

Charter: Geospatial Water Resources Team

DATE APPROVED: _____

APPROVED BY: _____

<p>Purpose and Scope of Activity</p>	<p><i>Purpose Statement:</i> The geospatial water resources team (GeoWRT) will strategically manage the DNR’s foundational hydrography data portfolio so it is trustworthy, current, consistent, integrated, accessible, and understandable to the DNR, other agencies, and to the public.</p> <p><i>Functions and Scope:</i></p> <p><i>Internal Staff Development and Program Coordination</i></p> <ol style="list-style-type: none"> 1. Cultivate the team’s collective knowledge of all water related technical resources and projects. 2. Coordinate the efficient delivery of foundational geospatial water resources data. 3. Identify, evaluate, and recommend projects to update and enhance these data and to develop new products (databases and/or applications). 4. Help define roles and responsibilities related to stewardship for DNR geospatial water resources data. <p><i>External Support and Leadership</i></p> <ol style="list-style-type: none"> 5. Serve as a center of technical expertise for applications and systems that rely on the DNR’s geospatial water resources data. 6. Develop recommendations for best practices and standards for creating and maintaining geospatial water resources data. 7. Raise awareness within the DNR of the importance of and wide reliance on geospatial water resources data. 8. Support education and outreach efforts that promote understanding and appropriate use of geospatial water resources data. <p><i>Desired outcomes:</i></p> <ul style="list-style-type: none"> • Geospatial water resources data are secure, trustworthy, current, consistent, integrated and readily accessible to the DNR, other agencies, and to the public. • Priorities and direction for geospatial water resources data and information systems are determined. • Decisions regarding geospatial water resource data embody all relevant business perspectives and support divisional strategic objectives. • Decisions regarding geospatial water resource data are documented and communicated consistently. • Technical solutions are standardized within the agency and the divisions and shared across the sections. • DNR and MN.IT staff understands and follow division processes for managing data and information systems.
<p>Authorization</p>	<p><i>Source of team’s authority (if any):</i> This Team is authorized by:</p>

	<ul style="list-style-type: none"> • Tim Loesch (MNIT Deputy Chief Business Technology Officer)
Membership	<p>How membership is determined: Team members are subject matter experts or other interested staff from DNR or MNIT.</p> <p>Current Members Include:</p> <ul style="list-style-type: none"> • MNIT Business Services @ DNR • DNR Business Representatives • Data Governance Program Administrator • MNIT Business Services Manager for EWR • MNIT Business Services Manager for Fisheries
Roles and Responsibilities	<p>Meeting schedule: The GeoWRT meets monthly.</p> <p>Scheduling, agendas, facilitation: The GeoWRT chair is responsible for meeting management and coordination.</p> <p>Participation: All team members are expected to attend meetings, either in person or via Skype/teleconference and be an active participant regarding all data governance policy decisions and data management requirements.</p> <p>Communications: General information and guidance is communicated to the DNR via each member of the team. Team approved meeting minutes will be redistributed to team members and posted on the team’s (sharepoint/shared drive) site. The outcomes of decisions and action items must be clearly identified in meeting notes.</p> <p>The GeoWRT will issue an annual communication (in either written or presentation form) to DNR on activities, programs, and best practices for geospatial water resource data.</p> <p>Presentations: Dependent on topic.</p>
Decision Process	<p>How this teams decides on making recommendations, decisions, or other forms of reporting out information:</p> <p>When the team makes recommendations on best practices and data standards, these are communicated to:</p> <ul style="list-style-type: none"> - Data Stewardship Working Group - DNR Business Management - 3D Geomatics <p>Recommendations require, at a minimum, informed consent of two-thirds of the membership. However, the goal is consensus. Dissenting opinions may result in deferred action. All decisions and actions (actual decisions and items forwarded to other teams or teams) must be documented in meeting notes.</p>
Maintenance	<p>Charter maintenance schedule: The team shall review this charter annually, updating it as necessary and obtain any necessary approval for changes.</p>

Relationships***Relationships with other department teams (if any):***

- GeoWRT is an internal DNR coordinating group focused on geospatial water resources data
- Data Governance Steering Team is an agency-wide team providing direction for data governance activities across all data domains
- 3D Geomatics is an external coordination group focused on elevation and elevation-derived products including next generation hydrography data (i.e. hydro sub-team)

Standing subteams or work groups (if any):
