Montana Land Information Advisory Council

1. What action is requested of the council?

2. Please attach a brief (One-page or less) narrative describing the issue. This form and the narrative must be provided to MLIAC staff so that it can be provided to Council members no less than one week in advance of the scheduled meeting.

3. The following organizations endorse this action:

☐ MAGIP
☐ MARLS
☐ County Agency
☐ State Agency
☐ Federal Agency

☐ Tribal
☐ University
☐ Private
☐ Other

Specify:

4. What are the benefits of supporting this issue?

5. What are the costs or resource requirements to support this issue?

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6. Signature of Submitter

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7. Signature of Council Member if different than 6

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8. Date

This portion to be completed by the MLIAC Chair and forwarded for action.

This Issue has been presented, discussed, and voted upon by The Montana Land Information Advisory Council and has been:　　☐ accepted for council action.　　☐ denied for council action

The following action will be taken and reported on at the next council meeting:

This action is assigned to:_____.　　Date:_____.

Directive on MSDI Theme Stewardship

June 1, 2006

Montana Land Information Advisory Council

Montana Land Information Advisory Council Directive
on MSDI Theme Stewardship

The enclosed document on Montana Spatial Data Infrastructure Stewardship was presented at the Montana Land Information Advisory Council (MLIAC) meeting on March 2, 2006 and accepted to be advanced for final approval at the June 1, 2006 meeting of the Council. This document is a product of the MLIAC Framework Subcommittee established by MLIAC in December 2005.

MSDI framework data development efforts and stewardship offer an operational structure in which MLIAC can meet the goal of consistent, accessible, complete geographic data statewide stated in MLIA legislation.

- Section 1 states the overall purpose of this document.
- Section 2 identifies sections of the Montana Land Information Act that are pertinent to this document and MSDI theme stewardship.
- Section 3 defines terms used within this document and references the source of those definitions when applicable.
- Section 4 discusses stewardship as it relates to the Montana Spatial Data Infrastructure (MSDI).
- Section 5 identifies specific roles and responsibilities for stewardship.
- Section 6 identifies performance goals for evaluating MSDI theme stewardship.

SECTION 1: Purpose

This document outlines the Montana Land Information Advisory Council's role in advising the Montana Department of Administration in establishing a process for effective stewardship of the Montana Spatial Data Infrastructure (MSDI) consistent with the purpose of the Montana Land Information Act (MCA 90-1-402).

SECTION 2: Relationship to the Montana Land Information Act
This document supports The Montana Land Information Act (MCA 90-1-402) which states that its purpose "is to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana. Land information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. This part will ensure that digital land information is collected consistently, maintained accurately in accordance with standards, and made available in common ways for all potential uses and users, both private and public. This part prioritizes consistent collection, accurate maintenance, and common availability of land information to provide needed, standardized, and uniform land information in digital formats."

This document also supports the following sections of the Montana Land Information Act:

> 90-1-404. Land information -- management -- duties of department. (1) The department shall:
> (b) work with all federal, state, local, private, and tribal entities to develop and maintain land information;
> (c) annually develop a land information plan that describes the priority needs to collect, maintain, and disseminate land information. The land information plan must have as a component a proposed budget designed to accomplish the goals and objectives of the plan.
> (h) coordinate the development of technological standards for creating land information;
> (l) report to the governor and the legislature, as provided for in 5-11-210, on the progress made in the ongoing collection, maintenance, standardization, and dissemination of land information.
>
> 90-1-406. Land information advisory council -- duties -- advisory only. (1) The council shall:
> (a) advise the department with regard to issues relating to the geographic information system and land information;
> (b) advise the department on the priority of land information, including data layers, to be developed;
> (g) promote coordination of programs, policies, technologies, and resources to maximize opportunities, minimize duplication of effort, and facilitate the documentation, distribution, and exchange of land information; and
> (h) advocate for the development of consistent policies, standards, and guidelines for land information.

