



Agenda

**Monday, August 17, 2009
MESB/Mosquito Control Offices**

Board Room

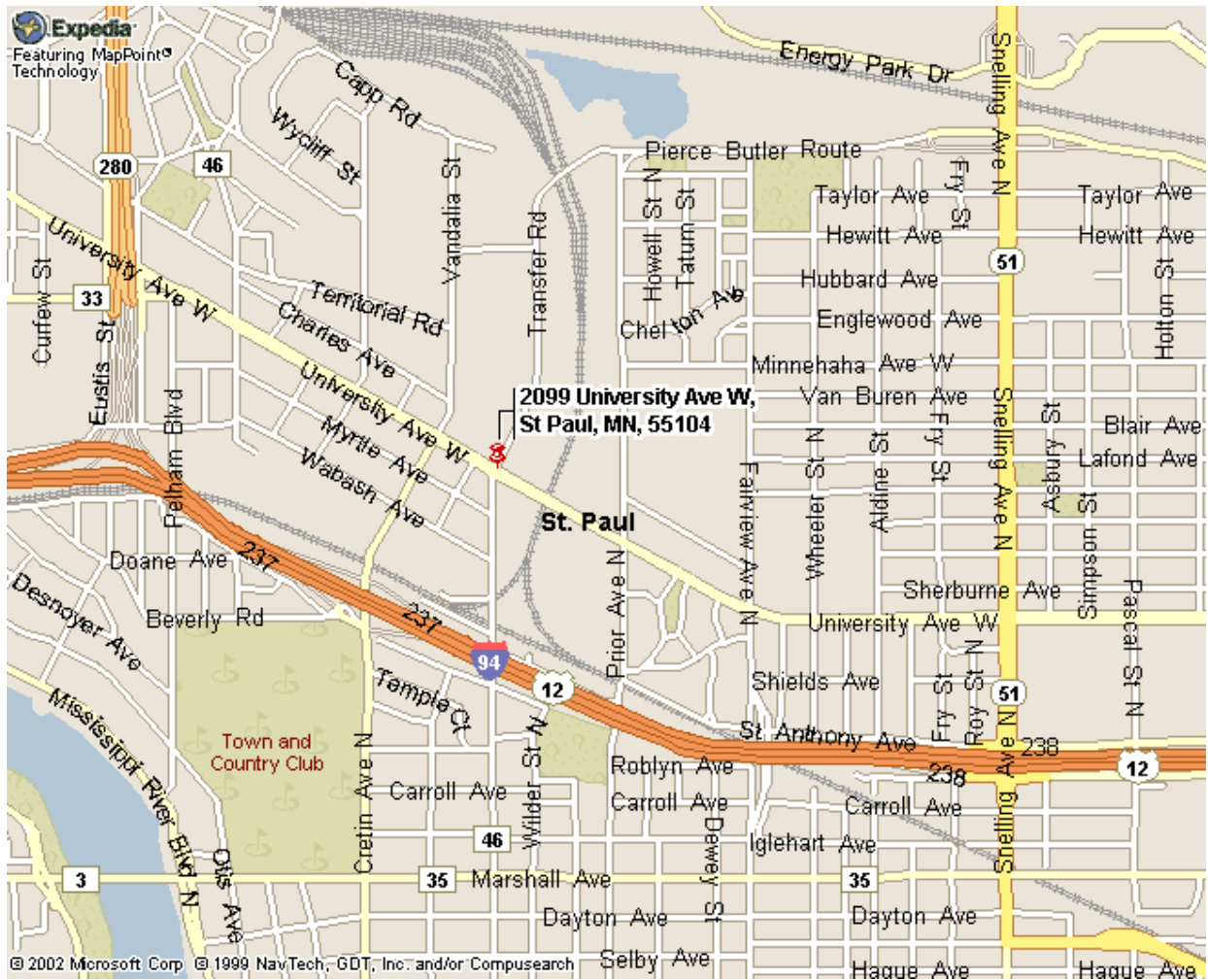
2099 University Ave. W., St. Paul

(Map Attached)

1:30 to 3:30 PM

- 1. Welcome and introductions**
- 2. Note taker**
- 3. Approve agenda** all
- 4. Approve February meeting summary** all
- 5. Committee Chair** all
- 6. Regional custodian update** Kotz
- 7. Adding Use Type info to data specifications?** Kotz
- 8. Update on synchronizer project** Henschel
- 9. Update on web editing application project** Kotz
- 10. Policy Board feedback** Read
- 11. Data access policy details** (See attached draft policy summary) all
 - a) Who should get access under limited access option?
 - b) Start with open access option?
 - c) How do we get to liability disclaimer language?
 - d) How do we get to restricted access language (authorizing withholding of the data)?
 - e) Governance and communicating with and among the many participants?
- 12. Project Plan** (steps to get to data distribution) all
- 13. Report to Coordinating Committee** all
- 14. Review action items**
- 15. Adjourn**

