



Stewardship Charter

for

[element]

Part of the [theme] Framework for
navigatOR
State of Oregon

Version 0.3
June 2007

Under the auspices of the
Oregon Geographic Information Council

Revision History

[3rd stewardship workgroup draft]

Please address comments to:

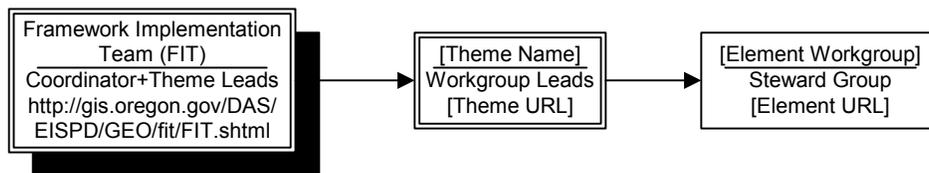
Gail M. Ewart, Chair
Framework Implementation Team
Geospatial Enterprise Office
State of Oregon
gail.ewart@state.or.us

Introduction

Oregon Framework consists of over 300 statewide geographic datasets (referred to as elements) that are considered by the GIS community in Oregon to be a basic resource for common GIS application. The elements are organized into 14 themes and one reference category. [Name of element] is part of the [theme] theme. This is a multi-organization effort that exists as long as this element is part of Oregon's Framework. This Charter sets forth vital aspects of the collaborative nature of the stewardship activities and sets the stage for stable digital information asset management and accountability. Overall guidance for Framework stewardship and this charter are found in the references listed in Appendix A.

Context

The lead of each Framework theme facilitates the implementation planning and development of the elements in their theme, with the assistance and overall guidance of the Framework Coordinator. Within each theme, workgroups focus on one Framework element in order to organize and carry out day-to-day stewardship activities.



Purpose

The purpose of this charter is to provide for the accountable, thorough, and documented stewardship of [element].

Objective

The objective is to properly maintain, distribute and provide appropriate access to a current Framework element indefinitely, as well as to create and maintain metadata conforming to or exceeding current applicable standards.

Scope

Stewardship permeates the entire data lifecycle for each Framework element. The scope of this Charter is the stewardship of [element].

Name

This stewardship group will be known as: [element stewardship name].

Responsibilities

Each member of the workgroup agrees to:

- Participate in stewardship meetings or arrange a designee.
- Chair and/or participate on related Framework groups as appropriate.
- Represent and communicate with stakeholders and constituent groups.
- Adhere to Stewardship Best Practices and Framework Stewardship guidance, as documented in Appendix A.
- Facilitate, document and adhere to workflows and procedures.

- Identify and help resolve relevant vertical integration issues.
- Assign an alternate representative to participate on a temporary basis, as needed.

As a workgroup, the members will:

- Establish and adhere to a comprehensive Stewardship Plan setting forth the specifics of stewardship for this element, including standard operating procedures and business rules, as appropriate.
- Pursue funding and resources to fulfill stewardship responsibilities.

The Horizontal Steward will maintain a current, complete database of all member organizations and their representatives, with contact information, and provide appropriate access to the information.

Membership and Roles

Position	Div/Sec	Agency	Role
<i>Ex. GIS Project Mgr</i>	<i>Land Records/GCDB</i>	<i>BLM</i>	<i>Horizontal Steward</i>
<i>Ex. Sr. GIS Analyst</i>	<i>Land Records</i>	<i>BLM</i>	<i>Alt Horiz. Steward</i>
<i>[replace ex. & add]</i>			
<i>Framework Coord.</i>	<i>GEO</i>	<i>DAS-Oregon</i>	<i>Vertical Steward</i>

A list of the names and contact information of the people currently holding these positions are attached as Appendix B.

Meetings

Initially, meetings will be conducted [monthly, bimonthly, quarterly], with the inaugural meeting held on [date]. Meeting frequency may be revised; special meetings will be scheduled as needed. Email and other digital communication methods may be employed to conduct business efficiently and effectively.

Succession

Continuity is vital for meeting our objective. Notwithstanding, it may become necessary for an organization to step away from stewardship responsibilities related to this element. Any organization may terminate its role or membership in the workgroup upon sixty (60) days' written notice to the stewardship lead (usually the Horizontal Steward), with a courtesy notice to the Framework Coordinator. If the Horizontal Steward is withdrawing, then notice is provided to the Framework Coordinator. If the withdrawing member performs a key role, such as horizontal steward, a replacement organization must be identified and become a signatory to this Charter prior to the time the responsibilities are transferred. Transfer of responsibilities will occur in an orderly manner.

Individuals or their alternates representing organizations may change from time to time. In that event, the affected organization will name a successor and provide name and contact information to the Horizontal Steward within 30 days of the change. The Horizontal Steward will make all relevant updates and distributions in a timely fashion.

Nonperformance

Representatives of member organizations might neglect stewardship responsibilities. In that event, termination for nonperformance may be initiated by the Horizontal Steward on behalf of the workgroup. Prior to any termination, the Horizontal Steward may notify the immediate supervisor or higher-level manager within the representative’s organization to advise them of the group’s concerns. The affected organization has 30 days from the date of initial contact to propose a remedy and plan to cure, in writing, by email or regular mail, to the Horizontal Steward. If the proposed cure is reasonable and responsive, the Horizontal Steward has the authority to accept it on behalf of this stewardship group. If, after an additional 30 days, the cure is not implemented or is ineffective, the Horizontal Steward will work with the member in good faith until an effective cure is implemented or succession is arranged. Termination may proceed and be effective 60 days after notice posted on the Framework website and broadcast via other appropriate communication channels.

Amendment

This charter may be amended by a two-thirds majority of the member organizations. Changes to names and contact information (Appendix B) may be made by the Horizontal Steward without a vote in accordance with the Succession paragraph above.

Counterparts

This Charter can be signed in counterparts, with each member organization executing its signature page independently of all other member organizations. A copy of this Charter and all signature pages will be sent to each member organization for its records.

[insert appropriate signature blocks, one organization per page, so the charter can be executed in counterparts]

Note: Every organization will have different signature requirements. It is suggested that they submit their signatures independently with all essential information, such as date, title, name, organization name, stewardship role. For example:

“Framework Coordinator”

DEPARTMENT OF ADMINISTRATIVE SERVICES

By _____
Dugan Petty, OGIC Chair and State CIO
Enterprise Information Strategy and Policy Division

Date _____

Appendix A

References and Web Links

PlanGraphics, Inc., for OGIC. *Geographic Data Stewardship Best Practices*. 2005.
www.oregon.gov/DAS/EISPD/GEO/gisutility.shtml.

Geospatial Enterprise Office, *et al.* *Framework Stewardship for navigatOR*. 2007.
<http://gis.oregon.gov/DAS/EISPD/GEO/fit/stewardship/stewardship.shtml>.

Appendix B
Names and Contact Information of Member Organizations