SECTION 3: Definitions
As developed, promulgated, acknowledged, and applied by the Montana Land
Information Advisory Council:

3.1: The following definition is extracted from the Montana Land Information Act
and reiterated here for convenience:

- "Land information plan" "describes the priority needs to collect, maintain,
  and disseminate land information" as defined in 90-1-404(1)(c).

3.2: The following definitions are extracted from the Administrative Rules
concerning the Montana Land Information Act are reiterated here for
convenience:

- "Council" means the Montana land information advisory council
  established in 90-1-405, MCA.

- "Department" means the Department of Administration as provided for in
  2-15-1001, MCA.

- "Geographic information system" or "GIS" means an organized collection
  of computer hardware, software, land information, and other resources,
  including personnel, that is designed to or assists to efficiently collect,
  maintain, and disseminate all forms of geographically referenced information.

- "Land information" means data that describes the geographic location and
  characteristics of natural or constructed features and boundaries within or
  pertaining to Montana.

- "Land information plan subcommittee" means a subcommittee established
  by the council that, together with the Department, will formulate land
  information plans.

- "Montana spatial data infrastructure" or "MSDI" means digitally formatted
  land information that is identified by the council as necessary to meet the land
  information needs of the state of Montana and its citizens. The MSDI can and
  does include data themes identified in the National Spatial Data Infrastructure
  and where collaborative opportunities exist, presents an opportunity to support
  framework data for the nation.

- "State agency" means any entity of the executive branch, including the
  university system as defined in 2-15-102, MCA.

- "Theme stewards" means those agencies or organizations recognized by
  the council as having responsibility for promoting land information that is
  considered part of the Montana spatial data infrastructure.

- "Theme lead" means an individual recognized by the council as having leadership responsibility for a land information data theme that is considered part of the Montana Spatial Data Infrastructure (MSDI). This individual will serve as the lead land information theme champion for the state for a given MSDI theme.

3.3: The following definitions are extracted from the Montana Land Information Advisory Council Operating Procedures and reiterated here for convenience:

- "Guidelines" means statements developed by accepted subject matter experts or authorities and prescribe a particular or recommended methodology, procedure, or course of action. They are typically optional with respect to usage/ implementation and are generally developed for "in-house" use. No formal agreement to comply is involved.

- "Standards" means statements of fact, quality, procedures, or content, to which applicable entities are compared for purposes of acceptance and/or use. Standards are used to justify decisions, implement policy, and can be designated as either voluntary or mandatory with respect to usage. They are documented agreements that contain or specify technical or other specific criteria to ensure that processes, products, or services meet their intended purpose.

3.4: The following definitions are specific to this document:

- "Framework" means a collaborative community based effort in which commonly needed data themes are developed, maintained, and integrated by public and private organizations within a geographic area and are, in the determination of the MLIAC, significant to a broad variety of users within Montana or the Nation.

- "Framework Working Group" means a working group consisting of theme stewards.

- "Federal Geographic Data Committee" means a 19 member interagency committee composed of representatives from the Executive Office of the President, Cabinet-level and independent agencies. The FGDC is developing the National Spatial Data Infrastructure (NSDI) in cooperation with organizations from State, local and tribal governments, the academic community, and the private sector. The NSDI encompasses policies, standards, and procedures for organizations to cooperatively produce and share geographic data.

- "National Spatial Data Infrastructure" is defined as the technologies, policies, and people necessary to promote sharing of geospatial data

throughout all levels of government, the private and non-profit sectors, and the academic community.

- "Stewardship" means the assumption of responsibility for a MSDI data theme which includes the production, maintenance, distribution, coordination, promotion, and directing resources for the data theme. Stewardship is the mantle under which the MSDI will be built and managed.

- "Working Group" means a group of individuals recognized by the Council for the purpose of producing, maintaining, distributing a MSDI Theme. All Working Groups are advisory to the Council.

