Framework Program Charter

Oregon Geographic Information Council
Oregon Framework Program

CHARTER

Draft v. 3.0
Endorsed by OGIC January 24, 2024

1 PURPOSE

The purpose of the Oregon Framework Program is to guide the development, maintenance, and accessibility of authoritative geospatial data across Oregon.

The Framework Program ensures that Framework data elements include the best available, widely used, statewide datasets necessary for providing consistent government services across Oregon.

2 MISSION

The Oregon Geographic Information Council (OGIC) oversees Oregon's Framework Program in providing a consistent and reliable network of geospatial resources and data for all Oregonians.

3 VISION

Authoritative, reliable geospatial data are available and accessible when and where needed to support the equitable provision of services across the state of Oregon.

4 OBJECTIVES

The overall goals and objectives of the Framework Program as defined in OGIC Strategic Plan for Geospatial Data Management 2023-2026[1] are:

Goal 1: Improve Data Sharing and Accessibility

- Objective 1a. Prioritize data for development within Framework Program Grant Program.
- Objective 1b. Ensure integration of geospatial data with Federal databases and/or standards.

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[1] OGIC's Strategic Plan for Geospatial Data Management 2023-2026 was approved January 25, 2023. https://www.oregon.gov/geo/OGIC%20Documents/2023-26_Final_DRAFT_Strategic%20Plan.pdf

- Objective 1c. Define imagery portfolio for Oregon and determine long-term funding strategy.
- Objective 1d. Coordinate with local governments to increase data sharing and aggregation.

Goal 2: Expand Data Governance

- Objective 2a. Create data standards and stewardship plans for foundational datasets.
- Objective 2b. Complete data inventory for all geospatial Framework data elements.
- Objective 2c. Build continued alignment between enterprise data governance activities and the Framework Program.

5 STRUCTURE

5.1 OREGON GEOGRAPHIC INFORMATION COUNCIL (OGIC)

OGIC provides statewide governance for sharing, coordinating among public bodies, and creating templates and tools to better manage critical geospatial datasets. The Council provides oversight and designates or approves resources and standards for geospatial Framework data and geospatial technology development.

5.2 GEOSPATIAL ENTERPRISE OFFICE SUPPORT

The Oregon Department of Administrative Services, Geospatial Enterprise Office (DAS GEO) administers the Framework Program providing GIS staff and resources as needed.

5.2.1 GeoHub

Oregon GEOHub[2] is an initiative of OGIC and was developed in partnership with DAS GEO. GEOHub provides access to geospatial Framework data and services, FGDC compliant metadata, and geospatial data downloads for use by the public, academia, all levels of government, and private companies to support the needs of Oregonians.

5.2.2 Framework Coordinator

The Framework Coordinator is a GEO employee that provides overall coordination, reporting, communication, and administrative support for the Framework Program.

Framework Coordinator responsibilities include:

a) Coordination:
   o Coordinate a minimum of four Framework Implementation Team (FIT) Lead meetings each calendar year.
   o Coordinate two Framework Forums each calendar year.
   o Prepare and distribute meeting and forum agendas.

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[2] Oregon GEOHub, Oregon's Authoritative Geospatial Repository. https://geohub.oregon.gov/

- o Encourage and provide coordination support for cross-theme meetings as needed.

b) Reporting:
- o Attend OGIC quarterly meetings.
  - Report on Framework Program updates, performance, and challenges.
  - Provide informational presentations for voting items.
  - Coordinate with OGIC committees as needed.
- o Attend a minimum of four GIS Program Leaders (GPL) & OGIC Technical Advisory Committee (TAC) meetings per calendar year.
  - Report on Framework Program updates, performance, and challenges.
  - Prepare Technical Review documentation for TAC as needed.

c) Communication:
- o Communicate and advocate for the Framework Program across agencies.
- o Communicate Framework Program updates and opportunities using available communication channels, such as email, online meetings, and listservs to distribute and communicate information to FIT members, FIT Leads, Framework community members, and Framework partners.

d) Administrative Support:
- o Update and maintain Framework data inventory on GEOHub.
- o Enforce rules and standards associated with the Framework Program.
- o Archive and maintain meeting notes and information making it accessible to public.
- o Provide support to all Framework Implementation Teams (FITs) and leads.
- o Administer the Data Development Grant Program in coordination with OGIC to ensure alignment with OGIC priorities.

5.3 PERFORMANCE METRICS

The Framework Program operates within a model of continuous improvement. Performance measures for the Framework Program are intended to encourage improvement in areas such as engagement, data sharing and accessibility, and data governance to support the objectives outlined in Section 4. OGIC approves all performance measures and is invested in the overall performance of the Program.

5.4 FRAMEWORK IMPLEMENTATION TEAMS (FITs)

FITs are organized thematically around like groupings of spatial data.

