Process for Maintaining Executive NGDA Theme Champions, NGDA Theme Leads and NGDA Dataset Managers

The first action in the NGDA Management Plan is developing a process for the managing agencies to use when changes are made to their Executive NGDA Theme Champions, NGDA Theme Leads, and NGDA Dataset Managers (Action 1A.1). Having these participatory roles maintained will enable the implementation of the A–16 NGDA Portfolio management process as outlined in the Plan. Documented here is a method for keeping NGDA leadership and management information current and ensure all appropriate governance roles as well as permissions in GeoPlatform.gov are changed accordingly. NGDA roles and responsibilities are shown in Figure 1.

Initially the change notification process will be accomplished via email to FGDC Office of the Secretariat (FGDC OS) who will maintain information in an internal Point of Contact (POC)/list serve database and post updates to the information on the Geoplatform.gov Theme Lead Community page. Updates on changes will be shared with the FGDC Steering Committee, FGDC Coordination Group, and Theme Leads as appropriate. This manual process is expected to be replaced by an automated tool implemented within the Geoplatform.gov Theme Lead Community.

Figure 1. The A–16 NGDA Portfolio management process. (graphic from NDGA Management Plan, page 22)
Changing/Adding an **Executive NGDA Theme Champion**

**SAOGI in the Agency Managing Theme will**
1. Work with agency leadership
2. Identify new Theme Executive Champion
3. Notify the Theme’s Lead(s) of change
4. Notify FGDC OS of change via email until process is automated on Geoplatform.gov

**FGDC OS/Geoplatform.gov will**
1. Update official Theme Executive Champions list
2. Update internal POC/list serve database
3. Post on the Geoplatform.gov Theme Lead Community page

The Senior Agency Official for Geospatial Information (SAOGI) of the Theme managing agency(ies) will work within their agency(ies) to select the Executive NGDA Theme Champion(s). Executive NGDA Theme Champion responsibilities include:
- Advocating for, raising awareness of, and promoting the implementation of a NGDA Theme and its NGDA Datasets;
- Providing high-level sponsorship, visibility, and support for the NGDA Theme;
- Advising the SAOGI; and
- Intervening as necessary to facilitate communication among high-level stakeholders.

Changing/Adding an **NGDA Theme Lead**

**Agency Managing Theme will**
1. Identify new Theme Lead
2. Notify their SAOGI and Theme Co-Lead (if applicable)
3. Notify FGDC OS of change via email with copy to SAOGI until process is automated on Geoplatform.gov

**FGDC OS/Geoplatform.gov will**
1. Update Official Theme Leads list
2. Update internal POC/list serve database
3. Post on the Geoplatform.gov Theme Lead Community page

The SAOGI of the agency managing the Theme coordinates with the Executive NGDA Theme Champion and relevant agency program leads to identify the NGDA Theme Lead. Theme Lead responsibilities include:
- Coordinating and overseeing the strategic planning and implementation of the NGDA Theme;
- Managing the annual Theme report process;
- Developing funding recommendations dataset priorities;
- Working with FGDC Coordination Group, identifies;
- Engaging Federal and non-Federal stakeholders;
- Overseeing NGDA Datasets and NGDA Dataset Managers changes; and
- Managing Theme Community on GeoPlatform.gov.

Changing/Adding an **NGDA Dataset Manager**

**Agency Managing Dataset will**
1. Identify new Dataset Manager
2. Notify their SAOGI and the Theme Lead(s)
3. Notify FGDC OS via email with copy to Theme Lead until process is automated on Geoplatform.gov

**FGDC OS/Geoplatform.gov will**
1. Update Official dataset list
2. Update POC/list serve database
3. Post on the Geoplatform.gov Theme Lead Community page

The NGDA Theme Lead coordinates with relevant program leads from the agency managing the NGDA dataset(s) to identify the NGDA Dataset Manager. The Dataset Manager responsibilities include:
- Evaluating NGDA Datasets against the Geospatial Data Lifecycle;
- Submitting annual NGDA Dataset reports;
- Working with data Stewards, stakeholders, and (or) community of interest;
- Managing dataset Information on Data.gov/GeoPlatform.gov; and
- Assisting with incorporation of information into a comprehensive annual NGDA Theme report.