SECTION 4: Montana Spatial Data Infrastructure (MSDI) Stewardship
The Montana Spatial Data Infrastructure (MSDI) consist of digital geospatial data themes representing land information identified by the council as necessary to meet the land information needs of the state of Montana and its citizens. Additionally, the council recognizes that effective stewardship of the MSDI will advance framework data as an authoritative source of geospatial information representing "data you can trust" – the best available data for Montana, standardized, maintained, and each having an assigned entity responsible for its stewardship.

The MSDI supports a larger National Spatial Data Infrastructure (NSDI) which is defined as the technologies, policies, and people necessary to promote the sharing of geospatial data throughout all levels of government, the private and non-profit sectors, and the academic community. The data, the procedures and technology for building and using data, and the associated institutional relationship and business practices form a framework of data themes that numerous private and public entities have a recurring need for. Local, regional, state, federal government, tribal organizations and private companies use this framework as a way to share resources, improve communications, and increase efficiency.

Through the Montana Geographic Information Council (MGIC), the predecessor to the Montana Land Information Advisory Council, Montana identified numerous MSDI themes. The 2005 Montana Land Information Act established the Montana Land Information Advisory Council, a stable source of funding, and Rules for allocating MLIA funds.

In 2004, the National States Geographic Information Council (NSGIC) identified the critical factors for measuring performance objectives and the criteria needed for effective geographic information coordination. These criteria are equally applicable to MSDI stewardship and recast here in that perspective:
1. The council and the department have a clearly defined authority for statewide coordination of MSDI.
2. The federal government works through the statewide coordinating authority for MSDI.
3. Funding sources exist to meet projected needs associated with advancing and sustaining MSDI.
4. Responsibilities for developing and maintaining the MSDI and a state clearinghouse are clearly assigned by the statewide coordinating authority.
5. Stewards exist with the authority and responsibility to advance a MSDI theme in a manner consistent with the purpose of the Montana Land Information Act.
6. A paid theme steward position exists with the authority and responsibility to advance a MSDI theme on behalf of the institutional steward.
7. Stewards have a formal relationship with the department's geographic information coordinator and the state clearinghouse.
8. A steward is aware and involved in the process of coordination.
9. The ability exists to work and coordinate with local, regional, state, and federal governments; tribal nations; private companies; and academia.

10. Stewards are coordinators that have access to a process that provides a means for entering into contracts, and receiving and expending funds.

The council recognizes specific additional criteria as necessary for the successful implementation of an MSDI framework data theme:
- standards
- incentives for participation
- metadata
- data quality and reliability
- data integration
- data accessibility
- cooperation and coordination among participants
- data and framework management
- software tools
- solutions to technical constraints

SECTION 5: Roles and Responsibilities
It is recognized that in order to meet the needs of the MSDI stewardship agenda, certain roles with specific responsibilities must be documented. These are:

5.1 Montana Land Information Advisory Council
1. The council with the assistance of the department will identify and maintain a current list of MSDI themes.
2. The council will recommend processes and procedures for the establishment and continuance of MSDI stewards and working groups.
3. The council will recommend to the department MSDI stewards for approval.
4. The council with the assistance of the department will regularly monitor and annually review the status of MSDI by November 1 of each year in concert with Rule IV: Annual Land Information Plan of Administrative Rules adopted under the Montana Land Information Act. The department will report to the council with an assessment on the progress of the MSDI by September 1 of each year, and recommend appropriate actions consistent with the purpose of the Montana Land Information Act.
5. The council will assist stewards and working groups in implementing a strategy for advancing geographic information and related spatial data activities appropriate to the data theme and in support of the MSDI / NSDI and strategic and business plans adopted by the council.
6. The council in concert with the department will assist stewards in the coordination, collection, maintenance, dissemination, and preservation of spatial information such that the resulting data, information, or products can be readily shared and promote data integration between all sources.
7. The council will assist stewards in coordinating activities with local, state and federal agencies and the state's GIS coordinator for collection, acquisition, maintenance, or dissemination of the spatial data theme.
8. The council will assist stewards in identifying state, federal, or other resources to fulfill the responsibilities of effective spatial data collection, production, distribution, maintenance and stewardship of the data theme.
9. The council will represent the activities of MSDI at local and state conferences, and actively serve as a proponent or advocate for the activities of MSDI.

