



Oregon Geographic Information Council
Oregon Hydrography Framework Implementation Team
CHARTER
Version 1.0, 2019

Theme start date: September 17, 1997

Theme lead: Robert Harmon

GIS Coordinator

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a) Purpose

The purpose of the Oregon Hydrography Framework Implementation Team (Hydro FIT) is to guide the development and maintenance of authoritative Framework geospatial data for lakes, rivers and watershed boundaries, and ensure these data are available and suitable for repeated and varied use by a wide user base, especially for providing consistent government services across the state.

b) Mission

The mission of the Oregon Framework Implementation Team (FIT) is to develop and steward national and Oregon Framework geospatial data themes for the Oregon Framework Implementation Team, Framework community, and Oregonians. The mission of the Hydro FIT is to provide an open coordination and collaboration forum and leverage resources contributed by the theme's team members and their organizations in support of the Oregon FIT mission.

c) Scope

The scope of the Hydro FIT is to formalize hydrography and watershed boundary GIS Framework data standards and stewardship arrangements to ensure Framework data are authoritative, available, and accessible when they are needed.

Elements that fall within the Hydro FIT's scope are:

- Rivers, and similar linear features (well defined channels with evidence of annual scouring and deposition)
- Lakes, and similar areal features
- Watershed boundaries
- Springs
- Stream gauges
- Water wells

d) Outside of Scope

Elements that fall outside the scope of the Hydro FIT are wetlands (Bioscience FIT) and dams (Preparedness FIT).

e) Goals and Objectives

Goal #1: Adopt standards for hydrography (lakes and streams) and watershed boundaries.

Goal #2: Adopt a stewardship plan for hydrography and watershed boundaries.

Goal #3: Align hydrography and watershed boundaries with the best available elevation data and imagery.

f) Implementation and Work Plans

The Hydro FIT, and any its subcommittees, shall prepare an implementation plan for the theme and work plans for data element work projects.

Implementation plan

The implementation plan will cover a 1 – 2 year period and be based on the goals and objectives defined in this charter. The plan shall be approved by the Oregon FIT and shall contain at minimum: theme data elements, anticipated human and financial resource needs, timeline for theme development/progress, partners, potential and existing funding sources, actions, and milestones for theme and data element work.

Work plan

Work plans will cover specific, active or soon-to-be-active work projects and shall contain at a minimum: project partners, products/outcomes/deliverables, timeline, funding source(s), budget, specific tasks, and key personnel. Work plans are living documents that will be used to integrate and report project work in a standardized format. Extensive work plans may benefit from an executive summary that highlights key information.

g) Deliverables

- 1) Theme implementation plan.
- 2) Data element work plans.
- 3) Status reports/memos (for coordination and communication).
- 4) Standards/updated standards/standard extension(s)/new standard draft(s).
- 5) Stewardship arrangement(s) [alternatively, task or phase deliverable(s) that are required to eventually achieve arrangement(s)].
- 6) Theme business case and/or strategic plan (to be phased in).

h) Organization

Membership

Membership of a FIT is voluntary and is open to participation by representatives from all sectors, government entities, academia, utilities, and private entities.

Code of Conduct

In order to ensure a safe environment for everyone all participants in the FIT are required to

agree with the following code of conduct.

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

FIT participants violating these guidelines may be prohibited from participating with the FIT at the discretion of the Hydro FIT lead, FIT Chair (a.k.a., the Framework Coordinator), or as a last resort, the Oregon Geographic Information Council.

Officers and Duties

The term of Hydro FIT officers shall be four years and may be reappointed with consensus of the Hydro FIT using the same criteria used for selection. Multiple terms are allowed, however changing leadership is strongly encouraged after two sequential terms.

- 1) Theme Lead – A theme lead of the Hydro FIT shall be selected by consensus of the Hydro FIT membership in consultation with the FIT Chair (a.k.a., Oregon Framework Coordinator). The lead shall convene and run meetings, represent the Hydro FIT at Oregon FIT and cross-theme FIT chair meetings, and report to Oregon Geographic Information Council as requested.
- 2) Workgroup(s) – Workgroups are formed to focus on specific work tasks and projects at the pleasure of the Hydro FIT. These may be permanent or ad hoc formations. Workgroups shall develop a charter to ensure clarity of purpose, scope, and accountability.

