

Maryland Spatial Data Infrastructure

Strategic and Business Plans for GIS Coordination in Maryland

Strategic Planning Committee Draft Charter

Introduction

A well-coordinated, concerted effort inclusive of the private sector, utilities, academia and all levels of government is needed to leverage resources, minimize redundancies, and collaboratively solve problems to achieve the National Spatial Data Infrastructure's (NSDI) vision of assuring that spatial data from multiple sources are available and easily integrated. One objective of the NSDI's Future Directions Action Plan is the *Fifty States and Equivalent Entities Involved and Contributing to the NSDI Plan* (Fifty States Initiative). The initiative recognizes that building the NSDI requires effective statewide coordination mechanisms. Via a United States Geological Survey/Federal Geographic Data Committee (USGS/FGDC) cooperative agreement program grant, the Fifty States Initiative is advancing the development of geospatial strategic and business plans that will create and implement statewide coordination councils.

The Maryland State Geographic Information Committee (MSGIC) officially coordinates GIS activities for agencies in the Executive Branch of Maryland's government. Significant MSGIC collaborations include partnering with the Towson University Center for Geographic Information Sciences (TU-CGIS) on four previous USGS/FGDC cooperative agreement grants to advance Maryland's role in the NSDI. The Fifty States Initiative program affords the timely opportunity to define the framework for improving GIS coordination by offering a specific plan that suits all of Maryland's GIS stakeholders and also represents a significant cost-saving for the state. The MSGIC/TU-CGIS partnership was awarded a grant for FY 2006 to develop the strategic and business plans for GIS coordination in Maryland.

This Charter defines the vision and mission for the project, as well as the structure, membership, and activities of the committee charged with developing the strategic and business plans. The Strategic Planning Committee is the working group that will meet monthly. The committee includes several *ex officio* members who will serve as advocates and trusted advisors. An executive group charged with promoting the plans to Maryland's legislature is also included in this charter.

Vision Statement

The Maryland Spatial Data Infrastructure (MSDI) Strategic Planning Committee and its *ex officio* and executive groups envision all members of Maryland's geospatial community working together to build an effective statewide spatial data infrastructure that *serves and protects* citizens; diverse stakeholder groups working together to aggregate MSDI into the National Spatial Data Infrastructure (NSDI); and academia,



utilities, the private and non-profit sectors, and all levels of government responsibly contributing to Maryland's program.

Mission Statement

The mission of the Maryland Spatial Data Infrastructure (MSDI) Strategic Planning Committee (Committee) is to produce the design for an inclusive statewide GIS coordinating body and to coordinate the partnerships that will accomplish the following objectives as articulated by the National States Geographic Information Council (NSGIC):

- A full-time, paid coordinator position is designated and has the authority to implement the state's business and strategic plans.
- A clearly defined authority exists for statewide coordination of geospatial information technologies and data production.
- The statewide coordination office has a formal relationship with the state's Chief Information Officer (or similar office).
- A champion (politician or executive decision-maker) is aware and involved in the process of coordination.
- Responsibilities for developing the National Spatial Data Infrastructure and a State Clearinghouse are assigned.
- The ability exists to work and coordinate with local governments, academia, and the private sector.
- Sustainable funding sources exist to meet projected needs.
- Coordinators have the authority to enter into contracts and become capable of receiving and expending funds.
- The Federal government works through the statewide coordinating authority.

Duration

The Committee will be in existence from June 2006 through April 2007.

Goals

In response to the federal initiative entitled *Fifty States and Equivalent Entities Involved and Contributing to the NSDI Plan* (Fifty States Initiative), the Committee will create a strategic plan and a business plan for a recognized statewide, authoritative GIS coordinating body that proposes to increase local, state, regional, and federal agency participation in MSGIC; increases executive and budgetary support for GIS in Maryland; and recommends a GIS coordinator position or office that will act either as staff or as the executive director to the coordinating body.



Activities

The Committee will conduct its activities in accordance with this Charter. The strategic planning activities of the Committee shall include, but are not limited to, the following:

- Review the criteria for GIS coordination included in the *NSGIC State Model for Coordination* and NSDI's recommendations.
- Identify and invite members of an Advisor group who have the ability to champion the resulting plan for GIS Coordination in Maryland's legislative bodies.
- Identify alternative organizational structures that could effectively move GIS into the mainstream of Maryland information technology.
- Plan and conduct surveys and interviews with stakeholders to determine their assets, their needs, and their capabilities, relative to GIS.
- Compile stakeholder information into a useable database.
- Obtain and analyze available data on GIS coordination activities in other states.
- Design the structure and plan of a state coordinating body that satisfies the *NSGIC State Model for Coordination* criteria and NSDI's recommendations and is a good fit for Maryland.
- Build upon the existing MSGIC strategic plan, inventory other regional coordinating, collaborating bodies.
- Disseminate the draft design and the development plan to stakeholders and then encourage feedback by conducting focused group meetings.
- Revise the draft design and plan as deemed appropriate based on stakeholder input.
- Maintain accurate records of project expenses.
- Compile and submit midterm and final project reports to USGS as required.
- Submit the plan for GIS coordination in Maryland to the Advisory Board Liaison Executives (ABLE) to disseminate and promote.

Committee Structure and Membership

The working group will be known as the Strategic Planning Committee (SPC). SPC members will be invited by the Chair from among the identified stakeholder group and will comprise a diverse representation of stakeholders from multiple geographies, levels of government, and disciplines. The SPC will consist of 12-15 members and will meet on a monthly basis or as often as the Committee Chair and the members deem necessary to complete the Committee's mission. Members may participate in Committee meetings by means of conference call or similar communications equipment that allows all persons participating in the meeting to hear each other. Such participation will constitute presence in person at SPC meetings.

