

## ATTACHMENT B

### METROGIS'S Core Services, Component Functions, and Operational Status

As a component of the pending Business Plan Update, a reorganization of MetroGIS's functions as components of one of the three recognized core services is proposed. Once the updated descriptions of the Core Services and Component Functions are approved, the Committee will be asked to decide if the current "priority category" nomenclature is still appropriate before using the new document for budgeting purposes.

**This activity does not assume any changes to current policy, just an update of service descriptions and manner in which organized.**

Core Services <sup>1</sup> (Component Functions <sup>2</sup> )	Current Priority Category <sup>3</sup>	2004 Work Plan Status	2005 Budget Line Item
<b>1. Facilitate Regional Solutions (Data, Applications &amp; Best Management Practices) To Common Information Needs</b>			<b>Yes</b>
Promote and endorse voluntary policies, which foster coordination of GIS among the region's organizations. <b>WHERE DOES THIS BEST FIT – CAPTURE IN THIS CORE SERVICE STATEMENT OR 3a?</b>	Mission Critical	Ongoing	?
a . Identify unmet GIS needs with regional significance and act on these needs.	Mission Critical	Partially complete and ongoing	yes
b . Develop and endorse standards for GIS data content, data documentation, and data management for regional datasets <i>(Policy)</i> .	Mission Critical	Partially complete and ongoing	yes
c . Promote collaborative funding of pilot projects that meet regional needs.	Funded Support - Important but not critical	Ongoing	yes
d . Create and maintain datasets for MetroGIS based on identified priorities (i.e., to address the 13 priority information needs endorsed by the Policy Board as having regional significance). <i>(Implementation-data)</i>	Partnered Support:	Partially complete and ongoing	yes
Conduct research to meet common regional GIS needs (i.e., data policy, distribution, etc).	Selectively Desirable:	<i>Component of 1(d)</i>	no
e . Facilitate data sharing agreements and licensing among MetroGIS stakeholders. <i>(Implementation-data)</i>	Mission Critical	Ongoing	yes
f . Help promote development and exchange of GIS applications and procedures that serve GIS needs. <i>(Implementation-applications)</i> <b>(?Clarify to apply to "common" GIS needs?)</b>	Partnered Support:	Ongoing	yes

Core Services <sup>1</sup> (Component Functions <sup>2</sup> )		Current Priority Category <sup>3</sup>	2004 Work Plan Status	2005 Budget Line Item
	Develop master contracts for regional GIS projects, when appropriate.	Selectively Desirable:	No activity	No – component of 1 (d-f)
	Endorse standards for telecommunication protocol and networks. (a.k.a.: Create guidelines for getting electronic access to the information that is being shared)	Selectively Desirable:	No activity	No – component of 1(d-f)
<b>2. Maintain Data Search and Retrieval Mechanism (DataFinder)</b>				<b>Yes</b>
a	Provide a directory of regionally endorsed geospatial data ( <i>and other GIS data available</i> ) within region and a mechanism for search and retrieval of GIS (these) data (a.k.a.: maintain and enhance DataFinder). The goal is to provide a single Internet point of contact to search and retrieve geospatial data.	Mission Critical	Operational and ongoing	Yes
b	Promote filling gaps in metadata based on identified regionally significant data priorities.	Funded Support - Important but not critical	Ongoing	yes
c	Provide technical assistance to participants to retrieve, translate, and use data developed and maintained on behalf of MetroGIS.	Selectively Desirable:	Minimal activity	yes
<b>3. Maintain A Forum For Sharing Knowledge &amp; Foster Collaboration/Partnering Opportunities In The Area Of GIS</b>				<b>Yes</b>
	<del>Market MetroGIS data and products.</del> <b>REPLACE WITH THE NEXT ITEM?</b>	See note <sup>4</sup>	Ongoing	No – propose to combine with 3(a)
a	<del>Promote and endorse voluntary policies, which foster coordination of GIS among the region's organizations.</del> (?? <b>REPHRASE</b> to " <u>Foster coordination of GIS activities among the region's organizations through promoting understanding and use of data, applications, and best practices endorsed by MetroGIS</u> ".)	Mission Critical	Ongoing	yes
b	Promote forums for MetroGIS stakeholders to discuss common GIS needs and opportunities.	Funded Support - Important but not critical	Ongoing	yes
c	Maintain MetroGIS website ( <a href="http://www.metrogis.org">http://www.metrogis.org</a> ).	Funded Support - Important but not critical.	Operational and ongoing	yes
d	Publish MetroGIS newsletter. <sup>5</sup>	Selectively Desirable:	Annual Report & GIS/LIS Newsletter	yes

<b>Core Services<sup>1</sup> (Component Functions<sup>2</sup>)</b>		<b>Current Priority Category<sup>3</sup></b>	<b>2004 Work Plan Status</b>	<b>2005 Budget Line Item</b>
e	Maintain liaison relationships with committees / organizations with similar and/or complimentary objectives to MetroGIS (i.e., Governor's Council on Geographic Information, GIS/LIS Consortium, NSDI/FGDC) (revise to add " <u>and advocate for MetroGIS's needs and desires</u> ").	Funded Support - Important but not critical	Ongoing	yes
	Advocate for MetroGIS needs and desires with state and federal policy makers	Funded Support - Important but not critical	Ongoing	No – propose to combine with 3(e)
<b>Inappropriate Functions For MetroGIS<sup>6</sup></b>				
	Identify GIS training and continuing education needs and encourage participation.	Low Priority: Postpone funding.	N/A	
	Provide a repository of GIS human resources information (centralized job posting/position descriptions)	Low Priority: Postpone funding.	N/A	

<sup>1</sup> The concept of “core service” was introduced with the 2003-2005 Business Plan to better communicate MetroGIS’s purpose than possible with the functions established in 1999.

<sup>2</sup> In 1999, 21 functions were identified as possibilities for MetroGIS. The 2000-2003 Business Plan set priorities for these functions based upon two criteria: Is a particular function appropriate for MetroGIS? If so, how important is it core stakeholder operations?

<sup>3</sup> The function (service) priority categories established with the 2000-2003 Business Plan are as follows. See Appendix A of the Business Plan at [http://www.metrogis.org/about/business\\_planning/bplan\\_0305.pdf](http://www.metrogis.org/about/business_planning/bplan_0305.pdf) for more information. The same functions and priority categories were continued in the 2003-2005 Plan.

- Mission Critical: MetroGIS’s mission cannot be achieved without supporting these functions.
- Funded Support: Important but not critical. MetroGIS should take responsibility to invest resources and make sure these functions are supported.
- Partnered Support: High importance to achieving the MetroGIS mission but require partnering to achieve.
- Selectively Desirable: Decisions on a case-by-case basis.
- Low Priority: Postpone funding.

<sup>4</sup> During development of the 2003-2005 Business Plan, this function was clarified to mean outreach to foster use of endorsed regional solutions and practices as opposed to marketing in competition with independent stakeholder programs – a possible reason for the initial “low priority” ranking responses in 1999.

<sup>5</sup> MetroGIS distributes an annual report in February or March to around 1800 individuals, representing a wide-variety of interests. An article is also submitted to the GIS/LIS Consortium for their in spring, summer, and fall newsletters.

<sup>6</sup> This determination was made in 1999 as a result of the broadly participatory ranking exercise referenced in Note #2.