1. *Addresses and Buildings*
2. *Administrative Boundaries*
3. *Bioscience*
4. *Cadastral*
5. *Climate*
6. *Coastal and Marine*
7. *Elevation*
8. *Geoscience*
9. *Geodetic Control*
10. *Hazards*
11. *Hydrography*
12. *Imagery*
13. *Land Use/Land Cover*
14. *Preparedness*
15. *Transportation*
16. *Utilities*

5.4.1 FIT Theme Lead

Each FIT theme shall have a designated Lead. The FIT Lead shall be selected according to the FIT Theme Lead Selection Procedure[3] and subsequently endorsed by OGIC. FIT Lead terms are undefined and are volunteer positions.

FIT Lead responsibilities include:

a) Participate in a minimum of two FIT Lead Meetings facilitated by Framework Coordinator each year.
b) Participate in Framework Forums
c) Prepare quarterly theme specific updates.
   o Quarterly updates may be done via email updates. However, quarterly **meetings are strongly recommended** to encourage feedback and discussion while increasing engagement.
d) Facilitate a minimum of two theme meetings each year.
   o Prepare and distribute the meeting agendas and materials.
   o Provide meeting notes or updates to the Framework Coordinator to make accessible to public via GEOHub.
e) Encourage and promote cross-theme engagement.
f) Use appropriate communication channels (Framework listservs and online meetings) to distribute or communicate information to FIT members, other FIT Leads, Framework community members, and Framework partners.

If members of a FIT Theme feel that multiple leads will benefit the FIT, a co-lead can be selected. Co-leads will be subject to the same terms as other FIT Lead. OGIC will provide final endorsement of any new FIT Lead or co-lead.

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[3] Framework Leadership Nomination and Selection Procedure is available at:
https://www.oregon.gov/geo/FIT%20Documents/Framework%20Theme%20Leads%20Selection%20Procedure%20v1.1.pdf

5.4.2   FIT Membership

Participation in Framework themes is voluntary, and membership is at no cost. Membership refers only to listserv subscribers[4] for each theme. FIT membership and meeting participation are open to all members. OGIC members are encouraged to promote FIT involvement from within their organization.

5.4.3   FIT Meetings

Framework themes are **strongly recommended to meet quarterly** to encourage feedback and discussion. A minimum of two theme meetings are required each year. Additional meetings may be called as necessary, to be determined by FIT Lead, the Framework Coordinator, or consensus from FIT membership. FIT meetings shall be guided by consensus rule of those attending the meeting.

5.4.4   FIT Work Plans and Objectives

Individual themes review and update their work plan[5] annually. All FIT work plans will be made accessible to the public through GEOHub. Workplans for each theme should include the following minimum requirements:

- Identified near-term tasks with anticipated deadlines.
- List of Data Elements for Future Consideration.

5.4.4.1   Near-Term Tasks

Near-term tasks are expected to outline tasks and anticipated deadlines. Near-term tasks should be tasks that can be completed within the biennium and should be aligned with the objectives listed in Section 4.

5.4.4.2   Data Elements for Future Consideration

Data Elements for Future Consideration are to include data elements that have been identified by each FIT as having existing use-cases, but do not currently exist or have not yet been compiled for the state.

5.4.5   FIT Work Groups

Workgroups may be established and abolished at the consensus of any FIT membership or the direction of the FIT Lead or Framework Coordinator.

6   COORDINATION

Cross-theme coordination is fundamental to the success of Oregon's Framework Program and the Framework themes. To support the OGIC mission, Framework themes shall coordinate with other themes, public bodies, and organizations as necessary.

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[4] Listservs for individual FIT Themes can be accessed through GeoHub at: https://geohub.oregon.gov/

[5] Work plans accessible through GeoHub at: https://geohub.oregon.gov/

7 CHARTER REVISIONS

Charters and charter revisions must be approved by the Oregon Geographic Information Council.

Proposed charter revisions must be submitted to the OGIC chair at least 30 days prior to the Quarterly meeting. Proposed Charter revisions must be included in pre-meeting packet and will be presented for a vote of approval by OGIC consensus.

7.1 CHARTER APPROVAL

Those named and dated below acknowledge and approve of the Oregon Framework Program Charter.

Melissa Foltz

Framework Coordinator

Rachel Smith

Oregon Geographic Information Officer

8 DOCUMENT HISTORY

Date	Version	Action	Who
03/21/2012	1.0	Endorsement by OGIC	
7/17/2019	1.1	Modifications recommended to OGIC to align with FIT theme charters in following sections: purpose, mission, vision	TBurcsu
9/9/2019	1.2	1.1 updated with modifications recommended to OGIC	TBurcsu
10/10/2019	1.3	Updated with modifications from FIT Leads and distributed for review	TBurcsu
10/25/2019	2.0	Endorsed by OGIC	
5/25/2023	2.1	Updates and modifications recommended to OGIC to align Framework Program with OGIC's Strategic Plan for Geospatial Data Management 2023-2026.	MFoltz
1/24/2024	3.0	Endorsed by OGIC	