

## MetroGIS Coordinating Committee Purpose Statement and 2004 Detailed Work Program

### Purpose Statement

The MetroGIS Coordinating Committee is responsible for recommending policies and procedural strategies for consideration by the MetroGIS Policy Board to resolve obstacles that must be overcome to achieve widespread sharing of commonly needed geospatial data among MetroGIS stakeholders.

### Major Responsibilities<sup>1</sup>

- Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS, to include, but not be limited to: datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.
- Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.
- Oversee provision of effective opportunities to share GIS-related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.
- Oversee implementation of MetroGIS Policy.
- Advise the Policy Board on the content of its Business Plan that guides the operations of MetroGIS.
- Ensure an effective means of communication among the Policy Board, the Committee, the Technical Advisory Team and any ad hoc workgroups.
- Coordinate the work of the Technical Advisory Team and ad hoc or special purpose workgroups. (Note: All special purpose workgroups report to the Committee and are dissolved once the specified task is complete.)
- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community.
- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc.
- Perform such other duties as may be prescribed by the Policy Board.

### 2004 MetroGIS Detailed Work Program

#### **A. Priority Common Information Needs**

**Responsibilities:** 1) Create and oversee Information Need Workgroups to define broadly supported data content specifications for a regional solution(s) to each priority common information need. 2) Oversee/assist staff with negotiations and recommend a qualified regional custodian willing to accept the custodian roles and responsibilities defined by a Workgroup for each priority common information need. 3) Recommend solutions to the Policy Board to resolve related intergovernmental policy obstacles. 4) Create and oversee a Technical Advisory Team to encourage knowledge sharing on a variety of technical topics important to the MetroGIS community.

Task	Lead Support	Method	Start/End
<b>1. Regional Highway and Road Networks Information Need</b> <i>a) Participate with MnDOT to explore the LRM (Linear Referencing Model) project as a possible a regional solution(s) that addresses the desired data specifications identified by the community and identify custodial roles and responsibilities.</i> <i>b) Coordinate with MnDOT regarding assigning of Regional custodian roles, access policy</i>	Mike Dolbow (Metropolitan Council) / Staff Coordinator	MetroGIS Workgroup	<b>In progress</b> Aug 02 – ?  <i>(start when “a” completed)</i>

<sup>1</sup> See Appendix A for further information regarding general expectations and responsibilities

<p><b>2. Regional Lakes, Wetlands Information Need</b>  <i>a) Assess applicability of state standards and guidelines for lakes and streams.</i>  <i>b) Secure a lead agency to address other hydrological components of common need.</i>  <i>c) Identify a regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup.</i></p>	<p>Paul Hanson (Metropolitan Council) / Staff Coordinator</p>	<p>MetroGIS Workgroup</p>	<p><b>In progress</b> May 99 --?  <i>(postpone further work on "b" and "c" until decisions on start policy decided.)</i></p>
<p><b>3. Regional Parcel Dataset</b>  <b>Public Sector / Academic Version:</b> <i>Define next steps to accomplish priority, desired enhancements to the regional parcel dataset, along with related roles and responsibilities, identified at 9/25/03 Parcel Data Forum.</i>   <b>Neighborhood Groups/Specified Non-Profits:</b> <i>Evaluate appropriateness of expanding no-fee access by these groups. (Note: a carry over from 2003 workplan and identified Fall 03 by PolicyLink as a desired action. Assumes a coordinated proposal is received from the Twin Cities' Neighborhood Group interests.</i>   <b>Private Sector Version:</b>  <i>a) Finalize license issues.</i>  <i>b) Monitor market interest and user satisfaction with the newly implemented Collaborative Mechanism to distribute parcel data to non-government interests. Recommend any desired policy changes to the Coordinating Committee Dec 04.</i></p>	<p>Mark Kotz (Metropolitan Council)  Staff Coordinator and County Data Producer Workgroup  Staff Coordinator and County Data Producer Workgroup</p>	<p>MetroGIS Workgroup</p>	<p><b>In progress</b> Oct 03 – Dec 04 Policy Board decision not later than July 04. County one-time programming complete Dec 04  <b>New</b> Winter 04 - ?  <b>In progress</b> Aug 02 – ??</p>
<p><b>4. Regional Existing Land Use Information Need</b>  <i>a) Reach agreement on a regional solution(s) that addresses the desired data specifications identified by the community and on appropriate roles and responsibilities</i>  <i>b) Identify regional custodian, access policy and tie to Land Regulations with decision rules for buildable/not buildable</i></p>	<p>Paul Hanson (Metropolitan Council) / Staff Coordinator</p>	<p>MetroGIS Workgroup</p>	<p><b>In progress</b> Jan 03 – Jun 04</p>
<p><b>5. Regional Emergency Preparedness Information Need</b>  <i>a) Identify collaborative solutions for assembly and distribution of locally-produced data, from disparate sources, important to emergency response and, to the extent practical, meet National HSIP (Homeland Security Infrastructure Protection) needs.</i>  <i>b) Define a strategy in conjunction with the Gov. Council on Geographic Information to ensure MetroGIS's efforts are coordinated with those of the Council's, including expand the workgroup through a coordinated outreach effort to include individuals with key expertise critical to implementing sustainable and effective solutions to priority common needs.</i>  <i>c) Assemble a prototype regional dataset(s) that addresses known emergency management needs and make it available for widespread use/testing.</i>  <i>d) Develop an evaluation process to identify desired enhancements to the prototype data/application and associated roles and responsibilities, including evaluation criteria and perspectives (organizational and professional) that need to be involved. (The evaluation process to be implemented about 1 year after the prototype is launched.)</i></p>	<p>Randy Knippel (<i>Dakota County</i>) / Rick Gelbmann (Metropolitan Council)</p>	<p>MetroGIS Workgroup</p>	<p><b>In progress</b> Jan 03 - ?</p>

