



## Shared Applications (and Web Services) Workgroup

### Agenda

Wednesday, May 21, 2008

1:00 to 3:00 p.m.

MESB/Mosquito Control Offices

Room TBD

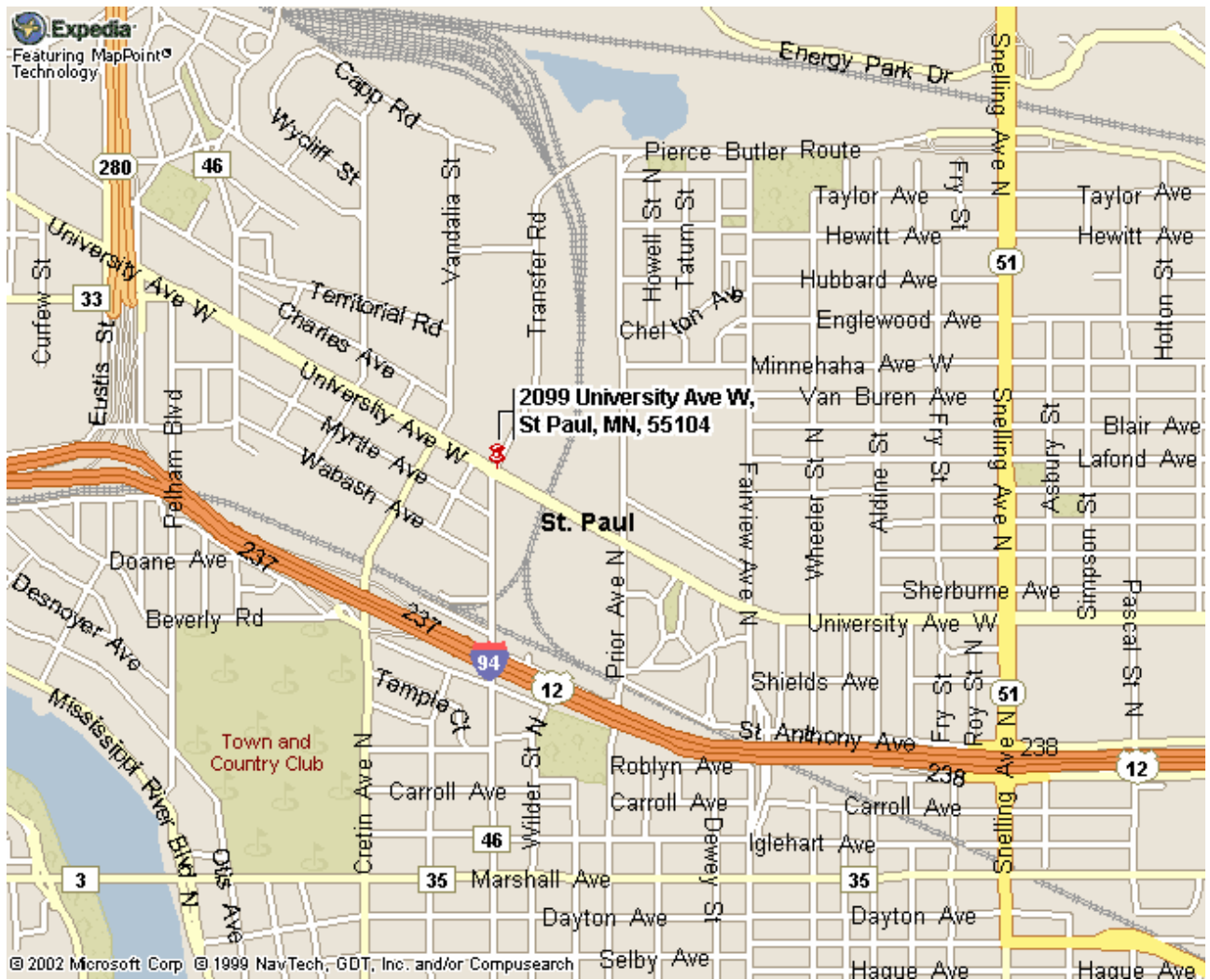
2099 University Ave. W., St. Paul

(Map Attached)

1. Welcome and Introductions
2. Approve Agenda ..... all
3. Shared Applications Workgroup Charge ..... all
4. Designate, Elect or Otherwise Conjure a Chair ..... all
5. Broader Context ..... all  
    Broker/Portal  
    Issues Surrounding Trusting Services
6. Discussion of Possible Processes for Defining Shared Needs ..... all
7. Define Next Steps ..... all
8. Adjourn

**Directions to:**

**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.



# ***MetroGIS***

*Cooperation, Coordination, Sharing Geographic Data*

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Date: April 24, 2008

To: Coordinating Committee  
Technical Advisory Team  
Technical Leadership Steering Workgroup  
Participants of January 24<sup>th</sup> Meeting Shared Needs Beyond Data Workshop

From: William Brown, MetroGIS Coordinating Committee Chairperson

Subject: Call for Members - Shared Applications Workgroup

Those of you who are interested in collaborating to address shared application needs are encouraged to volunteer to serve on the new MetroGIS Shared Applications Workgroup. The workgroup will seek to identify ways that public and private organizations can create mutual benefit in the pursuit of objectives contained in the MetroGIS 2008 – 2009 work plan. Many believe that this work, and the subsequent actions taken will result in community benefits that will outstrip any accomplishment of MetroGIS in the past decade.

