

Memorandum

Date: July 7, 2010

To: DWR Division/Office Chiefs

From: GIS Planning Committee
Department of Water Resources

Subject: Formation of DWR Enterprise GIS Committee

On June 21, 2010, the DWR Governance Board approved a charter for the Enterprise Geographic Information Systems (GIS) Committee. This charter was drafted by the GIS Planning Committee (GPC), a group that has been working since January 2008 under the executive sponsorship of Agency Chief Information Officer Tim Garza to guide strategic planning for GIS for general use in DWR. A list of current members of the GIS Planning Committee is attached for your reference. With the approval of the charter, the Governance Board becomes the sponsor of the new Enterprise GIS Committee (EGC), and we now request your support by appointing staff from your Division/Office to serve on the EGC.

The mission of the EGC is to:

- ❖ Develop and maintain enterprise GIS standards
- ❖ Approve the use of enterprise GIS services
- ❖ Coordinate GIS training using the learning and service credits from the ESRI Enterprise License Agreement
- ❖ Communicate with GIS users in DWR.

Additional information about the responsibilities of the EGC is in the approved Group Charter, which is attached to this memorandum.

Over the next year, the work of the EGC will be to identify data sets to incorporate into the enterprise GIS system, review and approve spatial data sets for the enterprise status, define the workflow for promoting spatial data sets, and coordinate the use of learning and service credits.

To begin the work defined in the Charter, the GPC requests representative names from each of your Division/Offices to participate as a voting member of the EGC. The representatives are not required to be technically proficient in GIS; however, they should have an understanding of the current and potential role of GIS in the organization and be willing to actively participate in addressing the issues involved in management of spatial data and enterprise GIS services. The GPC expects that representatives will need to spend approximately three hours per week on committee work, and the representative will need to have the authority to vote on committee issues. Additional non-voting members may be assigned to participate in the committee as needed to share workload and contribute ideas and insights to this effort.

DWR Division/Office Chiefs

July 7, 2010

Page 2

The first meeting of the EGC will be on August 11, 2010, from 10:00 a.m. to 12:00 p.m. in Room 210 of the Resources Building. WebEx access will be available. Subsequent meetings will occur on the second Wednesday of every month at the same time and location. Please send the name of your appointed representative(s) to Nancy Miller, the temporary chair of the GPC, by August 6, 2010. Nancy may be reached at nmiller@water.ca.gov, or at (916) 657-4150. If you have any questions or concerns about the EGC, please contact Nancy.

Attachments

Active Members of the GIS Planning Committee, as of June 21, 2010

Tim Garza, Executive Sponsor	Agency Chief Information Officer
Nancy Miller, Chair	Division of Technology Services
Gary Darling	Bay-Delta Office
Joel Dudas	Floodsafe Environmental Stewardship and Statewide Resources Office
Todd Flackus	Northern Region Office
Scott Flory and Jason Harbaugh (alternating)	North-Central Region Office
Ruppert Grauberger	Division of Engineering
Scott Hayes	Division of Statewide Integrated Water Management
Danny Luong	Division of Technology Services
Jane Schafer-Kramer	Bay-Delta Office
Greg Smith	Division of Statewide Integrated Water Management
Harry Spanglet	Floodsafe Environmental Stewardship and Statewide Resources Office
Janice Sutherland	Division of Environmental Services

Enterprise GIS Committee

Group Charter

June 21, 2010

Section 1. Mission

The Enterprise Geographic Information System (GIS) Committee will develop and maintain enterprise GIS standards, approve the use of enterprise GIS services, coordinate GIS training using the learning and service credits from the ESRI Enterprise License Agreement, and communicate with GIS users in DWR.

The use of spatial data¹ is becoming increasingly important to the Department. GIS is a technology that potentially supports every program in the Department. Addressing the technical and policy questions of this discipline will require new standards and processes at the Department.

