

## **ITAM GIS User Working Group Charter**

**1. Name.** The name of the committee shall be the ITAM Geographic Information Systems User Working Group (GIS UWG).

**2. Purpose.** The GIS UWG is established by the ITAM proponent, DAMO-TRS, under guidance outlined in the ITAM Procedural Manual, 11 August 1999.

### **3. Membership and Organization.**

(1) The UWG shall consist of no more than twelve (12) members, and shall consist of adequate representation from GIS management, end-user, and GIS technical communities. One permanent member shall be provided each by the U.S. Army Environmental Center (AEC) and the U.S. Army Training Support Center (ATSC). The AEC representative shall serve as the UWG Chair, and the ATSC representative as the Vice-Chair. Other members shall represent installation and/or MACOM end-users and GIS technical communities as nominated by MACOM's. The ATSC and AEC shall recommend final UWG membership and changes to the EMC.

(2) Permanent members are responsible for appointing a replacement when they are unable to attend scheduled meetings. UWG representatives will be notified of their required participation at least three weeks prior to scheduled meetings.

(3) The UWG may appoint ad hoc committees for specific purposes as determined by the EMC and/or the UWG. These committees shall report findings and recommendations to the UWG, and the UWG Chair will present findings to the EMC.

(4) UWG decisions and findings will be made by consensus, and if needed decisions shall be made by a majority vote. Each member shall have one vote. A minimum of nine (9) members must vote on recommendations to the EMC. Votes may be taken via email or other forms of communication and do not require formal meetings of the UWG. All recommendations and decisions of the UWG shall be forwarded to the EMC by the UWG Chair, and no UWG representations shall be made to the EMC or any other office or organization without prior notification and approval of the UWG.

### **5. Meetings.**

(1) The UWG shall meet twice each year or at a frequency commensurate with the complexity and number of GIS issues requiring attention. Sub-committees may meet more or less frequently in order to resolve the assigned issue. The UWG Chair shall be responsible for coordinating the bi-annual meeting dates and locations in a manner that facilitates participation by the maximum number of UWG members at the lowest cost to the Government. All travel costs associated with UWG activities shall be paid by the individual members.

(2) The UWG Chair shall create and forward minutes from each UWG meeting to the UWG members within ten working days of the meeting. After approval by the UWG, the Chair will distribute the minutes via memorandum to AEC, ATSC, DAMO-TRS, MACOM ITAM representatives and GIS UWG members. Sub-committee Chairs are responsible for providing minutes and/or results to the UWG Chair for inclusion.

**6. Reports.** The UWG shall produce reports as required by the EMC and a biannual report for the EMC for decisions and reporting at the ITAM PMR. The UWG Chair is responsible for coordinating the reports and presentation of materials to the EMC and PMR.

**7. Charter Amendments.** Amendments to this Charter require a three-quarters majority vote of the GIS UWG and approval by the EMC.