The council advises the department to establish procedures for all stewards to communicate, coordinate, monitor, and report on the following framework theme activities:
- identification of existing data
- data standards & guidelines
- data model
- data coordination
- sustainable funding
- data production
- data metadata
- data maintenance
- data access and distribution

- general stewardship of a framework data theme

5.2 Department of Administration

1. The department with advice from the council will establish a process for the selection and management of MSDI stewards.
2. The department will establish consistent data access and distribution protocols for all MSDI themes and coordinate distribution and access with the state clearinghouse.
3. The department will post for each theme the following information on the department website using the following guidelines:
   a. formal name of data theme and working group
   b. goal statement
   c. list of established objectives that:
      i. are clear, concise and attainable
      ii. are measurable
      iii. have a target date for completion
      iv. include responsibility for taking action
      v. are arranged according to priority
   d. full contact information for institutional steward, theme steward, and maintenance steward when appropriate.
   e. notification protocol for participation in a working group when appropriate.
   f. statement on current status and progress (dated bullets)
   g. applicable data model diagram and supporting documentation and\or standards document including revision status (dated bullets).
   h. documentation on producer protocols for any entity interested in participating as a contributor of content that is consistent with this data theme.
   i. documentation on consumer protocols for any entity interested in consuming the content of this data theme for their business needs.
   j. other reference documents as needed
4. The department in concert with the council will assist stewards in the coordination, collection, maintenance, dissemination, and preservation of spatial information such that the resulting data, information, or products can be readily shared and promote data integration between all sources.

5.3 Theme Stewardship

5.3.1: Theme Steward

The theme steward is *an agency or organization* recognized by the council as having oversight responsibility for a land information data theme that is considered part of the Montana Spatial Data Infrastructure (MSDI). This agency or organization shall be a permanent member of the Framework Working Group and dedicated to the requirements outlined in this document. This organization shall have long-term stability, and not a committee, working group, or task force. An institutional steward

will act as the land information theme champion for the state and will have the following responsibilities:

- proactively advance the development of a MSDI land information data theme in a manner consistent with the purpose of the Montana Land Information Act and in support of the MSDI, NSDI, and the strategic and business plans adopted by the MLIAC
- recommend for approval by the council and the department an individual to serve as theme lead. The institutional steward does not necessarily employ the theme lead but must support the theme steward and the theme working group in their efforts.
- obtain internal agency or external MILA, state, federal or other resources to fulfill the responsibilities of effective spatial data collection, production, distribution, maintenance and stewardship of the data theme.
- collaborate with the department to provide updates to the theme website in a consistent and complete manner using the guidelines listed under the department responsibilities for development and maintenance of a data theme website
- advance the data theme to enhance electronic government initiatives, to make state and federal spatial information and services more useful to citizens, to support operations, and decision making, and to enhance reporting to the public, the State CIO and to the State Legislature.
- recommend for approval by the council and the department that a MSDI data theme be advanced from development to maintenance.

5.3.2: Theme Lead
The theme steward will nominate *an individual* recognized by the council as having leadership responsibility for a land information data theme that is considered part of the Montana Spatial Data Infrastructure (MSDI). This individual will serve as the defacto chair and lead land information theme champion for the state and will have the following responsibilities:

- establish a theme working group when appropriate, and adhere to department guidelines on theme working groups, and ensure that a chair for a theme working group is appointed by the members of the working group.
- prepare, maintain, publish, and implement a strategy for advancing geographic information and related spatial data activities appropriate to the data theme
- develop a methodology for the collection, integration, maintenance, dissemination, and preservation of a MSDI theme such that the resulting data, information, or products can be readily shared.
- coordinate with local, state and federal agencies and the State GIS Coordinator for collection, integration, maintenance, and dissemination of the MSDI theme.
- maintain a data content standard and initiate regular review during development and adoption
- establish a process for tracking problems, comments, and their resolution and publishing this information and notify all affected parties when significant changes are being considered
- incorporate metadata standards and identify related standards when appropriate