<p><b>5. Regional Watershed District Jurisdictional Boundaries Dataset</b>  <i>a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed 2003)</i>  <i>b) Identify a regional custodian, access policy &amp; coordinate with the state to the extent applicable.</i></p>	<p>Jane Harper, Washington County / Staff Coordinator</p>	<p>County Workgroup (Possibility Peer Review Forum)</p>	<p><b>In progress</b> Jan 03 – Mar 04</p>
<p><b>6. Regional Socioeconomic Characteristics Of Areas Information Need (Phase II)</b>  <i>a) Define a regional solution(s) for information needs that cannot be sufficiently met with existing data; e.g., where the nature, geographic detail, or reporting frequency is inadequate. Data sources considered might include existing commercial services, new summaries of local government data, or new technologies; e.g., Excensus' iBlocks.</i>  <i>b) Identify regional custodian(s), access policy - endorsement of a custodian(s) to implement roles and responsibilities defined by the workgroup.</i></p>	<p>Mark VanderShaff / Staff Coordinator  TBD</p>	<p>MetroGIS Workgroup</p>	<p><b>New</b> Spr 04? - ??  Coordinate with Address Information Need Workgroup – Item 7</p>
<p><b>7. Address Information Need Enhancement</b>  <i>Devise a sustainable strategy to resolve the need for household and non-residential unit addresses needs that go beyond data available via parcel and street centerline datasets (apartment units, mobile home units, strip centers suites, office suites, etc.)</i>   <i>Phase I: Document the business needs (911 dispatching, addresses for mailing labels for units not in tax data, day time populations, monitor business types, small area geographic analysis, etc.), identify organizational and technical needs to accomplish collaborative solution, summarize potential benefits if a collaborative solution were implemented, identify potential partners, and undertake a cursory investigation of data sources including 3<sup>rd</sup> party options – city licensing/permitting, InfoUSA, iBlocks, etc.</i></p>	<p>Mark Kotz (Metropolitan Council) &amp; Staff Coordinator (Phase I)  Leadership from Emergency Management, Existing Land Use, Parcels Socioeconomic, Workgroups, LMIC, RC User Group enterprise address project, city and county data producers, and Metro 911 GIS project w/PSAPs</p>	<p>MetroGIS Workgroup</p>	<p><b>New</b> Jan 04 - ?</p>
<p><b>8. Regional School District Jurisdictional Boundary Dataset –</b>  <i>a) Define data characteristics of desired regional solution and appropriate roles and responsibilities. (Completed 2001)</i>  <i>b) Identify a regional custodian, access policy &amp; coordinate with state to the extent applicable.</i></p>	<p>Staff Coordinator, David Arbeit (LMIC) and Jane Harper (Washington County)</p>	<p>County Workgroup</p>	<p><b>In progress</b> May 04 (Following Legislative session)</p>
<p><b>9. Data Users Forum – Regional Street Centerline Dataset Enhancements</b>  <i>Identify desired enhancements to TLG Street Centerline Dataset. Coordinate with collaborative initiative with MnDOT related to LRM development.</i></p>	<p>Mike Dolbow (Metropolitan Council – regional custodian) / Staff Coordinator</p>	<p>Peer Review Forum</p>	<p><b>New</b> Jul 04-Sep04 Host in September</p>
<p><b>10. Land Regulations and Rights to Property Priority Information Needs –</b>  <i>A topic for the Fall 2004 Retreat-Item D6 below: Decide what, if any, action is appropriate for MetroGIS. (No action has been taken to date because no organization(s) has stepped forward to support the investigation phase as has occurred with each of the other common information need where work is complete or in progress.)</i></p>	<p>Staff Coordinator / Professional Services Contractor</p>	<p>Retreat of Coordinating Committee – discuss paradigm shift that may be needed</p>	<p><b>New</b> Fall 04</p>