Meetings

The Hydro FIT team 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 appropriate Hydro FIT members.

Work Groups and Subcommittees

Semi-permanent subcommittees and ad hoc working groups shall be formed to meet the needs that arise for the Hydro FIT. The charter for the Hydro FIT shall guide the work of such groups and a charter or work plan, depending on the nature of the work, shall be drafted and submitted to the Hydro FIT. Work plans shall be included in the Hydro FIT implementation plan and submitted to Oregon FIT for approval as part of the theme implementation plan approval process.

i) Coordination

Oregon Framework Implementation Team themes

To support the mission of the Oregon FIT, the Hydro FIT shall coordinate with the Elevation Framework Implementation Team (EFIT) and Imagery Framework Implementation Team on an annual basis and more frequently, when necessary.

FIT Chair and FIT Leads

The Hydro FIT Lead shall alert the Oregon FIT to new and/or undocumented coordination needs and activities via the FIT Chair (a.k.a., Framework Coordinator), attend FIT Lead meetings, and attend Framework Forums.

Federal Geographic Data Committee (FGDC)

Theme standards shall align with federal and national standards to the greatest extent possible.

External coordination

The Hydro FIT represents Oregon on the Pacific Northwest Hydrography Framework group (PNW Hydro). Other members include the state of Washington, U.S. Geological Survey, Bureau of Land Management, Forest Service, and Natural Resources Conservation Service. PNW Hydro stakeholders coordinate with one another on maintenance and stewardship of the National Hydrography Dataset (NHD) and Watershed Boundary Dataset (WBD).

j) 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 Hydro FIT.

k) Charter Revisions

Charters and charter revisions must be approved by Oregon Geographic Information Council. Proposed charter revisions must be submitted to Oregon Geographic Information Council at least one month before a regularly scheduled Oregon Geographic Information Council meeting and will become official when approved by a quorum of Oregon Geographic Information Council members.

l) Charter Approval

Those named dated below acknowledge and approve of the Hydro FIT Charter.

Hydro FIT Lead: Robert Harmon, Oregon Water Resources Dept.

Attendees at the 2/4/2019 Hydro FIT meeting and others that reviewed this document:

Lowell Anthony, Oregon Dept. of Geology and Mineral Industries

Dick Lycan, Portland State University

Emmor Nile, Oregon Dept. of Forestry

Brian Fulfrost, Oregon Dept. of Environmental Quality

Jay Stevens, U.S. Bureau of Land Management

Janet Bretz, U.S. Forest Service

Anita Stohr, Washington Dept. of Ecology

Margaret Matter, Oregon Dept. of Agriculture

Theresa Burcsu, Office of the State CIO, Geospatial Enterprise Office

Bill Clingman, Lane Council of Governments

Tom Carlson, U.S. Geological Survey

Randy Dana, Oregon Coastal Management Program (Dept. of Land Conservation & Development)

m) Document History

Date	Revision	Version	Action
1/16/2019	First Hydro draft	0.1	Bob Harmon started Hydro FIT Charter draft (based on T. Burcsu and E. Nile charter template).
3/1/2019	First version	1.0	Reviewed and approved by the Hydro FIT.

n) Glossary

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

FIT Chair The presiding person over the Oregon Framework Implementation Team. The Framework Coordinator shall chair the FIT and FIT theme lead meetings.

FIT Theme Lead The presiding person a theme in the Oregon Framework Implementation Team. Leader of a FIT group.

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

Goals Goals are high-level statements about what the work group is working to accomplish and the work group's context. Goals align with the business goals, objectives, and strategies. Relative to the objectives or strategies, goals are vague.ⁱ

Objectives Objectives are lower-level statements that provide clear, specific outcomes, products, or deliverables of the work group and its subcommittees.ⁱ

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.

ⁱ Mochal, Tom. "Defining Project Goals and Objectives". Kidasa Software website. <https://kidas.com/defining-project-goals-and-objectives/>. Accessed: October 11, 2018.