Enterprise GIS standards for spatial data will help the Department correct the problems it experiences by:

- ❖ Ensuring the consistency of enterprise spatial data
- ❖ Supporting the importance of GIS in the Department
- ❖ Increasing efficiency and productivity of DWR staff
- ❖ Increasing the accessibility of spatial data
- ❖ Providing a single point of contact for a spatial data set
- ❖ Providing a consistent set of security policies and access restrictions for spatial data
- ❖ Documenting the quality of spatial data in the Department

Definitions

Enterprise GIS Services

Enterprise GIS services are the foundation of an enterprise GIS data management in the Department. Enterprise GIS services include:

- ❖ Enterprise GIS architecture (hardware)
- ❖ Geodatabases for spatial data sets stored the enterprise GIS architecture (software)
- ❖ Learning and service credits as part of the Enterprise License Agreement with ESRI
- ❖ Support and maintenance for all of these components

¹ Spatial data describes a point location, a line location, or a polygon location.

These services potential support every program in the Department.

Spatial Data

In the discussion of standards and use the enterprise GIS services, the Department has to distinguish between different types of spatial data. The following are different types of spatial data are:

- ❖ Program spatial data, i.e., spatial data that is created and used by a single program within the Department.
- ❖ Enterprise spatial data, i.e., spatial data that is voluntarily stored and published using the Department's enterprise GIS services, complies with Department's spatial data standards, and is maintained by program data custodians.
- ❖ External spatial data, i.e., spatial data that is created and maintained by organizations outside of the Department.
- ❖ Legacy spatial data, i.e., spatial data that is currently used but no longer updated.

Federated Approach

Initially all spatial data is program spatial data. Programs acquire and use this spatial data to fulfill their mission. Spatial data does not have to meet any particular standards, and it is maintained and updated as necessary by Department staff in individual programs.

Programs would voluntarily promote spatial data from program spatial data to enterprise spatial data, which is when the Department will require it to comply with certain spatial data standards (See the Enterprise Process Guide for Spatial Data Standards). This enterprise spatial data would be stored on the enterprise GIS architecture, be maintained and published in an enterprise geodatabase, and be available inside and outside the Department.

The program and data custodian that promoted the enterprise spatial data would continue to maintain it. The data custodian would have the responsibility and authority to approve and make changes to that particular enterprise spatial data.

The last two types of spatial data are important special cases of spatial data. External spatial data is created outside of the Department; therefore, the Department cannot require this spatial data to meet Department standards. If external spatial data is important to many programs, it may be stored on the enterprise GIS architecture, maintained and published from an enterprise geodatabase and be available inside and outside the Department provided someone volunteers to be the data custodian for the spatial data.

Legacy spatial data is used but no longer updated. In some cases, this legacy spatial data may be the best available information. The Department cannot require spatial data

without any documentation on accuracy, data formats, creation and processing methods, and quality assurance/quality control procedures to meet Department standards. If legacy spatial data is important, it may be stored on the enterprise GIS architecture, maintained and published from an enterprise geodatabase, and be available inside and outside the Department provided someone volunteers to be the data custodian.

Activities

1. Establish and modify enterprise GIS standards and procedures

The Enterprise GIS Committee will establish and maintain standards and procedures for enterprise spatial data. The standards (See the [Enterprise Process Guide for Spatial Data Standards](#)) and procedures will only be applicable to enterprise spatial data. The Department will not require program spatial data to meet any particular standard, or use any particular procedures.

2. Review, approve and publish spatial data sets using enterprise GIS services

The Enterprise GIS Committee will review and approve spatial data promoted to the enterprise level. Any program may voluntarily promote spatial data. The spatial data must meet the Department's spatial data standards before it would be promoted to enterprise spatial data. Once the spatial data was promoted, it would be stored on the enterprise architecture in an enterprise geodatabase, and be published and available inside and outside the Department.

As part of this activity, the Enterprise GIS Committee will also identify, approve and publish external and legacy spatial data using the enterprise GIS services.

3. Approve use of the enterprise GIS services

The Enterprise GIS Committee will approve use of the enterprise GIS services.

The enterprise GIS services, specifically the hardware and software, are available to any program in the Department. Any program that wants to store and publish program spatial data may use the enterprise GIS architecture and geodatabase if they have their own support, an ArcSDE administrator (also called a GIS Administrator) and a data custodian. Even though the spatial data is stored on the enterprise GIS architecture and uses the geodatabases, it is still program spatial data. The program will be free to administer and manage these program data sets in accordance with specific program needs.

