Data Center Services
GIS Solution Group

CHARTER

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Purpose

The Geographic Information Systems (GIS) Solution Group defines enterprise GIS technology strategic goals for implementation through the Data Center Services (DCS) program and the Geographic Information Office to promote goal achievement. The Group has approval rights over critical GIS technology decisions.

Charter Definition

This charter defines the roles, responsibilities, authority, and administration of the DCS GIS Solution Group as it operates within the DCS program's governance structure.

Committee Structure

Membership

The DCS GIS Solution Group is composed of Members and Associate Members.

Members are considered those agencies that directly contributed to the purchase of the Statewide High Resolution Imagery Services, GIS data, GIS Software or any other GIS solution procured through the DCS program on behalf of the state.

Associate Members are those agencies that do not contribute financially to the purchase of Statewide High Resolution Imagery Services, GIS data, GIS Software or any other GIS solution but will have representation in the meetings to assist and consult with the group about future GIS related requests, requirements and acquisitions.

Members will include one representative from DIR, one representative from Texas Natural Resources Information System (TNRIS), and one representative from each of the following agencies:

- Texas Department of Transportation
- Texas Commission on State Emergency Communication
- Texas Commission on Environmental Quality

The Group is led by a chair and co-chair. The chair shall be the representative from TNRIS. The co-chair is the DIR representative to the committee and is appointed by DIR.

Rotation

There is no rotation of membership. All Associate Member agencies engaged in GIS activity are invited to attend.

Change in Membership

It is the responsibility of all members to ensure appropriate representation within the Group and to notify the chair of any proposed change of representatives. An Associate Member agency becomes a full Member by contributing financially to specific GIS products on behalf of the state provided by the DCS GIS Solution Group. Once this occurs, the agency's role will change from a consultative capacity to a decision-making capacity. Accordingly, Appendix A will be updated no less than annually based on the previous year participation of both Members and Associate Members.

Ad hoc Teams

From time to time the DCS GIS Solution Group may need to involve additional expert resources beyond the Group membership. The chair may designate ad hoc teams to conduct specific work and report back to the DCS GIS Solution Group. Ad hoc teams may include Group and non-Group members who are subject matter experts. The co-chair will appoint an appropriate DIR staff member to facilitate and support the ad hoc team.

In any use of ad hoc teams, the responsibility for all final decisions rests with the membership of the DCS GIS Solution Group.

Roles and Responsibilities

Group

The primary responsibilities of the DCS GIS Solution Group are to provide oversight and decisions related to the DCS program as follows:

- Set enterprise GIS strategic goals, including the acquisition of strategic data sets for the enterprise

- Promote GIS data sharing across the enterprise

- Monitor enterprise service delivery and performance

- Approve critical GIS technology related decisions

- Recommend GIS solutions to the DCS IT Leadership Committee

- Approve and prioritize enterprise GIS technology needs and projects

- Verify that service providers have been vetted, have a state vendor identification, and to review the need for direct award versus a statewide bid, or Request for Proposal, (RFP).

Chair and Co-Chair

The chair (TNRIS Representative) and the co-chair (DIR Participant) have the following shared responsibilities:

- Lead the development and prioritization of Group agendas and preparations
- Set meeting dates, time, and agendas

- Ensure Group fulfillment of the scope of responsibilities, including promoting regular Group member attendance, as necessary

- Promote involvement and balanced participation of all Group members

- Preview presentations/materials that are scheduled for Group review and provide feedback, as necessary, to improve the content and key messages for the Group audience

- Prepare summaries of Group activities and actions, as requested, by the DCS IT Leadership Committee and/or Business Executive Leadership Committee

- Participate, as requested, in DCS IT Leadership Committee meetings

- Approve meeting notes

The chair has the following responsibilities:

- Conduct meetings

- Appoint ad hoc teams when needed

- Ensure completion of tasks by Group members

- Ensure that the Group has the proper representation across state agencies

The co-chair has the following responsibilities:

- In the temporary absence of the chair, conduct meetings

- Appoint a DIR staff member to facilitate and support the ad hoc team(s) while performing assignment(s).

- Attend ad hoc team meetings to represent management perspective, as needed

- Communicate progress to the appropriate DIR management.

