

Minnesota Geospatial Advisory Council

Standards Committee Charter

Mission statement:

The purpose of the Standards Committee is:

- To provide a transparent and inclusive process by which geospatial data standards can be proposed, discussed, refined, developed, communicated, adopted, and revised to the benefit of the geospatial profession in the State of Minnesota;
- To develop materials, resources, and paths of communication to promote the development, adoption and use of standards within the geospatial community of Minnesota;
- To advise the state geospatial community about relevant standards issues and facilitate the creation and adoption of such standards within Minnesota;
- To serve as liaisons to standards initiatives at the Federal government level;

Objectives and Deliverables:

The main objective and deliverable of the Standards Committee is a consistent, transparent and inclusive process for the development, vetting, review, adoption and revision of data standards. This includes, but is not limited to:

- (a) Meetings (as frequently as necessary) to review information and make informed decisions and set tasks for the advancement of data standards;
- (b) Outreach and communications to stakeholders interested in developing and using standards;
- (c) Outreach and communications to the data producer and data consumer community;
- (d) Research, and publication of that research for stakeholder use;
- (e) Working with stakeholders to develop needed resources such as sample data, supporting documentation, user manuals, best practice documents and communications materials.

The Standards Committee as a body, and its actions will be on-going. New standards are explored, advanced and developed and existing standards may periodically need review and revision.

Resource requirements and timing:

Resources for the operation of the Standards Committee are anticipated to be primarily in-kind contributions of staff time for meeting, document preparation, document review and

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publication as well as to carry out various tasks associated with creation and maintenance of standards. The Standards Committee will assist in the refinement, maintenance and support of a state government standards approval process and to work with partners to provide a place to publish (e.g. website) the approved standards. The work of the Standards Committee will be on-going. Activities, periods of review, stakeholder engagement, research and other tasks will be aligned with each new standard or the revision of existing standards. Deadlines, completion dates and milestones will arise in the context of each new standard or revision of existing standards.

Anticipated participants and their roles and responsibilities:

Participation in the Standards Committee is open to all members of the geospatial professional community in the State of Minnesota.

The role and responsibilities of the Standards Committee are to:

- (a) Coordinate strategies for integrating geospatial data and business processes across all levels of government;
- (b) Advise and inform the statewide geospatial community about relevant standards issues;
- (c) Facilitate a clear, transparent and inclusive process for the creation, development and adoption of data standards within Minnesota with an emphasis on stakeholder engagement and interaction and to maintain a geospatial data standard development process that is:
 - Transparent and inclusive of all level of professional practice in the state;
 - Based upon meeting articulated business needs of stakeholders;
 - Provides ample opportunity for input, critique, comment and feedback;
- (d) Serve as a liaison body to standards initiatives at the Federal government level;
- (e) Communicate and advise the statewide geospatial community on opportunities for shared and standardized geospatial data, opportunities for defining data workflows and data architecture within Minnesota;
- (f) Work as effectively and efficiently as possible with other governing bodies, agencies, committees, review panels and boards whose activities are related or germane to the work of the Standards Committee;
- (g) Receive, document and report on the input, suggestions, recommendations, inquiries and proposals regarding geospatial data standardization from the professional geospatial community in the state;

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- (h) Recognize and respond effectively to all input received during the stakeholder review process;
- (i) Respond, refine and revise standards development processes as circumstances warrant in the context of evolving legal, policy and technical practices impacting geospatial work in Minnesota;

Membership is open to representatives from, but not limited to:

- (a) All levels of government
(township, special district, city, county, regional, state, federal, etc.)
- (b) Private sector interests, including vendors;
- (c) Academic sector interests;
- (d) Non-profit sector interests;

Emphasis on membership on the Standards Committee will be placed on members of the statewide geospatial professional community. So that the Standards Committee can function in an inclusive and transparent manner, membership is to reflect the full composition of the statewide geospatial professional community. The Standards Committee is encouraged to contain at least one representative member from the following specific categories:

- City and/or Township Government
- County Government
- State Agency
- Geospatial Advisory Council
- Regional Government Agency
- Emergency Services Agency or Interest
- Federal Government
- Private Sector Interest
- Non-Profit Interest
- Academic Interest

The minimum number of members for the Standards Committee shall be seven (7) persons. There is no maximum number of members of the Standards Committee. The Standards Committee shall have a chairperson. The chairperson is to be chosen from the membership of the Committee by the consensus of the Committee. The chair shall serve a term of two (2) years, after which a new chair is chosen. An incumbent chair may serve additional terms if they are chosen to do so by the Standards Committee membership. The specific roles of the Committee Chair are as follows:

- To organize, schedule and lead the meetings of the Standards Committee;

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- To maintain the documents, resources and communication materials needed by the Standards Committee;
- To ensure the proceedings of Standards Committee meetings are documented and published publicly in a timely manner;
- To prepare and present the reports of the Standards Committee's actions and current work for the Geospatial Advisory Council and other bodies as needed. (Members of the Standards Committee can be tasked to act on behalf of the chair as needed in the preparation and reporting of these materials.)

The Standards Committee shall have a vice chairperson. The vice chairperson is to be chosen from the membership of the Standards Committee, by the consensus of the membership. The vice chairperson is to perform the duties of the chair in their absence or inability to act.

Prepared by:

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Date approved by the Geospatial Advisory Council:

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