Directions: Building is located on Northeast corner of University Avenue and Transfer Road (South of AMTRAK station). Best access off Interstate 94 is the Cretin/Vandalia exit. Head north on Vandalia Ave to University Avenue, then East on University to Transfer Road/Cleveland Ave. North on Transfer Rd. and enter first parking lot on right (before RR tracks). Building is marked as Metro Counties Government Center.



Item 4 – Approve February meeting summary

Address Workgroup Monday, February 23, 2009 1:00 - 3:00 P.M. DRAFT Meeting Summary

Attendees:

Mark Kotz, Curt Peterson, Nancy Read, Gordon Chinander, Kent Tupper, Bob Basques, Sally Wakefield, Bob Moulder, Brad Roman, Ben Verbick, Deb Jones, Joel Koepp, Jim Bunning

Item 3

Agenda unanimously approved.

Item 4

Nancy Read offered an update of geocoder progress. The geocoder is up and running. Initial evaluation noted some dissatisfaction with the number of optional returns based on house number variations. Also running an alternate version for additional testing. See MetroGIS web site. <http://www.metrogis.org/data/apps/geocoder/> Landmarks (points of interest) addition to geocoder is still pending.

Item 5

Mark gave an update of the synchronizer project under development at Carver Co. The project is complete. Carver Co. gave a presentation about the project at the last TAT and Coordinating Committee meetings. The next step is to find a regional or state host for the Address Points data and setup the synchronization between Carver Co (and any other county that wants to be involved) and the regional or state host. LMIC is considering the possibility of being that host.

Item 6

Mark gave an update of the progress on development of a web app for address updating. The contract for development was awarded to Applied Geographics. The details of the contract are being finalized. It will be an ArcGIS Server based product. It may allow the newly proposed Geographic Information Office to host and open app statewide.

Item 7

Mark presented slides to assist in a discussion of a data distribution policy and strategy for a metro- or state-wide address database. Identifying data licensing as a major issue discussion revolved around options to license or not, sell data, freely distribute data, etc. It was noted that any data will be public information. With more than 100 address authorities, it would be unworkable to try to get everyone to agree on a common license agreement. Yet cities may not favor giving data away freely to anyone on the web. Under any policy, a solid liability disclaimer will be needed.

Bob Moulder and Brad Roman offered a good Hennepin County perspective on licensed data and HC's position.

Nancy commented that any address database we eventually offer will also have commercial competition.

Sally offered a brief scenario of using the proposed database for mailings they do for cities. Additional discussion identified the fact that the geography of the list features is not necessary to compile comprehensive mailing lists, thus nullifying the concern for licensing of the geographic dataset for that purpose.

Curt Peterson suggested that a strategy should allow selling the dataset to private enterprises but freely distributing to government and other public agencies. Nancy extended this suggestion by offering that revenue from each sale should be divided among all participating addressing authorities proportionate to the amount of data they contribute.

An idea was suggested to not try to get all cities to agree on a single license agreement, but instead just create one good agreement and see who is willing to participate with that.

Bob Basques commented that more than one license may be necessary since some participants may wish to offer no restriction of distribution and use while others will be insistent upon a license agreement and possibly a fee

structure. Acquisition by private companies may then involve a fee for some portions of the data set while others would be available at no charge. Kotz noted that MetroGIS previously looked into selling data and e-commerce and decided not to go down that road.

Ben Verbick, Deb Jones, and Joel Koepp each offered brief city perspectives on the maintenance and eventual use and distribution of the address datasets. All agreed that, as an individual addressing authority, a small municipal government was probably not going to be able to “police” their own license agreement nor attempt to maintain a “fee for acquisition” procedure. Cities within Hennepin County would probably need to align themselves with the County’s position on a distribution policy and strategy.

As a result of the discussion, the group concluded that it should propose a data distribution strategy that allows address authorities to participate under their choice of two scenarios.