An *ex officio* group of approximately five members will provide guidance and advice, and serve as trusted advocates in their area of influence. The *ex officio* group will meet on a quarterly basis. An executive group will support the plan and promote it to

Maryland's legislature. The executive group will be briefed by the ex officio group and the SPC Chair and Co-Chair at three intervals throughout the planning process.

Staff support will be provided by Towson University Center for Geographic Information Sciences staff.

Appendix A includes the members list of each committee group and the list of staff support personnel.

Officers

The officers will consist of a Chair and a Co-Chair.

Committee Chair's Responsibilities

The Committee Chair will preside at meetings, set the frequency and length of each meeting, and prepare the agenda of items to be addressed at each meeting. The Committee Chair may invite any persons whose advice and counsel are sought by the Committee to be present at meetings. The Committee Chair may form project teams and/or subcommittees for any purpose deemed appropriate within the Committee's authority and may delegate appropriate power and authority to such project teams and/or subcommittees. The Committee Chair will participate in meetings held by the Committee's Advisor group and will inform the Committee's Advisor group of the Committee's activities, progress, and results.

Committee Co-Chair's Responsibilities

The Committee Co-Chair will assist the Committee Chair as necessary, participate in meetings held by the Committee's Advisor group, and will preside at meetings in the Committee Chair's absence.

Committee Members' Responsibilities

The Committee members will have the following responsibilities:

- Attend meetings as active participants.
- Assist with gathering, compiling, and analyzing stakeholder information.
- Utilize the MSDI collaborative Web site (via MS Sharepoint) to review and edit documents and to communicate with committee members beyond scheduled meeting times.
- Serve on appointed project teams or sub-committees and communicate findings and results to committee members.
- Perform and report on tasks assigned by the Committee Chair.
- Assist with preparing meeting agendas as requested by the Committee Chair.

- Generate and encourage support for the resulting design and development plan for GIS Coordination in Maryland.

Quorum

A quorum for the conduct of business at each meeting will be a simple majority of the committee members.

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Appendix A

Committee Membership Lists

Committee Members and their Affiliations/Geographic Area/Expertise

Meeting Schedule: Monthly

1. Matt Felton, Chair (TU-CGIS, University)
2. Ken Miller, Co-Chair (MD DNR, NSGIC, State Agency)
3. David Gillum – (County government, MSGIC, Central Maryland, GIS)
4. Virginia Peterman – (County government, MACo/NACo, MSGIC, Central Maryland, GIS)
5. Warren Campbell – (State Agency, Public Safety, IT)
6. Bruce Eikenburg – (State Agency, IT)
7. Michael Scott – (ESRGC, Eastern Shore, University)
8. Marshall Stevenson (County government, MSGIC, Central Maryland, GIS)
9. Victor Henry (Baltimore Metropolitan Council, Non-Profit Organization, Central Maryland, Data Management)
10. Charlene Howard (MWCOC, DC, GIS)
11. Jim Thomas (DHMH, Central Maryland, GIS)
12. Jack Martin (County Government, IT, MSGIC, Central Maryland, GIS)
13. Shabaz Raza (MDE, State agency, IT)
14. Mike Sheffer (SHA, State agency, GIS)
15. Michel Lettre (MDP, State agency, Planning/Strategic Development)
16. Shawn Wampler (City of Annapolis, Southern Maryland, GIS)

Ex-Officio Members and Their Affiliations/Geographic Area/Expertise

Meeting Schedule: Quarterly

1. John Contestabile (State Agency, Transportation, Procurement, Public Safety, SIEC)
2. Jennifer Gajewski (University, Legislative)
3. Rich Leadbeater (ESRI)
4. Roger Barlow (Federal)
5. Chuck Bristow (MDOT, IT)

List of Possible Candidates for Advisory Board Liaison Executives (ABLE) and their Affiliations/Geographic Area/Expertise

Meeting Schedule: Briefings (3) at Appropriate Intervals

1. Dennis Schrader (Homeland Security, Chair of Governance Work Group)



2. Ellis Kitchen (Chair of ITAC)
3. Marilyn Praisner (MACo/NACo, Technology)
4. Maryland Emergency Management Association
5. MML, Technology
6. Health Advisory panel
7. Fred Smalkin (Chair of Governor's Emergency Management Advisory Committee)
8. DNR and/or MDE
9. Planning Advisory (American Planners Association)
10. Dr. Robert Caret (Coalition of Urban and Metropolitan Universities)
11. Gordon Deans (Emergency Numbers Board)
12. Jeff Edgin (Chair-Elect of MSGIC)

Staff Support

1. Susan Wooden – Secretary
2. Missy Valentino – Technical
3. Gloria Yeatman – Logistics and collaboration

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Appendix B

Work Plan

Suggested Work Plan:

1. Committee Charter and Strategic Plan
 - a. May
 - b. June
 - i. MML Conference
 - ii. ABLE Briefing (powerpoint and teleconference)
 - c. July
 - i. MSGIC Quarterly
2. Strategic Plan Process Map
 - a. August
 - i. MACO Conference
 - b. September
 - i. Agency legislative initiatives
 - c. October
 - i. MSGIC Quarterly
 - ii. ABLE Briefing (status and possible next steps)
 - iii. Investigate executive order or legislation
3. Business Plan
 - a. November
 - i. Election
 - b. December
 - c. January
 - i. Begin crafting legislation
 - ii. MSGIC Quarterly
4. Presenting, Socializing, Engaging
 - a. February
 - b. March
 - i. TUGIS Conference
 - c. April
 - i. ABLE Briefing
 - ii. MSGIC Quarterly