

FGDC Urban Areas Team

Draft Charter

Purpose—to advance implementation strategies for creating, sharing and maintaining the geospatial data most needed in urban areas. [Note: the stated objective (under the Making Framework Real banner) is: By 2006, 50 percent of the 133 urban areas will have data for all framework themes].

Assumptions:

- Framework themes exist in all 133 urban areas today. Therefore, the objective will be re-stated as follows: To discover and document the technical, political, economic and social factors relevant to sustaining the urban data framework and to reach consensus on next steps.
- Metropolitan area experts and advocates (local technical experts, elected officials, private, non-profit, academic organizations) will be invited to contribute to this project.

Product/Result Desired: the objectives are to:

- Expand framework theme definition to include urban themes
- Draft a “urban data framework handbook and guide”

This work is to be completed by December 31, 2005.

Scope of Responsibility—the team will function as an Action Team with responsibility for defining a set of processes and products toward a sustainable urban data framework.

Scope of Study—audience will be civic leaders and geographic data and information professionals in metropolitan areas. Potential tasks include:

- Based on limited interviews and literature review, develop:
 - A set of indicators to identify the political, economic, technical, social, geographic and other factors that define “readiness” to sustain urban framework.
 - Urban data schema
 - Multi-jurisdictional finance and governance models.
- Convene a workshop of urban data experts to report synthesis of the literature review and draft the urban data framework agenda (5 year plan?)
- Compile findings and publish an Urban Data Framework Handbook and Guide (working title).

Level of authority—progress will be reported to the Project Manager. An informal urban advisory committee composed of individuals with expertise creating, using, archiving and disseminating urban framework data will be formed to advise the team.

Leadership—Kathy Covert and Twyla McDermott will serve as co-conveners of this Action Team.

Membership—members were nominated, invited and volunteered to serve. Members include:

Member	Affiliation	Email
Eric Anderson	City of Des Moines, IA	eaanderson@ci.des-moines.ia.us
Tim Case	Parsons Brinckerhoff	case@pbworld.com
Kathy Covert	FGDC	klcovert@usgs.gov
Michael Domaratz	USGS/NGPO	madomaratz@usgs.gov
Kevin Hope	USGS	khope@usgs.gov
Alan Leidner	Booze Allen Hamilton Inc.	leidner_alan@bah.com
Twyla McDermott	City of Charlotte, NC	tmcdermott@ci.charlotte.nc.us
Sonny Parafina	Ionic	sonny@ionicenterprise.com

Roles & Responsibilities & Expectations of Team Members—

- Members are expected to participate in monthly teleconference calls.
- Members agreed to participate in an all day workshop that will take place in lieu of one of the two monthly meetings.
- Members agreed to contribute approximately 10 hours of time in addition to two meetings each month.
- Responsibilities may include research, reviewing documents, interviewing subject matter experts, conducting informal surveys, compiling statistics, drafting documents and participating in team activities.

Decision-making process—Decisions will be made by consensus. Everyone will have input into the decision and agree to support the decision once consensus is reached. Voting will be used only as a fallback decision process.

Communication Linkages—

- Teleconference calls, WebEx sessions, meetings, a workshop and email will be the primary means of communication.
- Email Response Procedures—the subject line of each message will begin with Urban Areas. If response is needed note in subject line. Example: Urban Areas Team: Response needed by _____.
- If members are unable to participate in scheduled meetings, please notify one of the co-leads and send input in advance of the meeting to ensure your voice will be heard.

Meeting Schedule

Monthly teleconference.

Time Frame:

- Finalize Team Charter (by Feb 3, 2005)
- Perform literature review (February-March 2005)
- Convene Urban Data Framework Experts workshop (April 2005)
- Present preliminary findings (May 2005)
- Develop set of indicators of readiness toward a sustainable urban framework (May 2005)
- Complete first draft of “Urban Data Framework Handbook and Guide” (working title, subject to change) (November 2005)

Performance Indicators—members participate in regularly scheduled calls and meetings, and complete actions per plan.

Resources Available—financial and logistical support from the FGDC Secretariat.

Logistics—FGDC will arrange for rooms and phone bridges as necessary.

Champion—the Steering Committee and the Secretariat Staff Director are recognized as the champions. Operationally to complete the task, the co-conveners and the project manager are the champions of this action team.