



**Maryland Integrated Map (MD iMap)  
Executive Committee Charter**

**Version 1.0**

**April 2010**

### Record of Changes

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## CHAPTER 1 INTRODUCTION

### 1.1 MD iMap Background

Since the early 1990's, the Maryland GIS community, working through the Maryland State Geographic Information Committee (MSGIC) and lead by several key state agencies (Departments of Transportation, Housing and Community Development, Natural Resources and Planning), has developed and implemented plans for the key elements of a statewide basemap. The elements include transportation features, imagery, elevations, parks and other protected lands, feature/place names and boundaries. Where available and appropriate, existing resources were utilized, such as scanned images of standard US Geological Survey 7.5' Quadrangle maps. Over the years these elements were designed to work with each other to the extent practicable.

At the July 31, 2007 BayStat meeting, Governor O'Malley outlined his vision for a statewide basemap that would serve Maryland agencies and be a model for other states who might be grappling with similar issues and needs. The Governor's Acting Geographic Information Officer (GIO), Kenny Miller, was tasked with developing the model and timeline for implementing the Governor's vision of a statewide basemap for Maryland.

In December 2009, Executive Order 01.01.2009.20 was signed by Governor O'Malley. The Executive Order (EO) officially acknowledges the transfer of the position of the GIO to the Maryland Department of Information Technology. The EO confirms the establishment of the MD iMap Executive Committee and the MD iMap Technical Committee, providing guidelines for roles and responsibilities of the two committees. Finally, with this EO, the Governor's Office affirms its support of the actions of the two committees.

Since the Governor's direction, a collaborative effort has been made by multiple levels of government (State, Regional, County and Municipal) to build out the MD iMap program. For example, the base infrastructure for MD iMap was purchased using a combination of State and County funds; a number of datasets (e.g. address/centerline, imagery and parcels) have or are being developed in a coordinated manner; and representatives from each level are participating in the development of MD iMap policies, procedures, standards and guidance documentation.

### 1.2 Introduction to Executive Committee Charter

The MD iMap Executive Committee Charter serves to outline the purpose, membership and operating structure of the committee. The Executive Committee is a key component in the development and sustainability of MD iMap.

### 1.3 Document Structure

This section explains how the document is organized.

- Chapter 1 – Provides an introduction to the MD iMap program and this specific document.
- Chapter 2 – Purpose of the Executive Committee

- Chapter 3 – Executive Committee Membership
- Chapter 4 – Executive Committee Meeting Structure

#### **1.4 Audience**

The intended audience for this document is MD iMap stakeholders and participants, especially state agencies; the Technical Committee as well as any additional audiences interested in the MD iMap.

- State Geographic Information Officer (GIO)
- MD iMap Executive Committee members
- MD iMap Technical Committee members
- MD iMap Stakeholders (state and local government agencies who provide data to and use MD iMap.
- Maryland State Government GIS personnel
- Maryland Local Government GIS personnel
- Maryland private and non-profit GIS representatives
- Others as determined by the Executive Committee

#### **1.5 Terms, Acronyms and Abbreviations**

A description of terms, acronyms and abbreviations included in this document can be found at <http://dnrweb.dnr.state.md.us/gis/mdimapglossary/>.

#### **1.6 Additional Readings**

Additional MD iMap Program documentation can be found on the [MDiMap portal](#).

## CHAPTER 2 PURPOSE OF THE COMMITTEE

The purpose of the Executive Committee is based initially upon the criteria set forth in the Governor's Executive Order 01.01.2009.20. The Executive Committee is directed to:

1. Approve MD iMap policies, procedures and guidance;
2. Resolve issues identified by the Technical Committee;
3. Provide recommendations and technical support to the budget approving authority;
4. Identify and obtain funding to support the MD iMap program;
5. Appoint and assign appropriate staff to oversee the development, maintenance, use and promotion of the MD iMap program;
6. Provide guidance to the Technical Committee on MD iMap policies, standards and other deliverables;
7. Promote, advertise and market the applications, capabilities, benefits and results of the MD iMap program, and
8. Advise the Governor on issues relating to Md iMap.