- represent the activities of the theme working group at local and state conferences and actively recruit membership into the working group
- work with the department to provide updates to the theme website using the guidelines listed under the department responsibilities for development and maintenance of a data theme website

5.3.3: Theme Maintenance

The theme steward will have responsibility for nominating a land information data theme for maintenance. Maintenance status is appropriate to any MSDI theme that has matured beyond the development, testing, and initial implementation stage. A maintenance authority will be designated and may assume all or some of the responsibilities of the theme steward. Maintenance authorities are entities recognized by the council as having long-term oversight responsibility for the continued acquisition, maintenance, and distribution of a land information data theme. This organization shall be a permanent member of the Framework Working Group and dedicated to the requirements outlined in this document. This organization shall have long-term stability, and not a committee, working group, or task force. This organization will have the following responsibilities:

- coordinate the collection, integration, maintenance, dissemination, and preservation of spatial information such that the resulting data, information, or products can be readily shared.
- coordinate with local, state and federal agencies and the State GIS Coordinator for collection, integration, acquisition, maintenance, and dissemination of the data theme
- manage the maintenance and creation of metadata following established standards and protocols.
- distribute the data theme and support its distribution through GOS or other portals and clearinghouses recognized by council.
- solicit the assistance of the user community in the long-term maintenance of this theme and in adapting to changing business needs as is warranted.
- assist users with the implementation strategies, including user guides, training, public relations, workshops, etc.

5.4 Theme Working Groups

Working groups form an active community effort that supports each data theme. Although not specifically responsible for the stewardship of the theme, working groups provide support for the development of theme, standards and content, coordination avenues, funding scenarios and support the theme steward in their data theme responsibilities. MSDI theme working groups use the following guiding principles:

- Participation in data theme working groups is open to United States agencies, organizations, companies, and voting age citizen of the United States
- Membership to a working group is granted upon request to the data theme steward and can be any of the following:
  (a) An agency member authorized to commit department resources

(b) Any Tribal, state, or local governments; academic institutions and/or research organizations; professional societies; and private industry dedicated to the advancement of the data theme

(c) Each FGDC framework theme lead agency is entitled to membership on the working group.

(d) Other interested persons.

- Each MLIA subcommittee and working group is a standing member of the Framework Working Group.

5.4.1 Notification of Meeting Schedules and Agendas

To facilitate active and informed participation and informed voting, the working group will notify all MLIAC and working group members of meeting schedules and agendas. Except in special circumstances, schedules will be established at least 10 days prior to the meeting. The agenda must include items on which a vote is expected. Notification by the working group of the schedule and/or agenda of any meeting will be considered to have been accomplished if it is posted to the Internet through the working group homepage and e-mailed to individual members. However, if a matter is deemed to be of a critical by nature to MLIAC, MLIAC may direct the working group to bring the matter up for a vote or other action without the necessity of the formal notification period given above.

5.4.2 Conditions for Active Membership

Working group members will be considered to be an active member and be retained on the roles only if the member meets the following conditions:

a. The working group has not received notification of desire to terminate membership.

b. The member has been a member in good standing, i.e., is an active member, for the preceding 12 months. To be in good standing, a member must have participated in a majority of the working group meetings. A member is said to have attended a meeting if one or more of the following conditions are met:

1) The member or alternate is in physical attendance for more than half the duration of the meeting.
2) The member or alternate participates via conference call for more than half the duration of the meeting.
3) The member or alternate participated in a special working group subgroup, workshop, or so forth, during the period since the last regular meeting.
4) The membership continues to be in the interest of MLIAC and not a conflict of interest.

To facilitate this, the working group will maintain a list of all members, their credited attendance, and their current standing.

SECTION 6: Performance Goals

This section provides an initial list of performance goals for MSDI Theme Stewardship. The status of goals and the list of goals will be reviewed annually by the council.

