

## **MetroGIS Technical Advisory Team**

### **Purpose Statement and 2002 Work Program**

#### **Purpose Statement:**

The MetroGIS Technical Advisory Team is responsible for: a) recommending technical strategies and mechanisms and b) framing policy needs for consideration by the Coordinating Committee related to resolving data access, data content, and standards obstacles that must be overcome to achieve wide-spread sharing of geographically-referenced data among MetroGIS stakeholders.

#### **Responsibilities:**

- Identify the datasets and their characteristics which provide the greatest utility for the Metro Area GIS data user community.
- Identify or develop standards and/or guidelines that facilitate data sharing among participants of MetroGIS.
- Identify policy needs concerning content of priority regional datasets.
- Identify and frame policy issues concerning delivery and access of data endorsed by MetroGIS as regionally significant.
- Monitor and evaluate user satisfaction with MetroGIS-endorsed datasets.
- Monitor and evaluate user satisfaction with MetroGIS DataFinder's functionality, MetroGIS' internet-based mechanism for indexing, describing, and accessing current, accurate, secure and usable geographically referenced graphic and associated attribute data.
- Remain current regarding Geographic Information Systems technology and related capabilities especially as they apply to the needs of the MetroGIS community.

#### **Workgroups:**

Much of the work of identifying and evaluating options will be accomplished through special purpose, topic-specific, workgroups created by the Team. The Team's primary duty will be to direct and coordinate the work of its special purpose information need workgroups, ad-hoc workgroups, consultants, and staff to accomplish the Team's assigned responsibilities and tasks. Depending on the topic, special purpose workgroups once created may report their findings directly to the Coordinating Committee to expedite the decision-making process

#### **Work Program**

##### **1) Priority Business Information Needs**

- Information Needs Workgroup Process – Oversee process to define desired regional data specifications, identify candidate data custodians, and define custodian responsibilities for each priority information needs. See Table below for 2002 activities.
- Redefinition of Priority Information Needs Project - Participate in the redefinition of priority information needs identified as part of the Business Plan Update and recommend the next priority information needs to be addressed by MetroGIS.
- Data Standards -- Recommend solutions to data standards needs necessary to enhance the effectiveness of data sharing.

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- Regularly report progress -- Keep the Coordinating Committee apprised of progress made to address priority information needs.

<b>2002 Task</b>	<b>Lead Support</b>	<b>Work Group</b>	<b>Start/End</b>
Regional Lakes, Wetlands, etc Information Need <i>Liaison with state initiative</i>	MetroGIS Technical Staff Support Team	No	Jan - ?
Socioeconomic characteristics of areas (focus 2000 census data)	Workgroup of stakeholders	Yes	Jan - ?
Parcels – complete tasks as directed on May 22, 2001: <ul style="list-style-type: none"> <li>➤ quick reference table</li> <li>➤ quality assurance/quality control plan</li> <li>➤ plan for address issues</li> <li>➤ metadata template</li> <li>➤ process for data anomaly feedback to counties</li> </ul>	MetroGIS Technical Staff Support Team	No	Jan 02-Dec 02?
Regional 2000 Census Geography	MetroGIS Technical Staff Support Team	No	Jan 02 – Apr 02
Co-host Regional Planned (Future) Land Use Launch Forum with other key organizations (i.e., Sensible Land Use Coalition, MnAPA)	MetroGIS Technical Support Staff/Staff Coordinator/Regional Custodian	?	May 02 (assume Board endorses 4/02)
Regional Existing Land Use Information Need Peer Review Forum	MetroGIS Technical Staff Support Team	Yes	May 02 – Jun 02 Forum Jun02-Oct 02 Next Steps
Regional Highways and Roads Information Need Peer Review Forum	MetroGIS Technical Staff Support Team	Yes	Aug 02–Sep 02
Identify “second generation” common business information need priorities	MetroGIS Staff Coordinator	yes	Nov 02- Dec 02 Design (Administer 2003)
Parcel Data Users Forum (public/academic version)	MetroGIS Technical Support Staff/Staff Coordinator/Regional Custodian	yes	Nov 02- Dec 02 Design (Administer 2003)
Watershed District Boundaries Information Need	Washington County Pilot		?? 02