1. MetroGIS creates a license agreement patterned after the parcel data agreement that allows MetroGIS to distribute the data only to licensed government and academic users (just like parcel data). MetroGIS would not attempt to get all address authorities to define the license agreement and would not expect all address authorities to participate. Data contributed under this license would be available via a password protected FTP site and possibly a secure web service.
2. MetroGIS would create another agreement that allows open distribution of the data on the internet to anyone. Address authorities that choose to provide their data under this agreement would have it distributed both with the password protected data and in a separate, freely available download and web service.

Additionally, MetroGIS may consider a method of charging for the protected data and providing a cut of all sales to all participants in a manner proportional to the amount of data contributed. It was noted that is it very important to approach the potential selling of the data separately from the proposal of the two scenarios above, or that effort could be significantly delayed.

Next steps include presenting this idea to the Coordinating Committee and the Policy Board. It might be best to first pitch it to city representatives on the policy board for more input. It might be wise to also have a discussion about it with emergency managers.

Item 10 - Direction Received from the Policy Board – Access and Distribution Policy

On July 22, 2009, the MetroGIS Policy Board granted concept approval to several foundation elements (see Reference Section) for this address points dataset policy and directed the Coordinating Committee to develop a detailed policy statement and an outreach plan to advocate for widespread acceptance among leadership of “official address authorities” (Agenda Item 5a at http://www.metrogis.org/teams/pb/meetings/09_0722/09_0722m_V3%20draft.pdf).

The statements on the following page were endorsed by the Policy Board as foundational principals for a detailed policy statement to guide MetroGIS’s efforts related to development of a regional Address Points Dataset and its distribution.

Foundation Element 1: Offer the options of either open or limited access to encourage broad participation by data producers:

Assume that cities will generally want to make their data freely available to anyone requesting it, but for those instances where the data producer would prefer to restrict access offer a limited access option as well, provided support overhead is not excessive.

If the restricted access option is desired by a data producer, then the following rules would apply (the users would access the data via the same mechanism which could distinguish between the access types):

- Provide full access to government and all other organizations that serve as first responders (e.g., ambulance providers) via a password protected mechanism.
- Provide “view-only” access for all other interests to ensure transparency and understanding of the resource’s existence

Foundation Element 2: Each user would be required to acknowledge a liability disclaimer (data provided “as is”). The exact method (e.g., shrink wrap) to accomplish this is to be determined.

Foundation Element 3: Some form of agreement will be needed between the address authorities who produce the data and the organization(s) that is responsible for overseeing the distribution mechanism to ensure that the distributing agent authorized (has sufficient legal foundation) to withhold access from non-qualifying interests. Strive for a simple, automated process to distinguish between authorized and unauthorized users to ensure minimal support overhead.

Foundation Element 4: Don’t use the term “license”, as it is a loaded term with a range of meanings. Use the term “available with these restrictions”

In addition to providing direction for desired access/ distribution policy, the Board also directed the Committee to:

“...propose an outreach plan that builds upon Chairperson Schneider’s and Member Elkins’ willingness to advocate among city leadership for the proposed Regional Address Points Dataset and related access/distribution policy proposed and endorsed by MetroGIS.”

In so doing, the Board also acknowledged three key organizations (League of Cities, Metro Cities, and LOGIS) that will need to endorse the proposed policy if contributions to the Regional Address Points Dataset are to become widespread. Chairperson Schneider and Member Elkins, as the city representatives to the Policy Board, also agreed to advocate among the leadership of these organizations for the proposed Regional Address Points Dataset and acceptance of access/distribution policy proposed and endorsed by MetroGIS.

The Board also concurred that once the desired policy components are well articulated and agreed upon they should be shared that with Mn Information Policy Office (IPO) officials for comment.

Item 11 e

Proposed Addition of Governance Section to Policy Statement

The number of organizations expected to assume one or more of the custodial responsibilities is unprecedented. To ensure that timely communication occurs among the many participating organizations and that problem solving occurs in a timely manner, a proactive “operations-based, communication and governance mechanism” is needed. **Some proposed characteristics** of this “mechanism” are as follows:

- The Address Workgroup serves as an advisor to the regional custodian regarding the full range of topics that arise in the course of supporting this regional database.
- All primary and intermediate custodians are able to readily pass along to the regional custodian concerns and suggestions that arise during day-to-day operations.
- The regional custodian quickly decides if the issue or opportunity involves policy, requiring action by MetroGIS, or is limited to operational refinement.
- Primary and intermediate custodians are regularly kept apprised by the regional custodian of refinements in operational requirements and policies.
- MetroGIS leadership is kept apprised of issues and opportunities in a timely manner.