<p><b>11. Identify “Second Generation” Common Priority Information (Data and/or Application) Needs.</b> <i>Initiate once regional solutions are essentially complete for all 1<sup>st</sup> generation common information needs for which an organization(s,) with a related business need, has agreed to support the processes involved in recommending a regional solution. Note the Land Regulation and Rights to Property decision called for above</i></p>	<p>Staff Coordinator / Prof. Services Contractor</p>	<p>TBD</p>	<p>Fall 04 –? <i>(Design only)</i></p>
<p><b>12. Define a strategy/procedure to consider requests for regional endorsement of dataset developed by others</b> (Sect 3.1.2 Item 6 Business Plan) <i>(Note: Postpone until a prototype opportunity presents itself to avoid a theoretical process that does not work efficiently in practice)</i></p>	<p>TBD Subject Matter Expert / Staff Coordinator</p>	<p>TBD</p>	<p>TBD- See Note</p>

### B. Data Search/Distribution Mechanism(s)

**Responsibility:** Recommend intergovernmental policy, roles and responsibilities, and resource priorities necessary to realize full potential of DataFinder and related methods to efficiently and effectively distribute endorsed regional and other datasets.

Task	Lead Support	Work Group	Start/End
<p><b>1. Collaborate with LMIC</b> to implement ways to improve cost-effectiveness of supporting their respective DataFinder and GeoIntegrator applications.</p>	<p>DataFinder and GeoIntegrator Managers</p>	<p>No</p>	<p>Ongoing</p>
<p><b>2. Continue to promote use of standardized metadata and common tools for distribution of data</b></p>	<p>Mark Kotz (Metropolitan. Council) in conjunction with (LMIC)</p>	<p>Exists</p>	<p>Ongoing</p>
<p><b>3. Host a DataFinder Informational Forum</b> to inform data producers of opportunities to distribute data via DataFinder and satisfy an outreach requirement of MetroGIS’s 2001 NSDI WMS Grant.</p>	<p>DataFinder and GeoIntegrator Managers / Staff Coordinator</p>	<p>No</p>	<p>Spring 04 (or once the contractor for LMIC’s GeoIntegrator improvements in place)</p>
<p><b>4. Evaluate user satisfaction</b>, in conjunction with LMIC, to identify desired enhancements to DataFinder Café and evaluate breadth of support for adding a projection conversion capability to the downloading wizard, which was previously identified as a desired capability by a few interests. <i>(Note: Assumes Version 2 of DataFinder Café application has been operational for at least a year by Winter 2005.)</i></p>	<p>DataFinder and GeoIntegrator Managers / Staff Coordinator</p>	<p>TBD</p>	<p>Fall 04 <i>Only define how – implement early 2005</i></p>

### C. Common Geospatial Application Needs

**Responsibility:** Recommend intergovernmental policy and funding options necessary to meet commonly needed geospatial applications, in particular, those that “run” on one or more endorsed regional datasets.

Task	Lead Support	Work Group	Start/End
<b>Identify and prioritize geospatial applications</b> that address regionally significant common information needs of local and regional government interests that are not identified as part of the Common Information Need workgroup process. <i>(Note: In 2003 – the only priority identified was a regional mailing label application. In 2004, an effort will be made to broaden the focus beyond the needs of the producer community.)</i>	Staff Coordinator / Professional Services Contractor	TBD	Fall 04 (coordinate with effort to identify 2 <sup>nd</sup> generation priority information needs)

#### D. Business Planning/Outreach/General Administration:

**Responsibility:** Recommend intergovernmental policy and funding options necessary to achieve functions consistent with the MetroGIS community's needs and to sustain an appropriate organizational structure.

Task	Lead Support	Method	Start/End
<b>1. Produce the 2003 Annual Report</b>	Communications Consultant	Staff	Jan 04-Mar 04
<b>2. Outreach</b> to promote awareness of regional geospatial data solutions and opportunities	Staff Coordinator	Staff	Ongoing
<b>3. Prepare MetroGIS Benefits Testimonials</b> for 1-2 Additional Stakeholders	Communications Consultant	Staff	Ongoing
<b>4. Oversee performance of adopted Performance Measure activities</b> , evaluate results of performance measurement and refine MetroGIS activities and procedures, as needed.	Staff Coordinator / Professional Services Consultant	<i>Depends on the measure</i>  <i>(i.e., for evaluation of producer satisfaction and compliance with responsibilities &amp; user satisfaction with data quality and access policies.</i>	Ongoing
<b>5. Administer tasks and activities set forth in the Business Plan</b> , not specifically identified in his workplan.	Staff Coordinator/ Professional Services Consultant	Staff	Ongoing
<b>6. Host a Special Meeting (Retreat) of the Coordinating Committee fall 2004.</b> The purpose is, through a facilitated discussion, reach agreement on desired outcomes concerning emerging needs in preparation for the 2005 Business Plan Update Project. The agenda will be a discussion item at the Coordinating Committee's March, June and Sept meetings.	Staff Coordinator/ Professional Services Consultant	Group Discussion	Jan 04 – Nov 04

#### E. Coordination with Related Initiatives

Monitor activity of the Governor's Council on Geographic Information (GCGI), federal programs, and others, as appropriate, and seek participation and coordination in work of others relevant to MetroGIS.

#### F. Other:

As defined by the MetroGIS Policy Board

## APPENDIX A

### General Expectations and Responsibilities

#### 1) **Oversee Effective Solutions to Priority Common Information Needs**

- Information Needs Workgroup Process – Oversee the workgroup process to define desired regional data specifications, identify candidate data custodians, and define custodian responsibilities for each priority information needs. See Table below for related 2003 activities.
- Redefinition of Priority Information Needs – Oversee the process to identify new priority information needs.
- Data Standards -- Recommend solutions to data standards needs necessary to enhance the effectiveness of data sharing.
- Regularly report progress -- Keep the Policy Board apprised of progress made to address priority information needs.

#### **What is expected of an Information Needs Workgroup?**

Each information need is addressed through a replicable process. In general, the process begins by assembling a small **workgroup** of content experts. They will then attempt to identify one or more datasets required to meet the information need. In some cases, this process takes place in a formal Peer Review Forum with more content experts and users. In other cases it is not such a formalized process because the dataset(s) that meet the information need are intuitively recognized.

Once the dataset(s) required to meet an information need is identified, the **workgroup(s)** is tasked to:

- Refine the desired specifications identified via a Peer Review Forum,
- Identify desired data standards and guidelines,
- Identify desired roles and responsibilities for the custodian organization(s) - organizations responsible for data creation, maintenance, documentation, and distribution; and,
- Identify candidate custodial organizations that have a business need and appropriate expertise to carry out the desired roles and responsibilities.

The workgroup makes recommendations to the Coordinating Committee, which in turn makes a recommendation to the Policy Board. The process is complete when the Policy Board has adopted, as policy for the MetroGIS community, parameters (data specifications, standards, roles and responsibilities, etc.) addressing the four components listed above. The adopted parameters are posted on the MetroGIS website for each “MetroGIS endorsed regional dataset”. Once an endorsed dataset is operational, the Committee is responsible for overseeing monitoring of user satisfaction to continually enhance the regional solutions.

#### 2) **Enhance Access to Shared Data (*DataFinder - Data Search and Distribution Mechanism*)**

- Facilitate collaboration: – Oversee development of applications and scripts; telecommunication and related solutions for security issues; institutional solutions needed to improve online access to shared data related to priority information needs.
  - Identify security issues – best practices
  - Integrate web mapping service technology with GIS technology to provide access to source data
- Metadata Enhancements – Monitor efforts to enhance and expand metadata for core regional data and posting it on DataFinder.
  - Promote use of endorsed metadata guidelines.
  - Encourage integration of metadata development and updating into position descriptions and everyday use.
  - Promote increased diversity of organizations posting metadata on DataFinder and increased number of the metadata records.
- Coordinate with Minnesota’s GeoGateway -- Ensure coordination of design and procedures between Minnesota’s GeoGateway and MetroGIS DataFinder.

- Monitor technical developments that impact NSDI Clearinghouse activities and DataFinder efforts.
- Enhance Geographic Search Capabilities (e.g., 2001-02 NSDI Web Mapping Service Grant Project and 2003 partnership with LMIC)

**3) Resolve Privacy Issues Relating to Access**

*(Note: These activities are generally incorporated into the recommended solutions for each priority common in formation needs – Section 1.)*

Oversee identification and resolution of issues relating to distribution of sensitive data of regional significance and recommend widely acceptable guidelines, in particular universal data summary/aggregation units, to address issues relating, but not limited to:

- Sensitive Data
- Definition of Public Data
- Responsibility of Data Security
- Data Practices Act