

# FGDC COORDINATION GROUP CHARTER

(DRAFT June 15, 2009)

## PURPOSE

This Charter establishes the Federal Geographic Data Committee (FGDC) Coordination Group, which is charged with the identification, prioritization, implementation, coordination, and oversight of strategies and tasks required to support the National Spatial Data Infrastructure (NSDI) and to coordinate Federal geospatial programs. The Coordination Group is accountable to, and provides recommendations to, the FGDC Steering Committee and its Executive Committee, which are the policy-level interagency authorities responsible for providing leadership and direction in the use and development of geospatial data and information across Federal geospatial programs and in conjunction with public and private sector partners/stakeholders.

## AUTHORITIES

The Coordination Group is chartered under the direction of the FGDC Steering Committee, which is granted authority through Office of Management and Budget (OMB) Circular A-16, Executive Order 12906, and the E-Government Act of 2002.

## COORDINATION GROUP OBJECTIVES

- Develop strategies and provide recommendations and propose actions to the FGDC Steering Committee regarding the development and management of the A-16 portfolio and other components of the NSDI, as well as recommend priorities and actions for the FGDC Secretariat, FGDC subcommittees and working groups, and other FGDC interagency activities
- Advance inter- and intra-governmental coordination to ensure implementation of the NSDI by formalizing and promoting use of standards, geospatial portfolio management practices, and geospatial guidance to enhance Federal enterprise management of National priority data sets
- Annually review and approve work plans of subcommittees, working groups, and ad hoc teams to assess progress, resource use, and outcomes, and review progress of subcommittees and working groups regularly at standing meetings, and prescribe midcourse corrections when necessary.

- Promote the designation and support of theme managers, national data set managers, and data stewards, to include identification of sustainable budgets and resources
- Facilitate compliance of agency geospatial investments in the implementation of Federal standards, policies, and protocols as they apply to acquisition, management, development, and maintenance of geospatial information.

## **MEMBERSHIP**

Coordination Group members and alternates are appointed by each FGDC member agency's Senior Agency Official for Geospatial Information (SAOGI), who serves as the agency's FGDC Steering Committee member. Member agencies are identified in Appendix A and a current membership roster will be maintained by the FGDC Secretariat and posted at [www.fgdc.gov](http://www.fgdc.gov). Coordination Group members are responsible for coordinating their agencies' OMB Circular A-16 responsibilities with an understanding of the management and budget resources that support their agencies' geospatial activities.

## **MEMBER RESPONSIBILITIES**

The Coordination Group member supports the objectives by:

- Regularly attending and participating in monthly coordination group and other NSDI related meetings and present their agency perspective
- Ensuring that FGDC actions and activities are communicated to the SAOGIs and other appropriate entities within their respective agencies
- Working with the SAOGI and agency management to dedicate the appropriate time, staff, and resources to achieve interagency missions, goals, and objectives
- Leading and staffing subcommittees, working groups, and ad hoc teams as needed.

## **FGDC SECRETARIAT**

The Department of the Interior provides administrative support to the Coordination Group through the FGDC Secretariat. The Secretariat's responsibilities in support of the Coordination Group include:

- Providing all logistical support required for scheduling and conducting meetings
- Supporting the development of meeting agendas
- Consolidating and distributing meeting materials and decision documents
- Hosting and maintaining the FGDC website and other collaboration resources
- Communicating FGDC activities to partner agencies and external stakeholders as recommended by the coordination group
- Apprising the Coordination Group, Steering Committee, and Executive Committee of Secretariat activities and responsibilities on a regular and timely basis
- Facilitating collaboration with other interagency councils, initiatives, e-government activities, and external stakeholders
- Providing research and analysis support to the Coordination Group as needed.

## **CHAIRMANSHIP**

The Coordination Group is co-chaired by the FGDC Staff Director and a member agency representative and/or designees. The member agency co-chair is selected by the Coordination Group and serves a rotating one-year term.

## **MEETINGS AND DECISION MAKING**

The regularly scheduled meetings of the FGDC Coordination Group are held on a monthly basis, normally the first Tuesday of each month at 9:00 a.m. (ET). The Coordination Group may hold additional meetings as needed. Meetings are normally open to agency representatives, stakeholder groups and all interested parties; meetings may be restricted to Federal participants when necessary. A quorum is not required for meetings to take place. Minutes documenting action items and responsibilities are circulated to all members following the meeting. Members unable to attend will send designated alternates.

Decisions may be made at scheduled Coordination Group meetings, during teleconferences, and by electronic ballot, as appropriate. Meetings and teleconferences will be announced at least a week in advance and conducted in accordance with a published agenda. Meeting announcements and minutes will be posted within two weeks on the FGDC website ([www.fgdc.gov](http://www.fgdc.gov)). For decisions made at meetings and during teleconferences, a quorum of members must be present. A quorum consists of

two-thirds of the voting members. Once a quorum is achieved, a simple majority of votes determines the outcome. If a quorum is not present, decisions will be tabled or another method of making them will be implemented. Options may include decision by the Co-Chairs, by an appointed team, or by electronic ballot. An electronic ballot is valid once a quorum is achieved. Any decision made without a quorum present may be reviewed by the Coordination Group at subsequent meetings.

The preferred process for decision-making is by consensus of the members present. If consensus is not reached, the issue may be decided by majority vote at the option of the Co-Chairs. A vote may be taken by a show of hands; however, any member may request a roll call vote. The results of all roll call votes shall be included in meeting minutes.

Issues to be voted on shall be presented to the membership no later than 10 working days prior to a vote. Members who cannot attend a meeting may provide their proxy in advance to either of the Co-Chairs. A proxy received in advance of a meeting will be counted toward the quorum for the vote under consideration.

## **APPROVAL**

This Charter will remain in effect until amended or replaced. Any amendments or revisions to the Charter will be posted on the FGDC website ([www.fgdc.gov](http://www.fgdc.gov)).

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FGDC Chair

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FGDC Vice-Chair

## FGDC Coordination Group Charter DRAFT

### Appendix A – Membership

All agencies identified in OMB Memorandum M-06-07, “Designation of a Senior Agency Official for Geospatial Information (SAOGI),” and/or in OMB Circular A-16 (Revised August 19, 2002) shall be members of the Coordination Group. SAOGIs may submit requests to the FGDC Chair for sub-agency membership on the Coordination Group. Agencies that are not members of the FGDC may also request membership through the FGDC Chair. Upon acceptance, they will have the same responsibilities and privileges as other members of the FGDC. In some cases, agencies may serve as non-voting members. A current membership roster will be maintained by the FGDC Secretariat and posted at [www.fgdc.gov](http://www.fgdc.gov). Current member agencies are as follows:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of Treasury
- Department of Veterans Affairs
- Environmental Protection Agency
- Library of Congress
- National Aeronautics and Space Administration
- Social Security Administration
- Agency for International Development
- General Services Administration
- National Archives and Records Administration
- National Science Foundation
- Nuclear Regulatory Commission
- Office of Personnel Management
- Small Business Administration
- Smithsonian Institution
- Tennessee Valley Authority
- \*Federal Communications Commission*
- \*National Capital Planning Commission*

*(\*Non-voting members)*