- A list of MSDI Themes has been approved by council and forwarded to the department. Council members understand the relationship between an approved MSDI theme and the purpose of the MLIA.
- Theme stewards have been identified, recognized by council, and forwarded to the department for approval.
- A unified web presence for MSDI Theme Stewardship has been established by the department
- Council members can efficiently and effectively assess the status of MSDI Theme Stewardship prior to each council meeting including coordination, collection, maintenance, and dissemination.
- Entities outside of the council and department are informed of MSDI activities supported by the council.
- MSDI theme stewards and working groups have an appropriate communication structure to advance their respective theme. This includes internal communication, communication with other MSDI theme stewards, communication with the department, and communication with the council.
- The department has established distribution protocols and performance goals for theme metadata and content.
- Consumers of MSDI themes can locate and consume theme content and metadata for their business needs.
- An annual plan has been written which describes an acquisition and maintenance strategy tied to sustainable funding for each MSDI theme.

May 2, 2006
Comments Received on Previous Draft (4/17/2006) and Resolution on Comments:

COMMENT: Line 118. Theme Champions should be changed to Theme Stewards to reflect how this position is described in the document. I would also add the definition of "Theme Steward Lead" to reflect the actual person that leads the team.

RESOLUTION: Agreed. Changed and add definition of "Theme Lead"

COMMENT: Lines 195-200 say that MGIC, the GIS Coordinator position, and the GIS Bureau in the Department of Administration were created by legislation.
MGIC was created by executive order, not by legislation. The latest version of the executive order (http://itsd.mt.gov/policy/councils/mgic/exord21.pdf) and the Montana Land Information Act (http://data.opi.state.mt.us/bills/2005/billhtml/SB0098.htm) do not create any positions or bureaus in the Department of Administration.

RESOLUTION: Agreed and removed the second sentence in this paragraph with this reference.

COMMENT: Lines 210-211 Should read "Responsibilities for developing and maintaining the MSDI and a state clearinghouse are clearly assigned by the statewide coordinating authority" to more closely follow the intent of the NSGIC criteria.

RESOLUTION: Agreed. Revised sentence by adding "and a state clearinghouse" to reflect the change noted in the comment above.

COMMENT: Line 217 Should read "Stewards have a formal relationship with the department's geographic information coordinator and the state clearinghouse" recognizing the two roles as separate, which is consistent with NSGIC criteria #5 and the NSGIC Strategic Plan Template.

RESOLUTION: Agreed. Revised sentence by adding "and the state clearinghouse" to reflect the change noted in the comment above.

COMMENT: Line 247-251. Section 5.1 Montana Land Information Advisory Council #4 annual review - will the entire council do an annual review of the status of MSDI? If so, I would recommend putting a deadline or target date for that review (ie: by the December meeting of each year).

DISCUSSION: The timeframe is covered in the Rules document and probably should be referenced. All themes are reviewed and reported on by August 1st of each year (Aug 1, 2006) and open to 30 days of public comment. A final annual assessment\plan is formulated by the

Council and complete by November 1 of each year. When the Rules document was being developed I very much felt that it was the responsibility of the Department to provide the Council with a status report on ALL themes. I certainly think we can propose that the Council's annual Land Information Plan include such a status report as one component of the plan.

RESOLUTION: The following change in the language was made relative to Rule IV: Annual Land Information Plan of Administrative Rules adopted under the Montana Land Information Act.
Old language: The council with the assistance of the department will regularly monitor and annually review the status of MSDI.
New language: The council with the assistance of the department will regularly monitor and annually review the status of MSDI by November 1 of each year in concert with Rule IV: Annual Land Information Plan of Administrative Rules adopted under the Montana Land Information Act.

COMMENT: Lines 286-287 say that "The department will administer the establishment of consistent data access and distribution protocols for all MSDI themes." These are responsibilities of a State Clearinghouse which is a separate role than that of the GIS Coordinator or the GIS Coordinating authority. Consistent with both NSGIC criteria #5 and the NSGIC Strategic Plan template, data access and distribution responsibilities do not automatically fall to the department but are formally assigned to a State Clearinghouse recognized or established by the council.