The broad charge to the new Shared Applications Workgroup is to “oversee a process to identify and prioritize shared needs for applications and web services”. The workgroup’s goal is to define and execute a plan in 2008 that will create the greatest value from available resources. The plan is for the workgroup to begin meeting in May to develop the subject process. This work will involve leveraging the findings and recommendations of MetroGIS’s Technical Leadership Steering Workgroup, which ultimately led to this call. (See Agenda Item 5b at [http://www.metrogis.org/teams/pb/meetings/08\\_0423/08\\_0423packet.pdf](http://www.metrogis.org/teams/pb/meetings/08_0423/08_0423packet.pdf).)

To volunteer to serve as a member of this important new Workgroup, please contact Randall Johnson, MetroGIS Staff Coordinator, at [randy.johnson@metc.state.mn.us](mailto:randy.johnson@metc.state.mn.us) or at 651-602-1638 by May 5<sup>th</sup>. The target is to hold the first meeting week of May 12<sup>th</sup>.

## Approved Next Steps

The project report submitted by the workshop consultant team offered nine observations and thirty-three recommendations for next steps. Based upon this analysis and the conclusions of the workgroup, the following Next Steps are recommended. These recommendations assume that past accomplishments will continue to be sustained and that support resources available in the past will continue.

Suggested Next Step	Priority	Strategy Remainder 2008-
1. Define a strategy to secure a Technical Coordinator and initiate negotiations	Very High	Establish dedicated staff position to work with Staff Coordinator and hire as soon as possible; Technical Leadership Steering Workgroup or mobility assignments cover tasks until hire.
2. Define and prioritize specific shared application and service needs. (Investigate do along with 2 <sup>nd</sup> -generation definition of priority shared data/information needs)	Very High	Timing and strategy will depend upon whether Technical Coordinator is secured Begin immediately, if possible, with oversight from the Technical Leadership Steering Workgroup.
3. Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High	Use original project workgroup plus related state workgroups to define a strategy – <i>candidate 2008 Regional GIS Project?</i> Timing and strategy may depend upon whether Technical Coordinator is secured
4. Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.	High	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.
5. Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	High	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement that build on the current practice of documenting these aspects via Regional Solution Policy Statements.
6. Ensure “obstacles to sharing” defined at the January 24 <sup>th</sup> workshop do not become reality. [e.g., address security, licensing, cost recovery and budget cycles].	High	Staff coordinator develop strategy to deal with these issues (aided by Technical Coordinator and/or Workgroup) and present to Coordinating Committee.
7. Define communication and presentation needs related to shared applications, such as collaboration mechanisms, “One-Stop Shop” web site, linking between MetroGIS related sites.  (collaboration registry proposal from PlanGraphics)	High	Pass forum recommendations and related Workgroup discussions regarding creation of a “Collaboration Portal” and related components to those updating the Outreach Plan. Ask the Technical Advisory Team to expand scope to oversee a “mail list or list serve” mechanism as the initial strategy to foster partnering and knowledge sharing. A role of the proposed Technical Coordinator would be to moderate this communication mechanism
8. Create a forum for visioning, coordinating, finding and funding technical resources for the development and testing of applications and web services	Medium	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Staff Coordinator, Coordinating Committee, and Technical Advisory Team.
9. Incorporate recommendations related to applications into updated Outreach Plan. The nine categories of application-sharing activities should be a focus. Include ideas such as a recognition (award) program to highlight successful projects.	Medium	Pass this recommendation to those working on Outreach Plan. Efforts could be aided by input from Technical Coordinator

Suggested Next Step	Priority	Strategy Remainder 2008-
10. Incorporate discussion of Technical Leadership needs and recommendations of the PlanGraphics Team into the pending Leadership Development Plan (formerly referred to as Leadership Succession Plan)	Medium	Pass this recommendation to those working on Leadership Development Plan (described Agenda Item 5g, March 27 Committee meeting)
11. Incorporate the benefits evaluation-related recommendations of the PlanGraphics Team into the pending update of the Performance Measurement Plan	Medium	Pass this to those working on Performance Measurement Plan. Efforts could be aided by input from Technical Coordinator