4. Establish and maintain a metadata editor

The Enterprise GIS Committee will develop and maintain a metadata editor. This metadata editor will facilitate entering and maintaining metadata, and will promote high quality spatial data within the Department.

5. Establish and maintain a catalog of spatial data

The Enterprise GIS Committee will maintain a geoportal. A geoportal is a web-accessible catalog that enables the posting, discovery, and exchange of geospatial information. The Department will use the geoportal to catalog all enterprise and known program, external and legacy spatial data.

6. Coordinate GIS training

The Enterprise GIS Committee will coordinate training in GIS using the learning and service credits, and annual passes to the ESRI Users' Conference.

As part of the Enterprise License Agreement with ESRI, the Department receives learning and service credits, which can be used for on-line courses, attending ESRI training or special services. The Enterprise GIS Committee will coordinate and authorize the use of these learning and service credits. In some cases, it may benefit the Department to conduct a special training session, or use the learning and service credits to support the enterprise GIS services.

The Enterprise GIS Committee will be responsible for coordinating in-house GIS training with the DWR Training Office.

As part of the Enterprise License Agreement with ESRI, the Department receives passes to the annual ESRI Users' Conference. The Enterprise GIS Committee will be responsible for allocating the passes.

A Division or Office is not required to participate in the Enterprise GIS Committee to participate in the annual conference or use the learning and service credits.

A Division or Office may pay for staff training or attendance at the annual ESRI Users' Conference. The Enterprise GIS Committee will not review or approve these decisions because they would not use learning and service credits or annual passes from the Enterprise License Agreement.

7. Communicating with the DWR GIS community

The Enterprise GIS Committee will communicate with the DWR GIS community. The Enterprise GIS Committee will establish a web portal where DWR staff can easily find the enterprise standards and policies, meeting agendas, and meeting minutes.

8. Develop by-laws

The Enterprise GIS Committee will establish its own by-laws. Developing its governance structure will be the Enterprise GIS Committee's first task.

Section 2. Membership

Sponsor: Governance Board

Membership on the Enterprise GIS Committee is voluntary.

Each Division or Office Chief may appoint members to the Enterprise GIS Committee. A Division or Office shall have no more than one voting member on the Enterprise GIS Committee, and may have as many non-voting members as it feels are necessary.

Committee members need sufficient authority to represent their organization on the Enterprise GIS Committee activities as appropriate. Attendance is important to the continuity and effectiveness of the group.

Roles and Responsibilities

The Department expects Enterprise GIS Committee members to spend approximately 3 hours per week on committee business.

Members of the Enterprise GIS Committee will communicate information to and from their organizations.

The Enterprise GIS Committee chair will be responsible for setting meeting agendas and posting meeting minutes.

Members, both voting and non-voting, may participate on subcommittees as necessary.

Section 3. Decision Making

Meetings of the Enterprise GIS Committee shall be open to anyone to attend.

Amendments to the Charter

The Enterprise GIS Committee may amend the charter at any time in consultation with the sponsors.

Decision Making

The Department will ask Enterprise GIS Committee members to vote on policies and procedures from time to time. Members may not always be able to commit their organization to a particular decision; however, members will operate and represent their organizations in good faith and contribute the best available information.

The Enterprise GIS Committee will strive to operate by consensus.

Voting Rules

Enterprise GIS Committee agendas will identify items for the committee to decide.

Elevating Issues

At times, there may be issues the Enterprise GIS Committee cannot resolve or does not have authority over, such as budgets or non-GIS policies. When such issues arise, the Enterprise GIS Committee will elevate the issue to the Governance Board for guidance and a decision.

Section 4. Communications

The Enterprise GIS Committee will encourage and expand the use of the GIS and the sharing of spatial information across the Department. The Enterprise GIS Committee will:

- ❖ Maintain a Departmental email list of all staff interested in GIS
- ❖ Provide an annual report to the Governance Board
- ❖ Publicly post of standards and policies
- ❖ Publicly post of agenda and meeting minutes

Section 5. Meetings

The Enterprise GIS Committee shall meet once a month from 10:00 AM until 12:00 noon on the second Wednesday of the month, and at such other times as deemed necessary by the committee.