



Federal Geographic Data Committee Coordination Group Meeting **Federal Employees Only**

Date: June 2 and 3, 2009
Time: 8:30 a.m. – 4:00 p.m. ET
Location: U.S. Geological Survey
 12201 Sunrise Valley Dr.
 Room BA102 A & B
 Reston, VA 20192

Read-ahead Documents
 (provided by Friday May 29)

1. ExCom Meeting Minutes for April 15 & 16
2. [Working Group & Subcommittee Summaries, Summary Table](#)
3. NGAC Meeting Summary for May 12 & 13
4. GeoLoB Work Groups Summaries and Workplans
5. Draft Coordination Group Charter

Other Relevant documents

6. [OMB Circular A-16](#)
7. [Executive Order 12906](#)
8. [Common Solutions and Target Architecture \(CSTA\)](#)
9. [Geo LoB Joint Business Case](#)
10. [A-16 Supplemental Guidance](#)

Meeting Objectives

1. Identify the current role of the Coordination Group while reviewing its roles and operations.
2. Reach consensus on the Coordination Group Charter
3. Describe the operational procedures necessary to improve Coordination Group operations.
4. Identify reporting requirements for Working Groups, Subcommittees and GeoLoB Work Groups.
5. Identify the mechanisms needed that will allow the Coordination Group to coordinate geospatial activities across the Federal government with other national stakeholders.

Agenda June 2

8:30 am	Welcome	<i>Facilitators</i>
8:45	Review Meeting Objectives	<i>Ivan DeLoatch</i>
9:00	Introductions & Expectations for the Meeting	<i>Facilitated discussion</i>
9:30	Role of Coordination Group <ul style="list-style-type: none"> • <i>What is the role of Coordination Group?</i> • <i>How can the Coordination Group be more focused on the coordination of Federal geospatial activities?</i> 	<i>Facilitated discussion</i>

10:00	Break	
10:15	Coordination Group Charter Review <ul style="list-style-type: none"> • <i>What is the appropriate structure for Coordination Group?</i> • <i>What are the roles, responsibilities, and relationship of the Coordination Group to the ExCom, Steering Committee, FGDC Secretariat?</i> • <i>What are the key objectives?</i> • <i>Who should be members Departments or Agencies?</i> • <i>How should the Coordination Group be led?</i> • <i>How can the Coordination Group operate most effectively?</i> 	<i>John Mahoney and Charter Team Facilitated discussion</i>
12:00	Lunch – USGS Cafeteria	
1:00	Geo LoB Work Group Updates/Alignment –Short concise update 2-3 minutes per group followed by discussion <ul style="list-style-type: none"> • <i>Are the work groups aligned?</i> • <i>What about their work plans?</i> • <i>What are the priorities for FY 2010?</i> • <i>Deliverables?</i> • <i>Milestones?</i> • <i>Return on Investment estimates?</i> 	<i>Lew Sanford, FGDC GeoLoB Work Group Leads Facilitated discussion</i>
2:30	Break	
2:45	Subcommittees & Working Group Updates/Validation – Short concise update 2-3 minutes per group followed by discussion <ul style="list-style-type: none"> • <i>Are the Working Groups and Subcommittees aligned?</i> • <i>What about their work plans?</i> • <i>What are the priorities for FY 2010?</i> • <i>Which need termination?</i> • <i>Which need reinvigoration?</i> 	<i>Subcommittee Leads Working Group Leads</i>
3:30	ExCom Preparation <ul style="list-style-type: none"> • <i>What are the key issues or topics to be raised with the ExCom?</i> • <i>Assignments for tomorrow?</i> 	<i>Facilitators</i>
3:45	Check –Up <ul style="list-style-type: none"> • <i>What worked well? What did not?</i> 	<i>Facilitators</i>
4:00 pm	Adjourn	<i>Ivan DeLoatch</i>



Agenda Day Two
 June 3, 2009
 8:30 a.m. – 3:15 p.m. ET

8:30 am	Summarize Day One	<i>Facilitators</i>
8:45	Subcommittees & Working Group Updates/Validation -- --Continued	<i>Subcommittee Leads Working Group Leads</i>
9:15	Reporting Requirements for Subcommittees, Working Groups and GeoLab Work Groups <ul style="list-style-type: none"> • <i>What information was not provided that would have been helpful to your agency's operations?</i> • <i>What does a common reporting template look like?</i> • <i>How often to report?</i> • <i>Do we need a FGDC Dash Board?</i> 	<i>All</i>
10:00	Break	
10:15	Coordination Group Operations <ul style="list-style-type: none"> • <i>How can the Coordination Group operate most effectively?</i> • <i>What's the role of the FGDC Secretariat?</i> • <i>Have we met expectations?</i> 	<i>Coordination Group</i>
11:00	ExCom Preparation <ul style="list-style-type: none"> • <i>What are the key issues or topics to be raised with the ExCom?</i> • <i>How will these be presented and by who?</i> 	<i>All</i>
11:30	Break For Lunch & time to prepare for ExCom	
1:00	Joint Coordination Group & Executive Committee Session <ul style="list-style-type: none"> • <i>What are the key finding and outcome from the Coordination Group meeting?</i> • <i>How can we best align the Coordination Group and the ExCom to advance Federal geospatial coordination?</i> 	<i>Karen Siderelis, DOI</i>
3:00	Wrap Up	<i>Karen Siderelis, DOI</i>
3:15 pm	Adjourn	<i>Ivan DeLoatch</i>