
Alaska Hydrography Technical Working Group

Charter

PURPOSE

To guide and promote the maintenance, stewardship, and use of standardized and common hydrography geospatial mapping datasets for Alaska.

AUTHORITY

The Alaska Hydrography Technical Working Group (AHTWG) is chartered by the Alaska Climate Change Executive Roundtable (ACCER), by authority of the ACCER Charter (Section 8. Governance, a. Roundtable, iv. Meetings), and works under the direction of the ACCER.

GOALS

The 5-year goals of AHTWG are to:

1. Promote and steer the implementation of a Statewide Stewardship Model
2. Support updating Alaska hydrography mapping to national map accuracy standards and the development of an NHDPlus dataset for Alaska
3. Identify where Standard Operating Procedures (SOPs) and editing workflow development are needed, and develop SOPs and editing workflows to meet needs and requirements
4. Develop feature level metadata standards
5. Document and communicate Alaska hydrography mapping SOPs, editing workflows, data model information and metadata standards to the larger user community through a standardized practice
6. Work with the NHD program to address and improve hydrography data model issues particular to Alaska

ROLES AND FUNCTIONS

AHTWG provides a forum for communication and coordination between agencies participating in hydrography mapping data development in Alaska. A primary focus is to provide guidance for implementation of a Statewide Stewardship Strategy which entails:

1. Coordinating statewide hydrography editing updates,
2. Developing Standard Operating Procedures (SOPs) and editing workflows,

3. Improving and adapting hydrography data models as needed,
4. Facilitating the development of feature level metadata standards,
5. Communicating AHTWG information to the larger user community, and
6. Collaborating with the National Hydrography Dataset (NHD) program on data updates, model improvements and SOPs.

MEMBERSHIP AND ORGANIZATION

Membership will be comprised of ACCER-members actively involved in hydrography data editing and coordination. The group will be organized into a Steering Committee and will be provided input by an ad hoc Technical Advisory group and Focus groups as needed. Members are expected to gather input from their respective organizations and outreach to their respective agencies to accomplish the goals of AHTWG.

Steering Committee: This core group will function as the decision making body of AHTWG and carry out the core business of the group. One primary member will participate from each agency. Agencies may designate an alternate member to the committee, but this alternate member will only participate in the place of the primary member.

Leadership: Leadership for AHTWG will consist of a Chair and a Vice-Chair. The Alaska Region USGS Geospatial Liaison will serve as the Chair. The Vice-Chair will be selected annually by nomination and vote of the membership.

The Chair will lead and organize meetings and associated logistics, coordinate group activities, and communicate group recommendations with ACCER, and the greater Alaska hydrography community.

The Vice-Chair will assist the Chair with meeting agendas, act as temporary Chair as needed, and ensure that meeting minutes and task group documents are coordinated and maintained.

Technical Advisors: Technical advisors will be added to the group on an *ad hoc* basis at the request of the Steering Committee to provide advice and guidance to the group on topics outside the expertise of the Steering Committee. This group will be composed of representatives from the geospatial and water resources community to provide information to AHTWG that helps further the goals of AHTWG. Although critical to the mission of AHTWG, Technical Advisors will not be voting members.

Focus Groups: The AHTWG Chair and Vice-Chair may recommend to the Steering Committee Focus Groups as needed to review and work through specific issues in a timely fashion. All members will be invited to participate in a Focus Group. Focus Groups will not make decisions, but rather discuss possible options and present those options with recommendations to the Steering

Committee for decision making. Notes will be taken during Focus Group meetings and those notes distributed prior to monthly AHTWG meetings.

Vacancies: Vacancies shall be filled by the respective organization in a timely manner.

DECISIONS

AHTWG will strive to make decisions by consensus among the membership. Matters that cannot be resolved by consensus will be decided by a simple majority vote with each agency's primary member allowed one vote. If an agency provides an alternate member, the alternate for that agency may vote in the absence and in place of the primary member, but at no time may a primary and alternate member vote simultaneously. In the case that voting results in a 50-50 split decision, the Chair will moderate a discussion of the issue until a majority vote is achieved.

MEETINGS

Meetings will be held monthly in person and by teleconferencing, with webinars available as appropriate. Additional meetings may be scheduled as needed to complete tasks and projects assigned to Focus Groups. Meetings will be arranged and facilitated by the Chair and Vice-chair with input and support by all members. All meetings of AHTWG will be documented in formal notes by a rotating member of the group with input from members as needed and available to the public. A central location will be determined for the official archive.

GENERAL PROVISIONS

Non-Fund Obligating Document: Nothing in this Charter shall obligate either the Member Agencies to expend, obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of the Member Agencies will require execution of separate formal agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This Charter does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

Establishment of Responsibility: This Charter is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the Member Agencies, officers, or any person.


Commencement/Expiration/Termination: This Charter takes effect upon the signature of the Federal and State Government Member Agencies and shall remain in effect until dissolved by the Alaska Climate Change Executive Roundtable. Any member or members may propose to extend or amend this Charter subject to agreement of all the members.

APPROVAL


Alaska Climate Change
Executive Roundtable
Co-Chairs



Geoffrey L. Haskett Date 10/23/13
Regional Director
US Fish and Wildlife Service – Alaska Region



Leslie Holland-Bartels Date 10/22/13
Regional Director
US Geological Survey – Alaska Region



Larry Hartig Date 10/29/13
Commissioner
State of Alaska – Department of Environmental
Conservation