Oregon GIS Program Leaders
CHARTER
Version 3.0, 2020

a) Purpose

The purpose of this charter is to define the mission, functions, and procedures of the Oregon GIS Program Leaders (GPL).

b) Mission

The mission of the Oregon GPL is to serve as a forum and geospatial coordination group for state government and to provide advocacy and technical leadership in the broader community.

c) Goals and Objectives

Goal #1 Provide a forum for state agencies in Oregon to coordinate the development of GIS
1. Objective: Support and coordinate activities between agencies utilizing geospatial technologies.
2. Objective: Advise the Oregon Geospatial Enterprise Office (GEO) on funding prioritization.
3. Objective: Support statewide and regional projects by coordinating and integrating geospatial technologies and data.
4. Objective: Identify gaps in geospatial data required for effective decision making.
5. Objective: Support the exchange of knowledge and education related to existing and emerging geospatial technologies.

Goal #2 Provide advocacy and technical leadership
1. Objective: Promote geospatial information and the overall profession by hosting, enabling and participating in public and education events.
2. Objective: Provide technical leadership on geospatial topics by coordinating with and advising entities such as: OGIC, FIT, State Legislature, FGDC, professional associations, and vendors.
3. Objective: Support and enable the creation and implementation of standards for accurate and credible geospatial data by providing technical assistance where possible.

d) Deliverables
1) Status reports/memos to organizations as requested.
2) Regular meetings with OGIC TAC and FIT
3) Provide input on FIT funding proposals.
4) Organization of appropriate geospatial workshops, webinars, and presentations.

e) Organization

Membership
Membership of GPL is voluntary. The GIS coordinator, or equivalent position, for each state agency is encouraged to participate.

Code of Conduct

In order to ensure a safe environment for everyone, all participants in GPL are required to agree with the following code of conduct.

Treat all GPL participants with respect in word and action. All participants are working together for the good of the effort.

GPL participants violating these guidelines may be prohibited from participating with the GPL at the discretion of the GPL chair.

The Chair may be removed from that position by the GPL if, after due and proper consideration at a regular meeting, the Chair is determined by the GPL to have been neglectful of duty or otherwise performed in a manner which was unethical or seriously detrimental to the GPL's purpose or activities.

GPL Roles and Duties

In an effort to share the leadership responsibilities of this volunteer-based group, the GPL officers and meeting locations shall rotate between state agencies. The term of GPL officers shall be 2 years; in the first year individuals serve as vice-chair, and the second year they serve as chair. If an agency does not have the personnel capacity to provide this leadership role, it shall notify the current GPL Chair and the next agency on the list will submit an individual to serve in that role. A list of agencies for rotation of the GPL positions, as well as the meeting location hosting, shall be maintained on the GPL website at https://gis.oregon.gov.

1) GPL Chair – The GPL chair role shall be filled by member agencies on a rotation basis with approval from their respective agency, and approved by a consensus of GPL membership. The term of the GPL chair shall be one year following one year as the GPL vice chair. The chair shall represent GPL to the broader community and serve as the primary point of contact, convene and run meetings, ensure the meeting host and scribe are scheduled

2) GPL Vice Chair – The GPL vice chair role shall be filled by member agencies on a rotation basis with approval from their respective agency, and approved by a consensus of GPL membership. The term of the GPL vice chair shall be one year followed by one year as the GPL chair. The GPL vice chair shall assist the GPL chair and step in when the GPL chair is unavailable or unable to perform the listed duties and responsibilities.

3) Scribe – The role of scribe shall be filled by each participating GPL agency on a rotating basis, one month at a time following the same rotation as the chair and vice chair. The scribe shall assist the chair with notetaking and document preparation. The meeting notes shall be delivered to the GEO within two weeks of the meeting for posting on the GPL website found at https://gis.oregon.gov

4) Workgroup(s) – Workgroups may be formed to focus on specific work tasks and projects at the pleasure of the GPL. These may be permanent or *ad hoc* formations. Workgroups may develop a charter to ensure clarity of purpose, scope, and accountability.

GPL Meetings

The GPL is convened to work for the common good and decisions at meetings shall be decided by consensus. In some cases, decisions will be required outside of a meeting. For such decisions online

collaboration and polling tools shall be employed to ensure adequate participation from the GPL members. The meetings shall be hosted by each participating agency following a rotation listed on the GPL web page and updated each year.

Meeting schedule: In-person or virtual: second Tuesday of each month from 1:30-3:30 PM

f) Coordination

Geospatial Enterprise Office (GEO)
GPL and GEO have a shared coordination responsibility for geospatial activities in Oregon. GEO shall provide administrative support to the GPL and archive minutes and documents on the GEO web page (https://gis.oregon.gov)

Oregon Framework Implementation Team (FIT) themes
To further the mission of geospatial development in the state of Oregon, the GPL shall coordinate with all FIT themes on a regular basis.

OGIC Technical Advisory Committee (TAC)
Hold joint meetings as necessary to provide technical advice to OGIC.

Federal Geographic Data Committee (FGDC)
Theme standards shall align with federal and national standards to the greatest extent possible.

g) Communication
Communication is a key strategy for ensuring alignment, coordination, and collaboration among team members and stakeholders. To facilitate communication efforts and increase efficiency, engagement levels for team members and other stakeholders may be defined by the GPL.

h) Charter Revisions
Charters and charter revisions must be approved by GPL.

Document History

Date	Revision	Version	Action
6/5/2001	First version	1.0	Approved by OGIC June 5, 2001
3/17/2010	Second revision	2.0	Approved by OGIC March 17, 2010
3/31/2020	Third revision	3.0	Approved by GPL April 14, 2020

i) Glossary

FIT Framework Implementation Team. This body seeks to develop and steward Oregon and National GIS Framework data elements. Also see Oregon FIT

FIT theme Group of Framework elements; there are currently 14 themes and a reference category in Oregon's Framework.

GEO Oregon Geospatial Enterprise Office (GEO) GEO coordinates with government agencies to develop and manage geographic information. It communicates about Geographic Information Systems (GIS) issues with users. It guides development of Oregon's GIS data standards. Working

together, state, federal, and local governments are improving the geographic information they share. GEO is also the State's point of contact for other organizations about geographic information and GIS. GEO also hosts the Oregon Geospatial Data Clearinghouse, an electronic library of geographic information.

GPL GIS Program Leaders. The agency GIS Coordinators or equivalent representatives that meet at least 11 times per year to be a forum to coordinate the development of GIS within Oregon.

OGIC The Oregon Geographic Information Council (OGIC) provides statewide governance for sharing, coordinating and managing geospatial Framework data among public bodies and the citizens of Oregon.

OGIC TAC The Technical Advisory Committee nominated by OGIC.

Oregon FIT The Oregon Framework Implementation Team is composed of all theme FITs and workgroups.

Workgroup A group formed to address a single task or project. Workgroups may be permanent or temporary formations.