

Oregon Statewide Aerial Imagery Program

Steering Committee

CHARTER

V1.0

10/11/17

1. Purpose

This charter defines the mission, functions, and procedures of the Statewide Aerial Imagery Program Steering Committee.

2. Mission

Establish the Statewide Aerial Imagery Project Steering Committee, to provide operational oversight responsibilities of the executive and organizational sponsors, ensure contract(s) meet the requirements, and advance policy and best practices for imagery across the Oregon Geospatial Enterprise. The Steering Committee will develop consensus for Imagery related decisions and prioritize as needed.

3. Objectives

The objectives of the Committee are:

- a) Establish the governance practices for the Statewide Aerial Imagery Project and the subsequent Statewide Aerial Remote Sensing Program.
- b) Provide insight about user needs, identify new potential users, provide expertise about imagery use, acquisition, access.
- c) Provide consensus-based oversight of the project and subsequent program.

4. Project Governance Structure

The Committee provides a level of governance while ensuring business alignment with related entities. The governance structure is depicted in this diagram followed by descriptions for each item.

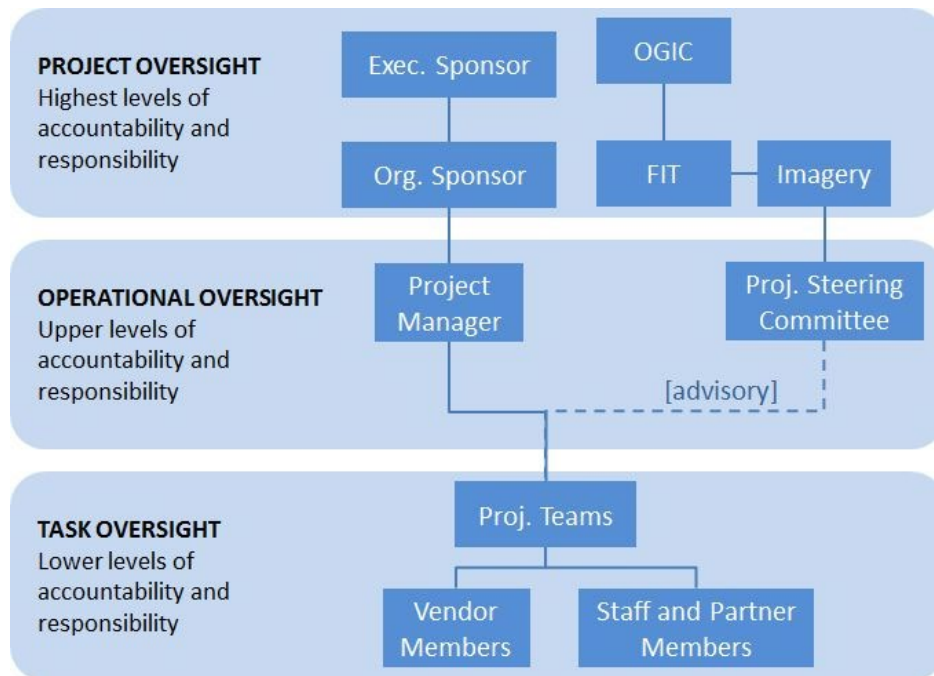


Figure 1. High-level Project Governance Structure Chart

Each blue box is correlated to one of the following items:

- Executive Sponsor. This role provides the high-level responsibility for the State.
- Organizational Sponsor is the State Geographic Information Officer and is accountable to the Executive Sponsor.
- OGIC is the Oregon Geographic Information Council. It is the governing body overseeing GIS development across state government.
- FIT is the OGIC Framework Implementation Team. Through the FIT, GIS staff across all levels of government collaborate to assemble and share important statewide GIS datasets, called Framework data. This team has a Framework Coordinator.
- Imagery is the FIT thematic group (team) led by the Imagery FIT Lead.
- Project Manager reports to the Organizational Sponsor.
- Project Steering Committee is the group identified within this Charter.
- Project Teams are a combination of state government employees (Staff and Partner Members) and vendors (Vendor Members). The vendor is currently Quantum Spatial, Inc. and their sub-contractor Ayers. The internal quality control team includes FIT Imagery members.

5. Membership

Membership will be stakeholders from the Imagery Framework Team

6. Participant Expectations and Responsibilities

Steering Committee members agree to:

- At least a two-year term.
- Attend a minimum of 75% of the scheduled meetings each year.
- Fully participate in establishing priorities for the Aerial Imagery project, and actively participate in committee workgroups.

7. Steering Committee Meetings

Meetings of the Steering Committee shall take place quarterly, with a minimum of 3 meetings a year.

8. Charter Revisions

Charter revisions must be approved by two-thirds of the Committee members. A minimum of one month's notice is required for any revisions to the charter.

9. Workgroups

The Steering Committee shall have the option to form ad-hoc workgroups to augment the Committee when technical assistance is required and/or items must be addressed in a timely fashion to support project schedules.