

Metadata Working Group Charter

March 30, 2006

I. PURPOSE

The Metadata Working Group established under the auspices of the Federal Geographic Data Committee promotes and coordinates geospatial metadata activities among FGDC member agencies in support of the National Spatial Data Infrastructure. The Metadata Working Group promotes awareness among FGDC member agencies of the metadata dimension to geospatial data; to facilitate the evolution and revision of the Content Standard for Digital Geospatial Metadata (CSDGM); and to establish a mechanism for the coordination, development, use, sharing, and dissemination of geospatial metadata among FGDC member agencies.

II. MEMBERSHIP

The Working Group shall consist of volunteer representatives designated by the Federal agencies or FGDC Subcommittees. Members are expected to be persons responsible for policies related to the production and use of metadata within their geospatial community segment. Each member agency or geospatial data community segment of the Working group may designate its representative, an alternate if necessary, and changes thereto, to the Working group Chairperson. Other organizations (Tribal, Non-Federal, State, County, Local, Academia, Vendor) may be added with the concurrence of the Working group Chairperson.

The Working Group shall be chaired by an individual agreed to by the FGDC Coordination Committee.

The Working Group may invite non-Federal participation, on an ad hoc basis, to provide information and briefings as determined by the Working Group.

III. RESPONSIBILITY

Working group responsibilities include, and not limited to, the following:

A. Participate in the development and evaluation of metadata definitions and standards used by United Nations and other international organizations (ie International Standards Organization Technical Committee TC211) and make recommendation for their inclusion in the CSDGM as appropriate.

B. Facilitate the development and coordination of agencies' activities related to Metadata standards.

C. Facilitate collection and compilation of information for Metadata activities including training opportunities supported by FGDC members and other supporters of the NSDI.

D. Promote the publication of digital spatial data through searchable metadata in cooperation with the FGDC's Clearinghouse Working Group and/or White House initiative Geospatial One-Stop.

E. Participate in the revision or extension of FGDC Metadata Standards to more accurately describe its scope.

F. Assist the FGDC to establish and publish standards and specifications for metadata and assist in establishing priorities for Metadata production.

G. Assist the development and adoption of common standards of content, format, and accuracy for Metadata for use by all FGDC members, encourage standards implementation by non-FGDC organizations, and support interoperability to enhance data's potential for re-use.

H. Promote government-wide use of defined and published spatial data transfer standards for Metadata.

I. Facilitate the economic and efficient application of Metadata through sharing of experiences involving metadata applications.

J. Promote and support higher-order or crosscutting activities established or recognized by the FGDC to explicitly include activities undertaken by the Clearinghouse Working Group and the Standards Working Group.

K. Encourage agencies to schedule the disposition of Metadata in coordination with the National Archives and Records Administration in order to provide for the permanent preservation of historically valuable data.

L. Assure that the Metadata standards developed are coordinated with State and local governments and that the needs of metadata producers and users at the State and local levels are addressed.

IV. PROCEDURES

Working Group meetings shall be held at the call of the Working Group Chairperson, and shall be held at least biannually. Normally, notification of meetings and an agenda will be distributed to members of the Working Group and to the FGDC Executive Secretary 10 Federal working days in advance of the meeting.

All 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.

The Working Group Chairperson shall consult with the Chairperson of the Coordination Group to determine the need for further coordination prior to implementing Working group decisions that impact the FGDC or its other Working groups or working groups.

The Working group may establish additional rules and procedures for conducting business.

V. SUBGROUPS

The Working group may create Work groups or task groups, or further subdivisions, at the discretion of the Working group Chairperson, as appropriate to carry out its activities and meet its responsibilities. The establishment of subgroups of more than 12 months duration that are in addition to any specified in this exhibit and the abolishment of any such subgroup requires the approval of the FGDC Coordination Committee. Participation in these groups may be drawn from its member organizations and from other organizations, as appropriate.

VI. COORDINATING MECHANISMS

The Working group will employ those tools that are best suited to meeting its responsibilities, such as Working group meetings, national user forums, annual requirements solicitations, user surveys and analyses, spatial data user workshops, research initiatives, and cooperative ventures.

The Working Group Chairperson will coordinate the Working Group's activities with other FGDC Working groups and other components by participating in the FGDC's Coordination Group.

VII. REPORTS

The Working group shall report to the FGDC annually, by December 31, describing the requirements for, production of, and availability of Metadata. This annual status report shall be submitted to the FGDC Executive Secretary, and shall contain

- accomplishments of the past calendar year,
- an operating plan for activities planned for the upcoming year,
- photographs, diagrams, and other materials that may be of value for inclusion in FGDC reports,
- a brief discussion of problems encountered and other matters of interest.

The Working group shall submit the operating plan for the upcoming year for FGDC review and concurrence.

Special reports and technical papers also may be requested by the FGDC during the reporting period describing special projects, coordination with other Working Groups, and the development of status graphics or catalogs and informational or educational brochures on the use and availability of Metadata.

The Chairperson shall provide a draft report of Working Group meetings, including Working Group recommendations and action items, to all Working Group members for review prior to approval.

The Working Group Chairperson shall provide the final report of Working Group meetings to all Working group members, the FGDC Executive Secretary, and the Standards Working Group Chairperson.

VIII. TERMINATION

The Working group shall remain in existence for a period of one year and may be extended by the FGDC Coordination Committee.