Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G300 INFORMATION AND DATA

Category: G350 – Methodology for Recognizing a TIM Framework Dataset

CONTENTS:

I. DEFINITIONS

See ITA Guideline G105 (ITA Glossary of Terms) for definitions.

II. RATIONALE

This Guideline is intended to define and clarify a methodology for recognizing TIM Framework Datasets.

Defining and formally recognizing a TIM Framework Dataset will provide those looking for statewide GIS datasets a way to identify the best available data for each Framework Theme.

In addition, recognizing TIM Framework Datasets will:

- Provide a consistent basis for ongoing database development, quality improvements, statewide consistency, and support for flexible data access and sharing.

- Facilitate GIS coordination and cooperation are roles of the State GIS Coordinator as defined in ITA Guideline G420 (Roles of GIS Participants).

- Support GIS through well-planned implementation strategies as stated by ITA in ITA Policy P1070 (Geographic Information Systems (GIS)).

- Promoting cooperation among all stakeholder groups in addressing geographic data and information needs and services in Idaho is a Purpose of the Idaho Geospatial Council (Idaho Geospatial Council Bylaws, Article II.2a)

- Facilitate cooperative and contract arrangements to develop and maintain high-priority geospatial databases, applications, and services, collectively referred to as the Idaho Spatial Data Infrastructure (ISDI) [The Idaho Map (TIM)] (Idaho Geospatial Council Bylaws, Article II.2c)

The Idaho Geospatial Council Executive Committee (IGC-EC) shall designate Technical Working Groups (TWGs) as required to support the initiatives and needs of the Idaho Geospatial Council. (Idaho Geospatial Council Bylaws, Article V.1)

III. GUIDELINE

1. The chair of a TWG or any member of the IGC (Nominating Authority) can nominate a dataset to be recognized as an authoritative TIM Framework dataset by submitting the approved nomination form to the Chair of the IGC-EC
2. Prior to nominating the dataset, the nominating authority should determine if there is an approved ITA data standard for that dataset
   a. If there is no currently approved standard, the nominating authority will begin the standard development process as outlined in ITA Policy P5030 (Framework Standards Development)
   b. If an approved standard exists, the Nominating Authority should submit the approved nomination form to the Chair of the IGC-EC
3. The Chair of the IGC-EC will send the nomination to the appropriate Framework Data Theme TWG (Drafting Authority) for review and recommendation
   a. The TWG will review the nomination for recognition. Discussion and the final recommendation will be documented in the TWG meeting minutes
      i. If there are multiple different datasets nominated for the same geographic area, the TWG for each Framework Data Theme will arbitrate and decide which dataset shall be recognized
      ii. If a different dataset is presented to the IGC-EC as a better Framework dataset than a currently recognized dataset, the TWG for the appropriate Framework Data Theme will review the nomination and decide which dataset shall be recognized
   b. If a TWG does not exist, the IGC-EC will determine if a TWG is needed for the nomination of the proposed dataset
      i. If a TWG is needed, the IGC-EC will create a TWG and that TWG will organize and meet to draft the nomination (Drafting Authority)
      ii. If it is determined that a TWG is not needed, an Authoritative Data Steward (Drafting Authority) will be engaged to draft the nomination
   c. If there is a TWG, and that TWG is not currently active, the Chair of the IGC-EC will arrange a TWG meeting for the purpose of addressing the dataset nomination and producing a draft of the nomination
4. The draft of the nomination is sent to the IGC for 14 days (2 weeks) for review and

comments

    a. All comments and proposed edits are sent to the appropriate TWG chair, or to the Authoritative Data Steward, for consideration and to update the initial draft of the nomination

    b. It is up to the Drafting Authority to determine if the edits are major and substantive, or non-substantive and minor

        i. If the edits are major, the proposed nomination is updated and moved to step 4 again

        ii. If the edits are minor, the draft will be updated and moved forward in the process

5. The TWG Chair will present to the IGC-EC its recommendation to approve/decline the nominated dataset as a TIM Framework Dataset

6. A notice will be sent via the Geotech Listserv that a dataset is being considered for recognition as a TIM Dataset

7. The agenda for the next IGC-EC will include presentation of the nomination and a request to vote for approval of the nomination

    a. Datasets will not be considered for recognition unless they consist of existing publication data

        i. Draft datasets will not be considered

        ii. It is understood that some data sets may be partial with respect to complete state coverage (e.g. parcels). However, as long as the nominated dataset meets 7.b.iii, the partial dataset can be nominated

    b. The characteristics of a recognized Framework dataset include:

        i. Published by a Trusted Source

        ii. Resolution at 1:24000 scale or more refined

        iii. Having statewide coverage or a methodology for developing statewide coverage

        iv. Documentation of authoritative source(s) and each source's legal authority

            1. A TIM Framework dataset may be a compilation of authoritative data from multiple authoritative sources, for example from different geographic regions that will be compiled into one trusted dataset

        v. Publication Data must be in an approved and defined data exchange format. For approved standards, see ITA Policy P5030 (Framework Standards Development)

        vi. An existing tie or input into a nationally published dataset (preferred)

        vii. Complete metadata including all process steps and references to agreements that result in the Publication Data

        viii. Detailed maintenance /update schedule for keeping the publication data as current as possible with a minimum update cycle of annually