Item 13 – Draft Report to Coordinating Committee

TO: Coordinating Committee
FROM: Address Workgroup
Chairperson: Mark Kotz, Metropolitan Council
Staff Contact: Randall Johnson, MetroGIS Staff Coordinator (651-602-1638)

SUBJECT: Regional Address Point Dataset –Regional Policy Statement

DATE: August 12 2009
(For Sept 10th Meeting)

Request

That the Coordinating Committee identify any issues or concerns it has with draft policy summary offered by the Address Workgroup to govern the creation and management of the proposed Regional Address Points Dataset.

Policy Board Direction

On July 22nd, the Policy Board provided direction regarding desired data access policy for the Regional Address Points Dataset in response to questions posed by the Coordinating Committee at its June meeting. (The specifics of direction received from the Policy Board are explained in the Reference Section and have been incorporated into the draft Regional Policy Statement presented in Attachment A). The Board also directed the Committee to continue to refine this policy.

Draft Policy Statement – Comment Requested

A regional policy statement has been adopted by the MetroGIS Policy Board for each of the eight current “endorsed regional datasets” (http://www.metrogis.org/data/policy_board.shtml). A draft policy summary has been created for the Regional Address Points Dataset by staff and the Address Workgroup. (Attachment A.) An attempt has been made to capture all direction from the Coordinating Committee and Policy Board. Comment is requested on the draft policy summary. In particular, the Address Workgroup is requesting further direction or action on the following topics:

1) “First Responders” Are Proposed as Qualified Users: The Policy Board’s preference is that the Regional Address Points Dataset be made freely available. However, to maintain flexibility and increase participation, the Policy Board has endorsed also offering a limited access option (see “foundation element 1” on page 4.) Under this option, “first responders” would be included as authorized users. **Does the Committee have any concerns** with this preference that should be brought to the Policy Board’s attention before the policy statement is finalized?

2) Liability Disclaimers and Authority to Restrict Access:

a) Disclaimer Agreed to by Data Users: The liability disclaimer language and implementation method should be recommended by a workgroup that includes representatives from city and county address authorities, county and regional aggregators, and prospective users.

The **Committee is requested to:**

- Authorize a create a new workgroup tasked with proposing specific language that will be broadly accepted
- Identify existing liability disclaimer language that would be acceptable to all or most participants that can serve as examples for the workgroup to draw upon.
- Identity candidate workgroup members who are affiliated with each of the key stakeholder interests and who have the requisite expertise.

Method to Limit Access to Qualified Users: Once it is determined that one or more address authorities will choose to use the limited access option,, a mechanism will need to be created that provides intermediate and regional custodians legal authority to withhold access to that data by unauthorized users. The mechanism (agreed upon terms and conditions) should be recommended

by a workgroup including representatives of address authorities that intend to use the restricted access option, as well as county and regional aggregators. At this time no action is requested.

Achieving the agreed upon terms and conditions described above will likely require legal resources.

Does the Committee believe that MetroGIS resources should be used to develop these terms and conditions or should these costs be borne by the address authorities that prefer this option? Would the latter be counterproductive to promoting participation by all?

PROJECT PLAN – ACTUAL DATASET DEVELOPMENT

Outreach efforts, to secure contributions of address point data and assembly of contributed data into a regional dataset, may begin once the MetroGIS Policy Board has endorsed a policy framework and agreement has been reached on the language and implementation method for a data user disclaimer of liability. A regional custodian would not have to be designated to launch the development. Metropolitan Council staff would be willing to serve as an interim custodian until a willing organization, with the requisite capacities, assumes this role, with the understanding that the interim support would be on a time permits basis to prototype processes.

To simplify this Phase I development work, only data which is authorize it to be freely accessible will be accepted. The resulting data would be aggregated and posted on DataFinder, with an accompanying metadata record, by MetroGIS support. Work on Phase II, would involve data for which the Limited Access Distribution policy would apply. This work would not proceed until a means to withhold access to unauthorized users has been agreed upon as discussed in the preceding section.

RECOMMENDATION

That the Committee:

1. Offer suggested additions or modifications to the draft policy summary for the Regional Address Points Dataset (Attachment A);. in particular, offering any concerns with the proposed inclusion of first responders as qualified users
2. Convene a workgroups to propose language and methods for the liability disclaimer
3. Offer a suggestion as to whether MetroGIS resources should be uses to craft terms and conditions related to the limited access distribution option.
4. Direct the Address Workgroup to propose a Project Plan to launch development of the actual dataset for consideration at the December meeting of the Coordinating Committee. (Note, the goal is to present this plan, together with a recommended regional policy statement, for approval by the Policy Board at its January 2010 meeting.)