As part of this mission, the Executive Committee recognizes that MD iMap possesses the following attributes:

- Is a federated model;
- Is the basis for enterprise GIS in the State;
- Provides the opportunity to consolidate efforts, costs, and labor;
- Respects existing agency efforts;
- Affords data sharing among and between agencies;
- Focuses on the "good of the order" for citizens, and
- Serves to de-mystify GIS for state agencies and the public alike in that it lowers the technology threshold to use MD iMap's capabilities.

MD iMap represents three areas of use and benefit to state agencies:

1. Operations – improve performance by program.
2. Executive management – provide executive decision makers with relevant and high quality spatial information that helps to clearly identify complex problems and efficient and effective solutions.
3. Transparency – the public has access to the results of government decisions and the information that led to those decisions.

These areas focus on sharing data by making data from one agency available to many agencies. As agency's we need to share data more effectively. By putting GIS on the web, agencies can move from sharing only text data to interactive map data where the users can provide input on how they want to see the data.

As MD iMap grows and matures the issues and decisions that this Committee will face will likely change. Given the changing nature of both the technology and anticipated demand for enterprise GIS services, dealing with unforeseen decision processes are a given. For instance, there is no dedicated funding stream that represents all users of MD iMap. And the governance



structure does not yet address the manner in which funding decisions are to be made. Does this Executive Committee decide how funds are to be collected, allocated, encumbered and spent? Should it? Does the CIO have the final call? Does the GIO? Who best represents the “greater good” of the community? If significant funding comes from a particular source, does that source have a greater voice in fund decision making than others? Should it? Tackling these and other issues may drive the actions of this committee into directions not envisioned at this time. But it’s important to recognize that change is a necessary part of overseeing a statewide GIS system.

**CHAPTER 3 EXECUTIVE COMMITTEE MEMBERSHIP**

The Governor’s Executive Order identifies the Secretary’s (or their designee’s) of the following agencies. Refer to the membership roster for individual agency representation.

<b>Agency</b>
Agriculture
Aging
Assessments and Taxation
Budget and Management
Business and Economic Development
Crime Control and Prevention Office**
Disabilities
Education
Emergency Management
Environment
General Services
Governor's Delivery Unit
Governor's Homeland Security Office
Higher Education
Health and Mental Hygiene
Housing and Community Development
Human Resources
Information Technology
Institute for Emergency Medical Services
Juvenile Services
Labor, Licensing and Regulation
Military
Natural Resources
Planning
Public Safety & Correctional Services
State Police
StateStat
Transportation
Veterans Affairs

In addition, the following are invited to attend the meetings:

Technical Committee Chair(s)
Geographic Information Officer

## CHAPTER 4 EXECUTIVE COMMITTEE MEETING STRUCTURE

### 1.7 Meeting Schedule and Process

The Executive Committee will meet last Wednesday of every other month beginning with February 2010 or as required to keep track of issues and progress of the implementation of MD iMap and to provide on-going statewide support to its stakeholders.

### 1.8 Meeting Agenda

At each meeting, the status of MD iMap supporting projects will be reported to the Technical Committee by the Committee Chair(s) using an agenda outline such as the following:

- i. Introductory Items such as:
  - Introductions
  - Review Agenda
  - Review and Accept Minutes from previous meeting
  - Review Action Items/Deliverables from previous meeting
- ii. Review Individual Project Status of the Technical Committee
  - Scope
  - Schedule
  - Budget
  - Reason for deviation
- iii. Present new issues/concerns since the last Executive Committee meeting
  - Review and approval of change orders
  - Budget
  - Milestone review
  - Formal acceptance of deliverables
  - Accomplishments against last meeting's plans
  - Plans for the next reporting period
  - Outstanding issues, open points, conflicts

- Specific requests for assistance of the Technical Committee
- iv. Consider marketing and outreach efforts to stakeholders for support of MD iMap
- v. Review items/issues/points of discussion for the Governor
- vi. Consideration of other items relevant to MD iMap
- vii. Review and summarize new actions from this meeting
- viii. Plans, date and location for next meeting