

Open Geoportal - Metadata Working Group (OGP-MWG) Governance Model

Purpose

The Open Geoportal Metadata Working Group:

- Supports the initiatives of the Open Geoportal community
- Provides recommendations for the strategic integration and implementation of metadata standards with the Open Geoportal
- Sets metadata policies and standards for the Open Geoportal
- Creates detailed documentation to ensure metadata creation is consistent across metadata creators and metadata-contributing institutions
- Provides recommendations for the development of metadata authoring and ingest tools
- Recommends strategies for the effective harvesting and sharing of metadata
- Coordinates the metadata creation efforts of institutions and individuals contributing to the Open Geoportal
- Performs outreach to the broader metadata community and advocates on behalf of the geospatial metadata community

1.0 ROLES AND RESPONSIBILITIES

The OGP-MWG recognizes three roles of participation in the group: Coordinator, Voting Members, and Members. An individual may contribute to the OGP-MWG in multiple roles.

1.1 Coordinator(s)

The OGP-MWG Coordinator(s) is responsible for coordinating and communicating the priorities and activities of the OGP-MWG. In collaboration with the Voting Members and Members of the OGP-MWG works to establish goals for the group. Establishes Task Groups and coordinates leaders and participants of Task Groups from OGP-MWG Voting Members and Members to accomplish the goals and action items of the OGP-MWG. Coordinates and communicates with other OGP Working Groups where shared goals exist.

How to become a Coordinator(s): The Coordinator(s) will be nominated by Open Geoportal Steering Group (OGPSG) and/or the OGP-MWG Voting Members. Voting Members will vote to approve of a Coordinator by a simple majority vote.

1.2 Voting Members

Voting Members are individuals who are committed to actively participating in and/or leading Task Group efforts of the OGP-MWG. Contributions to Task Groups can be in the form of policy and standards documentation writing, preparing analysis and recommendations for the implementation of metadata standards and tools, thesaurus creation and maintenance activities, coordination of cross institutional metadata creation, and other metadata-related work that requires collaborative efforts beyond their own institutional responsibilities. Voting Members are also responsible for voting on matters of OGP-MWG policy and recommendations when a group consensus on a decision is not possible.

How to become a Voting Member: Volunteer to participate in the OGP-MWG in any of the ways described above. Voting Members may be tasked to take on Task Group leadership roles where needed and appropriate. New Voting Members will be approved by a simple majority consensus of existing OGP-MWG Voting Members.

1.2.1 Organizational Representation and Voting Members

Each “Organization” participating in OGP is permitted one Voting Member in the OGP-MWG. An “Organization” is defined by the OGP-MWG as an institution, entity, or group with a unique and vested interest in the development of OGP. The Voting Members of the OGP-MWG may decide by voting on a case-by-case basis whether a Voting Member nominee meets the requirements of representing a distinct Organization.

1.3 Members

Members of the OGP-MWG are individuals who have an interest in the activities of the group. They may serve in an advisory capacity or as a metadata representative for their institution. Members are responsible for communicating the metadata environment of their institution with the OGP-MWG and for communicating and implementing agreed upon policies and practices of the OGP-MWG at their institution. Members are responsible for representing the interest of metadata creators, for those that aren't OGP-MWG Voting Members or Members. Members may also be an administrative leader or a technical specialist contributing to the group in an advisory capacity.

It is highly advisable for every institution contributing metadata to OGP to designate at least one OGP-MWG Member who will act as a liaison between the OGP-MWG and their institution.

How to become a Member: Volunteer to participate in the OGP-MWG in any of the ways described above. Participation in the OGP-MWG as a Member is open and voluntary and does not require OGP-MWG Voting Member approval.

2.0 SUPPORT

Support is available for OGP metadata creators from the OGP-MWG so that metadata creators, in

addition to being able to create OGP-compliant metadata, will also be able to contribute to the efforts of the OGP-MWG.

2.1 Open Geoportal metadata wiki

The OGP-MWG is responsible for sharing on the OGP Metadata wiki pages all documentation and other resources generated as output of the group. This includes: a queue of projects, community policies and standards, best practices and workflow documentation, thesauri resources, coordinated metadata creation schedules, strategy recommendations, meeting notes, and more.

2.2 Mailing lists

The OGP-MWG will use the general OGP mailing list for general Working Group business including, metadata questions, announcements, calls for participation, sharing of resources, and other related discussions.

To participate request to join the general Open Geoportal list by e-mailing:

opengeoportal@elist.tufts.edu

Task Groups of the Working Group may communicate in a more limited way among members of the the Task Group for the purposes of working together but will report on the progress of the Task Group in a summarized form through updates at the OGP-MWG virtual meetings and via the OGP listserv.

2.3 Training and outreach

The OGP-MWG will provide metadata training and outreach to members of the OGP community by: providing documentation on the wiki, answering questions via the OGP list, and, when feasible, providing in-person or web-based training sessions.

3.0 DECISION MAKING PROCESS

OGP-MWG will strive to achieve a general consensus on decisions. When a decision in the OGP-MWG needs to be made and there is not a general consensus of the group, a vote of the OGP-MWG Voting Members will take place whereby a simple majority of the Voting Member vote will determine the outcome. If a vote is required, an electronic ballot will be sent directly to designated Voting Members with a specified timeframe for responding (with a minimum timeframe of 14 days). If a Voting Member is unable to participate in a vote the Voting Member may designate a proxy voter from their organization. Outcomes of OGP-MWG votes will be shared with the entire OGP-MWG via the Open Geoportal list within 2 business days of the end of voting.

Also when community consensus is not possible, differences in institutional policies/practices will be

documented and shared by the group.

The OGP-MWG will meet virtually on a quarterly basis. The Coordinator(s) will schedule the meetings and set the agenda for the meetings with Voting Members and Members. The quarterly meetings will consist of announcements, Task Group reports/updates, new business, and open membership discussion. Meetings of the OGP-MWG will be announced via the OGP list and will be open to all for participation. When possible a recording of the OGP-MWG meeting will be made available and notes with agenda topics, discussion synopsis, and action item outcomes will be shared with the OGP list after each meeting.

All OGP-MWG decisions will be communicated with and, when necessary, approved by the OGP-Steering Group.

OGP-MWG decisions requiring changes in system requirements and coding changes should be made in collaboration with the OGP Developers Working Group (OGP-DWG). Examples include but are not limited to: supporting new metadata schemas or thesauri, and incorporating OGP metadata best practices and standards into metadata creation and management tools.

OGP-MWG decisions that will affect other OGP working groups will be made in collaboration with the affected working group.

4.0 CONTRIBUTION PROCESS

Membership in the OGP-MWG is voluntary and open. All are welcome to contribute to the OGP-MWG either as a Voting Member or Member. Contributions to the OGP-MWG may also be made in an unofficial capacity through the OGP-MWG mailing list.

5.0 GOVERNANCE MODEL REVIEW PROCESS

The OGP-MWG governance model will be reviewed by the group on an annual basis or as needed to ensure the model continues to be effective for the group. Voting Members can recommend changes to the governance model at any time. Changes to the OGP-MWG Governance Model will be voted on by OGP-MWG Voting Members whereby a simple majority will determine the outcome.

Governance Model History & Revisions

- Inaugural Governance Model - approved by Voting Members, Oct. 16, 2014.