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

- Facilitate collaboration: – Recommend and provide guidance concerning development of applications and scripts; telecommunication and related solutions for security issues; institutional solutions needed to improve on-line access to shared data.
  - Communication options

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- Resources
- Group Purchases
- Identify Security Issues – Best Practices
- Integrate Web Mapping Service Technology With Technology to Provide Access to Source Data
- Metadata Enhancements –Monitor and provide guidance concerning development of metadata for core regional data and posting it with DataFinder.
  - Monitor usage
  - Integrate Legacy Datasets
  - Integrate into Job Position Descriptions and Everyday Use
  - Enhance Geographic Search Capabilities (e.g., 2001-02 NSDI Web Mapping Service Grant Project)
  - Provide FTP Download Capabilities
  - Promote use of metadata guidelines
  - Promote increased diversity of organizations posting metadata on DataFinder and increased number of the metadata records
- Coordinate with Minnesota’s GeoGateway -- Maintain coordination links, as necessary, to insure coordination of design and procedural matters between Minnesota’s GeoGateway and MetroGIS DataFinder.
  - Coordination Links
  - Monitor technical developments that impact NSDI Clearinghouse activities and DataFinder efforts.

<b>2002 Tasks</b>	<b>Lead Support</b>	<b>Work Group</b>	<b>Start/End</b>
Convert map services on DataFinder to OGC compliant (NSDI-funded project)	DataFinder Manager	Yes (Use Project Management Team for Internet Data Distribution Project)	Sep 01-May 02
Implement Internet-Enabled Data Distribution Mechanism per specifications set forth in RFP	DataFinder Project Manager/ Policy Coordinator	Yes	May 01–Aug 02
Foster implementation of OGC-compliant Web Mapping Services by stakeholder organizations per NSDI grant	DataFinder Project Manager/ MetroGIS Staff Coordinator	No	May 02-Sep 02
Host WEB Mapping Service training/workshop per NSDI grant	DataFinder Project Manager	?	May 02
Host metadata training workshop	MetroGIS Technical Support Team	No	Fall 2002
Modify “Data Theme Categories” on DataFinder to correspond with ISO Data Themes	DataFinder Manager (coordinate with LMIC)	No	Start upon FGDC approval

**3) Customer Needs and Satisfaction**

- Regional Data Policy: Co-host data users forums with regional custodians and oversee follow-up with recommendations to enhance endorsed datasets.
- Regional Data Distribution Policy (DataFinder): Assist staff and the Coordinating Committee, define and monitor performance measures to periodically evaluate who is using DataFinder, what data are being accessed, user satisfaction with the functionality provided, and recommend enhancements as needed.
- Information Sharing: Provide a forum to share uses of geographic information technology that improve efficiency and effectiveness of organizations that comprise the MetroGIS community.

<b>2002 Tasks</b>	<b>Lead Support</b>	<b>Work Group</b>	<b>Start/End</b>
Investigate options to use MetroGIS's web site as way stakeholders to record share and direct feedback on desired data and data distribution enhancements.	MetroGIS Technical Support Team	No	Jan02-Mar 02
Review data received from performance measures	Policy Coordinator/ Consultant Team	No	Apr - Dec 02
Investigate benefits of facilitating development of applications that address common business needs of the MetroGIS community and dependent on MetroGIS's endorsed regional datasets. <i>(Part of Participant Satisfaction Survey and Business Plan Update to be conducted by the Coordinating Committee)</i>	Consultant Team	yes	Nov 02 - ??
Investigate options to use MetroGIS's web site as way stakeholders to record share and direct feedback on desired data and data distribution enhancements.	MetroGIS Technical Support Team	?	

**4. Privacy Issues Relating to Access**

*(Note: These activities are generally incorporated into the Team's work to recommend solutions for each priority business information needs – Section 1.)*

Identify 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

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**5. Coordinate with the Governor's Council on Geographic Information (GCGI):**

**Responsibility:** Monitor activity of the GCGI and others, as appropriate, and seek participation and coordination in work of others relevant to MetroGIS.

**Tasks:** (not covered by Coordinating Committee)

- GCGI Standards Committee (MetroGIS Technical Support Staff)
- GCGI Hydrographic Committee (MetroGIS Technical Support Staff)

**6. Other:** As defined by the MetroGIS Coordinating Committee