

State Geospatial Coordinating Board (GeoBoard)

Data Program Task Force

Draft Charter

1. Mission

The mission of the data program task force is to identify initiatives and approaches that remove barriers to sharing geospatial data across the commonwealth and promote cost effective approaches to data sharing. The focus is on driving operational efficiencies and value-add solutions while advancing the commonwealth's delivery of geospatial services.

2. Goal

The data sharing task force will focus on providing practical solutions to improving geospatial data sharing in the commonwealth – across all facets of government and citizenry. The task force will provide a business and technical perspective in the identification of technical needs and opportunities, provide recommendations on how to implement and optimize solutions to address broader data governance goals.

3. Objectives

- Identify specific initiatives to address the establishment of data standards and common data models for prioritized high value data sets and imagery.
- Review current mechanisms for data collection and identify improvements to streamline data gathering efforts in a more cost effective manner
- Review data dissemination practices in place and identify improvements to distribution of data sets and imagery – to include the development of or enhancements to a central data repository.
- Evaluate current practices for data stewardship and establish a process and procedure for data stewardship.
- Evaluate current mechanism for data sharing and identify any gaps that may need to be shored up to remove any barriers to sharing; including establishment of data sharing agreements or technical standards for data sharing.
- Review the current procedures for exposing geospatial data sets to the public and recommend changes for what data is ultimately shared with citizens.

- Establish a prioritized set of data sets and imagery that are require immediate attention and will have the greatest benefit to the geospatial community.

4. Membership

Membership on this task force shall be comprised of volunteers (or their designees) from the GeoBoard.

Members may, on occasion, designate alternates to participate in task force meetings during their absence.

5. Roles and Responsibilities

5.1 Chair & Vice Chair

The Chair of the Data Program task force will be {TBD}.

The Vice Chair shall be selected from the members of the task force.

The Chair's or Vice Chair's responsibilities include:

- Presiding over and facilitating meetings;
- Coordinating and prioritizing task force activities;
- Providing recommendations to the GeoBoard for consideration;

5.2 Task Force Members

Task force member responsibilities include:

- Attend and participate in task force meetings and provide input for meeting topics.
- Review, comment on, and, as necessary, vote on matters brought before the task force.
- Provide recommendations to matters discussed during the task force meetings.
- Identify additional volunteer task force members as required.

6. Decision Authority

- Approval of all scope, objectives, timelines and outputs of the task force;
- Vote on decisions and formal recommendations.

7. Meetings

7.1 Regular Meetings

The task force will meet on a bi-weekly or monthly basis or may be convened between regularly scheduled meetings as required to serve the needs of the commonwealth.

7.2 Meeting Agenda

An agenda for regular meetings of the task force will be prepared by the Chair & Vice Chair and will be sent to each member of the task force in advance of each meeting. Discussions and actions by the task force may not, however, be limited to the items included on the agenda.