- Facilitate completion of tasks by Group members

Group Member

Each member is expected to adhere to the meeting guidelines and participate in Group meetings.

Group members are responsible to:

- Prepare for and proactively participate in Group meetings and activities, including reviewing DCS or alternate contracts to have a working understanding of responsibilities of agencies, DIR and service providers, including alternate funding sources or funding avenues

- Identify an alternate representative if unable to attend a meeting and notify the chair

  - Alternate representative should be of equivalent or higher decision making authority, from the Group Member's organization

- Serve as a catalyst for change and support within the member's area of responsibility

- Demonstrate best efforts to resolves issues and reach decisions through consensus

- Actively offer insight and perspective to support and improve the implementation of solutions, initiatives, or services

- Complete assignments accepted by the member

- Hold self and other members accountable to demonstrate appropriate behaviors and work in good faith to resolve issues and create solutions

Group Associate Member

Each associate member is expected to adhere to the meeting guidelines and participate in Group meetings.

Group associate members are responsible to:
- Prepare for and proactively participate in Group meetings and activities, including reviewing DCS or alternate contracts to have a working understanding of responsibilities of agencies, DIR and service providers, including alternate funding sources or funding avenues

- Identify an alternate representative if unable to attend a meeting and notify the chair

- Demonstrate best efforts to resolves issues and provide insight in an effort to assist Group members to reach solid decisions on behalf of the enterprise.

- Actively offer insight and perspective to support and improve the implementation of solutions, initiatives, or services

- Complete assignments accepted by the associate member

- Hold self and other members accountable to demonstrate appropriate behaviors and work in good faith to resolve issues and create solutions

DCS Governance Facilitator

The DCS Governance Facilitator is a DIR employee and will work closely with the chair and co-chair to organize the meetings and ensure the effectiveness of DCS governance processes, including communication, priority setting, and issue escalation/resolution.

The DCS Governance Facilitator has primary responsibility to:
- Promote relevant topics and content for meetings

- Schedule meetings and communicate agenda prior to each meeting

- Assist in follow-up on Group assignments and action items assigned to group members and/or associate members

- Report status and results of ad hoc team assignments to the Group

- Assist in preparing any reports for DCS IT Leadership Committee and/or Business Executive Leadership Committee

- Maintain the roster of the Group members and associate members

- Assist DIR issues management staff in maintenance of a repository that includes meeting notes, a log and status of issues discussed and elevated, and other such documents required by the co-chairs

- Distribute meeting agendas and associated documents and meeting notes to members and associate members.

Regarding the governance process oversight, the DCS Governance Facilitator has responsibility to:

- Promote effective communication and coordination processes between the DCS GIS Solution Group and other governance committees

- Continually measure DCS GIS Solution Group governance processes and results, and recommend adjustments to the Group, as necessary, to ensure effective support of DCS governance objectives

Scribe

The Scribe is a DIR employee and has the responsibility for documentation of Committee meetings. The DIR Governance Facilitator appoints this role.

The Scribe has primary responsibility to:

- Record and forward meeting notes to the Governance Facilitator for review prior to distribution to the co-chairs for approval
- Document and track Group decisions, action items, and responsible parties
- Submit approved meeting notes for publication on the DCS Portal.

Meetings

Meeting Schedule

The DCS GIS Solution Group will meet monthly or at other regular intervals established by the Chair, but no less than quarterly. Special meetings may also be scheduled at the discretion of Chair. In order to ensure an orderly and prioritized workload for the Group, all requests should be submitted to the Governance Facilitator or directed to the co-chairs.

Meeting Attendees

In addition to DCS GIS Solution Group Committee members, meeting attendees will include one representative from the multi-sourcing integrator (MSI), one representative from each service component provider (SCP). Service providers that provide IT services, GIS services and solutions to the State and the GIS Community may also be asked to attend meetings to provide information on particular issues. The chair reserves the right to dismiss the MSI, SCPs and service providers from any and all meetings.

Meeting Guidelines

The chair and co-chair will conduct each meeting in accordance to the guidelines prescribed below:

- The agenda with attached materials to be presented or discussed will be distributed in a manner to provide as much advance notice as possible

- Every effort will be made to schedule meetings when all members can attend. In the event that a member cannot attend a particular meeting, the member may designate an alternate representative to attend

- All meeting participants should be prepared to actively participate in any discussions. Member agencies should be prepared to participate in any decisions in the meeting

- Meeting notes will be prepared and distributed for review by the chair within five business days after the conclusion of meetings

Meeting Agenda

Agenda Topics

Meeting agendas will be established by the chair and co-chair. Agendas will be announced to all agencies in advance.