DISCUSSION: The MLIAC precedent available on this issue is The NSDI Partnership Agreement. The NSDI Partnership Agreement "clearly defines the state authority for coordination of geospatial information technologies as the Montana Department of Administration." The NSDI Partnership Agreement "recognizes that a clearinghouse component of the NSDI has been established for the distribution and access of geospatial data and information. Within the State of Montana the clearinghouse component will be the Montana State Library, Natural Resource Information System (NRIS). NRIS is recognized as the primary clearinghouse for the state. However data access and distribution is not limited to NRIS alone and other federal, state, local and tribal governments, academia, and the private sector may catalog and distribute data as needed or required." My interpretation is that the department is the overall coordinating authority for all MSDI themes has a data access and distribution role if they chose so in the fact that data access and distribution "is not limited to NRIS alone". There is also a responsibility by the State Clearinghouse for "the distribution and access of geospatial data and information."

RESOLUTION: To recognize both roles and responsibilities:
Old language: "The department will administer the establishment of consistent data access and distribution protocols for all MSDI themes."
New language: "The department will establish consistent data access and distribution protocols for all MSDI themes and coordinate distribution and access with the state clearinghouse."

COMMENT: Lines 288-310. 5.2 Department of Administration #3. Will the information for the themes be posted on the MLIAC webpage?

DISCUSSION: Good question. One would assume there would definitely be a link to the stewardship page from the MLIAC webpage. The stewardship document definitely implies that it is the Department of Administration who has oversight on organizing this information. One would assume that they would take a centralized approach (central web page presence). Since the primary intent of Section 5.2 is to support the activities of the Council by providing a concise presentation of information pertinent to the stewardship of MSDI themes.

RESOLUTION: No change warranted in text warranted, but it is also noted that it is in the best interest of the Council to accept ownership or oversight of the data theme website.

COMMENT: Lines 311-314 say, among other things, that the department will assist stewards with dissemination and preservation of the data. These are, again, responsibilities for a state Clearinghouse formally recognized or established by the Council. These responsibilities do not automatically fall to the department.

DISCUSSION: The MLIAC precedent available on this issue is The NSDI Partnership Agreement. The NSDI Partnership Agreement "clearly defines the state authority for coordination of geospatial information technologies as the Montana Department of Administration." The NSDI Partnership Agreement "recognizes that a clearinghouse component of the NSDI has been established for the distribution and access of geospatial data and information. Within the State of Montana the clearinghouse component will be the Montana State Library, Natural Resource Information System (NRIS). NRIS is recognized as the primary clearinghouse for the state. However data access and distribution is not limited to NRIS alone and other federal, state, local and tribal governments, academia, and the private sector may catalog and distribute data as needed or required." My interpretation is that the department is the overall coordinating authority for all MSDI themes and the entity responsible for ensuring the viability of these efforts by assisting stewards on all aspects. We also need to recognize the role of the state clearinghouse in accomplishing that objective. The state coordinating authority, the state clearinghouse, and the council all have a role here.

RESOLUTION: To recognize both roles and responsibilities:
Old language: The department in concert with the council will assist stewards in the coordination, collection, maintenance, dissemination, and preservation of spatial information such that the resulting data, information, or products can be readily shared and promote data integration between all sources.
New language: The department in concert with the council and the state clearinghouse will assist stewards in the coordination, collection, maintenance, dissemination, and preservation of spatial information such that the resulting data, information, or products can be readily shared and promote data integration between all sources.

COMMENT: Lines 338-340 replace "the department" with "the State Clearinghouse".

DISCUSSION: The full text of this bullet is "collaborate with the department to provide updates to the theme website in a consistent and complete manner using the guidelines listed under the department responsibilities for development and maintenance of a data theme website." Bullet 3 under 5.2 Department of Administration clearly identifies the "theme website' as a department responsibility. The purpose of the theme website is to support the activities of the Council by providing a concise presentation of information pertinent to the stewardship of MSDI themes. The same information may be referenced or appear on other web sites. For themes that are advanced and produce a product, this information would appear in the metadata and be posted on the state clearinghouse.

