

Work Group Charter (Date of latest update)

PURPOSE

Why was the work group formed? What are the high level objectives? What does the work group do?

AUTHORITIES

FGDC Working Groups are chartered under the Federal Geographic Data Committee (FGDC) Steering Committee and under the auspices of the FGDC Secretariat which are granted authority through the Office of Management & Budget (OMB) Circular A-16, Executive Order 12906 and the E-Gov Act of 2002. In addition, other OMB Circulars may apply including circulars: A-11, A-119 or A-130, as appropriate.

SCOPE

What is the reach of the work group? Who are the stakeholders the work group will inform? Does the work group have local, regional, national, international, federal, etc. impact?

WORK GROUP OBJECTIVES

Bulleted listing of high level objectives. Annual work plan can be attached as an addendum.

MEMBERSHIP

The work group shall consist of volunteer representatives from FGDC partner agencies.

[Additional members may be included for collaboration or subject matter expertise and experience from: state, tribal, and local governments. On occasion/ or with approval, consortia, academic or industry representatives may be encouraged to participate with the work group.]

CHAIRMANSHIP

Chairmanship shall be from a Federal FGDC partner agency or the FGDC Secretariat.

SUBGROUPS

The Chair may establish ad hoc subgroups to accomplish the objectives outlined in the work plan, as needed.

PROCEDURES

Work Group meetings shall be held at the call of the Work Group Chairperson and conducted at least bi-annually. Meetings may be held virtually or in person. Agendas will be posted at least five days in advance of proposed meeting dates.

Decisions shall be on the basis of consensus agreement. Where agreement is not reached, the issue will be promptly referred to the FGDC Coordination Group to be scheduled for resolution.

COORDINATION RESPONSIBILITIES

The Work Group will employ tools best suited to meet its responsibilities, such as WG meetings, national user forums, annual research initiatives, and cooperative venues. The Work Group Chair will coordinate the WG activities with other Work Groups, the FGDC Coordination Group and appropriate venues relevant to accomplishing key activities and effectively growing the geospatial community.

REPORTS

Work Group shall develop an annual work plan and submit to the FGDC and FGDC Coordination Group for acceptance. In addition, the Work Group will develop a summary of accomplishments. All progress documented as a result of WG activities shall be submitted to the FGDC and FGDC Coordination Group. The FGDC or FGDC Coordination Group may request special reports, white papers, technical papers and the like to address pertinent issues, cross-cutting activities, informational or matters of urgency consistent with the larger FGDC community needs.

APPROVALS

This Charter will remain in effect until amended or replaced or until terminated by the FGDC Steering Committee and provided annual work plans are in good standing. Charter will be posted on the FGDC website at www.fgdc.gov.

FGDC Chair & Date

FGDC Co-Chair & Date