purpose. Team members will consist of representatives from all three OSM regions and states who have expertise and knowledge to share in the field of remote sensing, subject matter expertise, and multi-programmatic management experience.

Team Leader

One OSM RSST member will be assigned the role of team leader. The team leader is appointed by the remote sensing team. The team leader will serve as team chair, and be primarily responsible for moving the team to accomplish the defined tasks. This will include directing, coordinating and tracking assigned team activities. Such duties will include setting up meetings, conference calls, etc., and disseminating information to team members. The team leader will be responsible for briefing the TIPS Technology Transfer and Training Branch Chief on a monthly basis and the TIPS Steering Committee annually on all team decisions and activities.

Team Software Manager

One OSM RSST will serve as software manager. The team will appoint the software manager. The lead core software manager has a thorough knowledge of the core software. The software manager coordinates core remote sensing related software activities for OSM. The software manager briefs the RSST as needed on core software requirements, additional software needs, and custom software requirements. The software manager proposes annual budget recommendations to the RSST team regarding assigned software, including maintenance, upgrades and license increases.

Team Sponsor Role

The TIPS Technology Transfer and Training Branch Manager will serve as the RSST Sponsor. The RSST Sponsor's role will be to champion the Team by empowering and enabling them to act. The RSST Sponsor will provide guidance and direction, allocate time and resources, provide feedback on proposals, and address roadblocks, champion the Team to senior management, facilitate commitment of Team members to managers and monitor and evaluate progress of the team. The RSST Sponsor will coordinate with other managers in the three OSM regions as needed.

Team Web Site Content Manager

The role of the team website manager is to develop and maintain an active and pertinent remote sensing website. The RSST members will evaluate the TIPS remote sensing website and make recommendations to the web site content manager on design, and updates. The web site content manager will work with the Team Leader to solicit input from OSM offices, States and Tribes for current remote sensing related project work, and other important information concerning OSM remote sensing activities.

Team Management Representative

The role of the team management representative is to oversee the implementation of the remote sensing operational plan and provide a link to the team on SMCRA related issues and management perspectives. The team management representative will coordinate with other OSM managers to provide a comprehensive view to the team on current national SMCRA interests. The team management representative will work closely with the team sponsor and team leader to provide briefings on team progress as appropriate at management team meetings and to disseminate information about team activities and accomplishments to the OSM management and directorate.

Team Research and Development Coordinator

The role of the team research and development coordinator is to investigate, assess and provide recommendations to the RSST on new remote sensing technologies that will support Titles IV and V of SMCRA. The RSST will define priorities at each annual meeting for the team research and development coordinator to investigate. It is incumbent upon the team research and development coordinator to advise the team of new remote sensing technologies and findings as they become available.

Team Duties

The commitment expected from the RSST members is at a minimum, to participate in an annual meeting as well as quarterly (more often if needed) teleconference calls. Sub-teams will meet on an as needed basis. Tasks will be assigned to members based on their specific Team role. As needed, members will document findings, make proposals to OSM management, communicate with customers, provide presentations, etc.

Authority

The RSST can, without requesting approval:

- Conduct reasonable data collection;
- Charter the RSST working group;
- Manage the RSST budget;
- Contact internal and external TIPS customers and vendors;
- Issue and implement new standard procedures and specifications for practices that do not deviate from established protocol, precedents, and policies;
- Conduct activities as outlined in the operational plan.

The RSST must acquire Team Sponsor approval for:

- Changes to procedures that significantly increase and/or change an employee's workload;
- Modifications to existing agreements;
- New procedures, policies and specifications that deviate from standard established procedures, policies and protocol;
- Spend in excess of the approved RSST budget.

Reporting

Meeting minutes from annual meetings, working group meetings, and quarterly teleconference calls will be provided to the Team Sponsor and a synopsis of minutes provided to the TIPS Steering Committee annually.

The RSST Leader will brief the RSST Sponsor once a month, at a minimum.

Presentations will be provided to RSST Sponsor and other OSM management team members on significant milestones accomplished.