Agenda topics may include:

- Critical enterprise GIS decisions

- Enterprise projects

- Enterprise GIS data acquisition

- Updates to the Committee Charter

- Action item and responsibility follow up and tracking

- Other GIS/DCS topics, as necessary

Decision Making

The GIS Solution Group has decision rights over certain decisions. In resolving issues, the group will seek to resolve issues based on consensus. Where consensus cannot be achieved, the Group may, at the discretion of the Chair, escalate the issue to the DCS IT Leadership Committee. When escalating the issue, the Chair will assign group members to document the dissenting positions, as well as why the Group could not reach consensus. The Group will present specific options, with pros and cons, to the DCS IT Leadership Committee for its consideration. The DCS IT Leadership Committee may elect to return any escalated issue to the DCS GIS Solution Group for

further analysis and resolution. The DCS IT Leadership Committee may elect to escalate the issue to the Business Executive Leadership Committee for resolution.

Consensus Decision Making (from the Consensus Building Institute)

Consensus means overwhelming agreement; therefore, when the time comes to render a decision, all Members must be able to support the decision. And, it is important that consensus be the product of a good-faith effort to meet the interests of all stakeholders. The key indicator of whether or not a consensus has been reached is that everyone agrees they can live with the final proposal; that is, after every effort has been made to meet any outstanding interests. Thus, consensus requires that someone frame a proposal after listening carefully to everyone's interests.

DCS Application in Consensus Meetings

- Oriented towards finding solutions with overwhelming community support
- Not a debate, rather a collaborating effort to find solutions that works for all
- Focus is on identifying and meeting underlying interest of the participants (partners, reps, MSI, SCP)
- Not everyone getting exactly what they want – best community solution, meeting the most needs possible
- Group works to identify the best potential option and tailor it to meet the broadest interests

General Consensus Meeting Guidelines

- Express your perspective including the need filled or interest served - tell why you have the perspective
- All work to make sure all are heard
- Listen carefully for the interest of other group members and associate members
- Ask question of others in the group to clarify the needs and explore options
- If you express a concern about a proposal, be prepared to offer options for tailoring the proposal to meet your concern
- Be mindful how your actions and proposals affect the interests of other
- All work in good faith to find the best solution possible

Issues Management

DIR will receive issues directly from member agencies and facilitate the issue through the DCS GIS Solution Group.

Communication

Reporting

Meeting outcome summaries, action items, and responsible parties will be documented during each DCS GIS Solution Group meeting. Following each meeting, the DIR Scribe will coordinate the review of this information with the co-chairs prior to distributing the information to the DCS GIS Solution Group members and associate members.

The DIR Governance Facilitator will collaborate with DIR issues management staff in maintaining the Group's log of decisions and escalations and will assist the Chair in preparing any periodic summary reports/presentations of the Group's progress as requested by the DCS IT Leadership Committee and/or Business Executive Leadership Committee.

Charter Document Control

Document Maintenance & Repository

The Group Co-Chairs are responsible for maintaining this charter with assistance from the DCS Governance Facilitator. The most recent version will be maintained on the Data Center Services web portal along with other DCS Governance charter documents, meeting summaries, and supporting materials.

Revision History

Revision Number	Revision Date	Summary of Changes
Draft	January 30, 2015	Initial Draft
Draft	February 2015	1st Revision; define associate membership
Draft 4.2	May 20, 2015	2nd Revision – remove all references to Google, capture service provider responsibilities; add additional funding sources and expand on GIS services
Draft 4.3	June 08, 2015	Removed separate service provider membership to include in Group Associate Membership
Draft 4.4	July 08, 2015	Removed service provider from membership
Draft 4.5	July 13, 2015	Moved text regarding meeting attendance and participation to include MSI and SCP groups on an invitation basis.
FINAL	July 14, 2015	Adopted by GIS Solutions Group

Appendix A – Membership Roster

Members and Associate Members of the Group can be found on the DCS portal, under DCS Contact Lists.