RESOLUTION: No change warranted.

COMMENT: Lines 396-397 say that the theme stewards will distribute the data. It should say that they will "distribute the data and/or make sure that the data is distributed via the State Clearinghouse." They may not have the capacity or desire to distribute it themselves.

DISCUSSION: The full text of this bullet is "distribute the data theme and support its distribution through GOS or other portals and clearinghouses recognized by council." The current text is more active since the data theme steward is not provided the opportunity to abdicate its distribution responsibilities (as in, "use it if you want it", must be proactive). A steward may very well solicit the assistance of others, including the state clearinghouse, in meeting its distribution requirements. The current clause also recognizes that the steward has a responsibility to support distribution through other avenues recognized by the council. The council through the NSDI Partnership Agreement has already recognized the state clearinghouse.

RESOLUTION: No change warranted.

COMMENT: Lines 266-267. #9 local and state conferences - will certain designated council members represent the activities of MSDI at local and state conferences?

DISCUSSION: Good question. In the past it has been whoever is available and who is best suited to the content of a particular conference. For the most part the state GIS coordinator has done this, but Council members need to be more active in engaging other organizations on the work of the Council. Although it does not change the stewardship document, it's a good question to bring to the Council as to how we will be officially represented and through what process. Perhaps this needs to be added to our operating procedures.

RESOLUTION: No change warranted.

COMMENT: Line 335: change "theme steward" to theme lead

RESOLUTION: Agreed. Change made.

COMMENT: Line 351: Change "Theme Chair" to "Theme Lead"

RESOLUTION: Agreed. Change made.

COMMENT: Lines 424-434. 5.4.1 Notification of Meeting Schedules and Agendas. What criteria will the MLIAC use to deem a matter "of a critical nature to MLIAC", and how will the council direct the working group to bring the matter up for a vote without formal notification? Can that be done by your subcommittee, or by e-mail, or would it need to be done at a regular MLIAC meeting?

DISCUSSION: The full text of this section is "However, if a matter is deemed to be of a critical by nature to MLIAC, MLIAC may direct the working group to bring the matter up for a vote or other action without the necessity of the formal notification period given above." The invoking of this clause would be extremely rare, but per the Council's operating procedures the Council would initiate notification through a formal action of the Council. That is, the Council would determine (by vote) that formal notification is required and ask that staff make that notification to the appropriate working group chair or theme steward. For working groups, the notification to the Council comes through the Council's issue-oriented proposal process. The issue-oriented proposal format is a two-page structured document that presents the issue to be considered. Since the Council is operating now under legislative authority, it must follow public meeting notification procedures.

RESOLUTION: No change warranted in text warranted, and noted that it assumed that the proper procedures are in place.

COMMENT: Lines 456-467. Section 6 - Performance Goals: Is there a timeline for the performance goals? Have any of the performance goals been met already?

DISCUSSION: The Council develops and annual plan, but performance goals will be both short-term (within the fiscal year) and long-term (multi-year). It would be prudent for the Council to review these performance measures and their status annually.

RESOLUTION: To recognize the responsibility of the council in these performance measures, the following change in the language was made:
Old language: This section provides an initial list of performance goals for MSDI Theme Stewardship.
New language: This section provides an initial list of performance goals for MSDI Theme Stewardship. The status of goals and the list of goals will be reviewed annually by the council.

COMMENT: Add line 482: a business plan has been written and revised annually which describes acquisition and maintenance strategy tied to sustainable funding (or something to that effect as I believe we need to put this in as a performance goal for all stewards)

DISCUSSION: Intent good, but did not want to restrict the reporting format to a business plan without further direction by the council. Changed to indicate that an annual plan will be submitted, this may in fact be part of the annual Land Information Plan.

RESOLUTION: An annual plan has been written which describes an acquisition and maintenance strategy tied to sustainable funding for each MSDI theme.