



Oregon Geographic Information Council
Oregon Imagery Framework Implementation Team
CHARTER

Theme start date: **January 1, 2001**

Theme Lead: **Brady Callahan, Oregon Parks and Recreation Department**

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a) Purpose

The purpose of the Oregon Imagery Framework Implementation Team is to guide the development and maintenance of authoritative Framework geospatial data for imagery, 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 Imagery 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 Imagery FIT is to formalize geolocated imagery data standards and stewardship arrangements to ensure Framework data are authoritative, available, and accessible when they are needed. Geolocated images are defined as spatially indexed images of the Earth's surface, which have been collected with sensors mounted on terrestrial, airborne and space-based platforms. The Imagery FIT coordinates and collaborates with other FIT themes to ensure that the scope is met.

d) Outside of Scope

Areas and topics that are outside the scope of the Imagery FIT are active remote sensing data for 3D positioning (e.g. Lidar, sonar.) Specific imagery data sets created through image interpretation and classification, such as a land cover image, can be found under themes specific to the subject matter.

e) Goals and Objectives

Goal #1 Develop and promote standards for data and elements within the scope of the Imagery FIT

1. Objective - Review existing standards no less than every 5 years to ensure relevancy

Goal #2 Establish and evaluate stewardship agreements for Framework data within the scope of the Imagery FIT

1. *Objective - Assess existing stewardship agreements no less than every 5 years to ensure community needs are being met*

Goal #3 Provide remote sensing project coordination

1. *Objective - Coordinate and assist with remote sensing acquisition efforts for data and elements within the scope of the Imagery FIT*
2. *Objective – Seek (some verb here)??? sustainable funding for regular statewide remote sensing acquisition*

Commented [CB*O1]: Check back on this one

Goal #4 Promote imagery data accessibility

1. *Objective- Encourage and sponsor efforts to make data and elements within the scope of the Imagery FIT publicly available*

Commented [CB*O2]: Need more time on this one

Goal #5 Promote education, technical advancement, and research related to data and elements within the scope of the Imagery FIT

f) Implementation and Work Plans

The Imagery FIT and any subcommittees of the Imagery FIT shall prepare an implementation plan for the theme and work plans for data element work projects.

Implementation plan

The implementation plan will cover a 5 year period and be based on the goals and objectives defined in this charter. Each implementation 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 [Imagery](#) 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 [Imagery](#) FIT lead, FIT Chair (aka Framework Coordinator), or as a last resort, Oregon Geographic Information Council.

Officers and Duties

The term of [Imagery](#) FIT lead shall be 4 years. Reappointment is granted by the same criteria used for selection. Multiple terms are allowed, however, changing leadership personnel is strongly encouraged after two sequential terms.

- 1) Theme Lead – A theme lead of the [Imagery](#) FIT shall be selected by consensus of the [Imagery](#) FIT membership in consultation with the FIT Chair (aka Oregon Framework Coordinator). The lead shall convene and run meetings, represent the [Imagery](#) FIT at Oregon FIT and cross-theme FIT lead 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 [Imagery](#) FIT. These may be permanent or *ad hoc* formations. Workgroups shall develop a charter to ensure clarity of purpose, scope, and accountability.

Meetings

The [Imagery](#) FIT shall convene at least quarterly for in-person or virtual meetings. The [Imagery](#) FIT is dedicated 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 [Imagery](#) FIT members.

FIT Work Groups and Subcommittees

Semi-permanent subcommittees and *ad hoc* working groups shall be formed to meet the needs that arise for the [Imagery](#) FIT. The charter for the [Imagery](#) 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 [Imagery](#) FIT. Work plans shall be included in the [Imagery](#) 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 [Imagery](#) FIT shall coordinate with the [Elevation](#) FIT and [Geodetic Control](#) FIT (LULUC? or Bioscience?) on an [annual](#) basis or as needed.

FIT Chair and FIT Leads

The [Imagery](#) FIT Lead shall alert the Oregon FIT to new and/or undocumented coordination needs and activities via the FIT Chair (i.e., Framework Coordinator), FIT Lead meetings, and Framework Forums.

Federal Geographic Data Committee (FGDC)

Theme standards shall align with federal and national standards to the greatest extent possible. FGDC standards shall be adopted when and where possible.

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 [Imagery](#) FIT.

k) Charter Revisions

Charters and charter revisions must be approved by the [Imagery](#) FIT theme and the FIT Chair. Proposed charter revisions must be submitted to the FIT Chair and approved by consensus of the [Imagery](#) FIT members.

l) Charter Approval

Those named and dated below acknowledge and approve of the [Imagery](#) FIT Charter.

[Imagery](#) FIT Lead: **Brady Callahan, Oregon Parks and Recreation Department**

[Imagery](#) FIT Members:

XXXXXXX

m) Document History

Date	Version	Action
4/1/2020	0.1	Brady Callahan started Imagery FIT Charter draft based on template developed by Emmor Nile and Theresa Burcsu.

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 for a theme in the Oregon Framework Implementation Team. Leader of a FIT group.

FIT theme Group of Framework elements; also refers to a permanent workgroup that guides the governance and management of a Framework data element.

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.¹

Objectives Objectives are lower-level statements that provide clear, specific outcomes, products, or deliverables of the work group and its subcommittees.¹

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.

¹ Mochal, Tom. "Defining Project Goals and Objectives". Kidasa Software website. <https://kidasas.com/defining-project-goals-and-objectives/>. Accessed: October 11, 2018.