8. The IGC-EC will discuss the nomination and vote to approve/reject the nomination

    a. If the nomination is approved, the dataset nomination is published to the appropriate GIS site(s) and the data is confirmed as an authoritative TIM layer

      i.   The approved nomination document will be posted to gis.idaho.gov

     ii.   Links to the approved dataset will be placed on all other relevant state GIS sites in existence at the time of approval (e.g.InsideIdaho.org or other central repository site, data.idaho.gov, others)

   iii.   Notifications will be sent to the appropriate listserv(s) to announce the approval of the nomination and to confirm the dataset as a TIM layer

   iv.   If the dataset is considered public data, it will be added to the appropriate Open Data site, if it does not already exist there. Designation as "authoritative" should be indicated

b. If the nomination is rejected, the IGC-EC will document the vote result and the reason(s) for the rejection in the meeting minutes. The nominating authority will be notified (if not a member of the IGC-EC) of the outcome and the reasons

      i.   If the reason(s) for rejection will require major edits to the nomination draft, the nomination is sent back to the appropriate location in step 3.

     ii.   If the rejection is based on a substantive deficiency in the dataset not meeting the appropriate requirements listed in step 7, the dataset can be sent back for work and, if it is updated to comply, the nomination will be moved to Step 3 for update and to continue through review and approval process.

   iii.   If the dataset is rejected because it is not the correct dataset for that Theme or a different dataset is needed, a new nomination will need to be generated starting at step 1

IV. PROCEDURE REFERENCE

Policies for the Methodology for Formally Recognizing a TIM Framework Dataset are detailed in ITA Policy P1070 (Geographic Information Systems (GIS)).

V. CONTACT INFORMATION

For more information, contact the Geospatial Information Officer at (208) 605-4168.

VI. REVISION HISTORY

01/21/2021: Revised Section III Guideline. Revised Appendix A
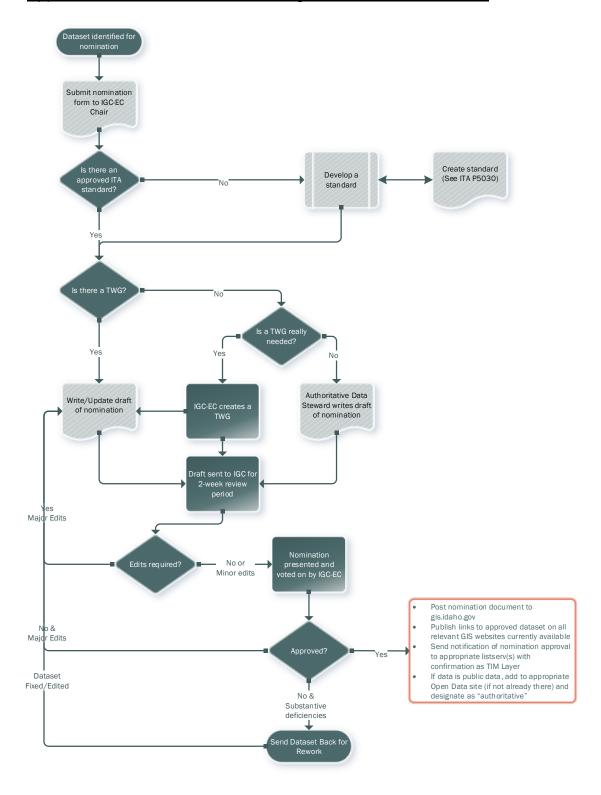
05/16/2019: Updated Section III. Definitions.

11/15/2018: Revised to update Section III. Guideline

09/28/2017: Revised to correct error in Section III. Guideline; Revised Appendix B

Effective Date: February 20, 2014

VII. APPENDIX A

Appendix A – Workflow for establishing TIM Framework Datasets

This diagram represents the basic workflow for recognizing a Framework Dataset as all or part of a TIM Framework Data Theme.

VIII. APPENDIX B

Appendix B – Example Nomination Form

Data Nominated By:

Framework Data Theme:

Framework Dataset:

Proposed Framework Dataset Name:

Link to Publication Dataset of Proposed Framework Dataset:

Links to Metadata of Proposed Framework Dataset:
- Human-readable version
- Machine-readable version

Authoritative Source(s) Description (Include name of organization, contact information, and legal authority description)

Link to Data Exchange Standard:
    http://gis.idaho.gov/portal/pdf/Standards/Themes/XXXXXXXX.pdf

Trusted Source Description (Include name of organization & contact information)

Please attach copies of the agreements between Authoritative Source(s) and Trusted Source.

Minimum Scale of Dataset:

Please describe the proposed maintenance schedule for the dataset:

If this dataset is not a statewide coverage, please describe the methodology for developing or incorporating other data to make a statewide coverage.

Other information for the IGC-EC to consider: