

Information Management Committee Terms of Reference

Approved by IMC on _____ (2011 or 2012?)

This is a simple draft with expectations missing elements will be added and errors corrected.

In red: issues to be discussed

In brackets: suggested alternatives to prompt discussion

1. Background

The Information Management Committee (IMC) is a Long Term Ecological Research (LTER) Network network-wide standing committee established by the governing body of the LTER and specified in the LTER By-Laws. Prioritization of IMC activities are a blend of both active and reactive actions, influenced by growth of network infrastructure, scientific project support, working group plans, and funding opportunities.

Types of Actions include

- formal (votes will be taken; example: EML as an LTER community standard)
- semi-formal (consensus; example: where meeting is to be held)
- informal agreement (iterative discussions; example: meeting agenda)
- tacit (tradition; example: having a meeting mixer)

Mission Statement [see associated working document]

Issue: update vision statement

Our vision is

Our approach is

2. Activities

Meeting

An meeting of the IMC will be held annually. Attendance of one information manager from each site and designated heads of working groups will be supported.

A meeting of the executive board (IMExec) will be held annually. Attendees will be the Executive Board members and designated individuals asked to report on particular activities.

Agenda

The IMExec is responsible for developing the annual meeting agendas in consultation with information management community members.

Communications and Reporting

IMC and IMExec meeting notes will be created and posted publicly. A meeting report for the annual information management meeting will be created and posted online. Decisions of the committee will be recorded as actions and made available publicly.

Issue 2; task 2: Describe partnership with SC

*Issue 3; task 2: Describe communications with NISAC and more formalized activity review;
Describe IM, IMC, EB communication processes with NISAC*

Tasks and Activities

3. Organization

Membership

Each site will designate one official representative with voting member rights as designated in the LTER by-laws.

Issue 1; task 2 Develop membership categories (ie associates, affiliates)

[Individuals working locally with sites over time may be designed site information management associate members. Both IMC representatives and IMC associates can hold IMC positions such as chair of a working group. Individuals working with sites may be designated affiliate members who may attend meetings but do not have voting rights. LNO membership is ...]

Roles and Lengths of Terms

-Members of the IMC will be nominated or will self-nominate for chair or cochair. Elections will be held formally by secret ballot.

-The Executive Board is given the authority to make decisions regarding [committee issues and activities...see By-Laws for Science Board authority]

Issue 1; task 1: Describe IMExec role with IMC and responsibilities, along with any decision type for each role or responsibility

-A representative to the LTER Executive Board will be chosen [formally/semiformally?] from IMC representatives and associates [by IMExec? by IMC?].

*Issue 2; task 1: Define selection process for EB representative from IMC to EB;
should EB rep be from or part of NISAC?
can be informal, semi-formal, formal*

-Representatives to the LTER NISAC will be chosen [formally/semiformally?] from IMC representatives and associates by the IMC.

*Issue 3; task 1: Describe membership and chair for NISAC (formal)
NISAC membership for how long? Currently 2 years make 3 years?
NISAC #of members currently 3-4, make it 4?
Select IMC NISAC cochair within NISAC with letters of introduction or within IMC]
Be explicit about dealing with timing situation with NISAC (overlapping time period?)*

Subgroups

The IMC can designate working groups and working groups may designate subgroups to address particular tasks.

Issue 4; task 1: Describe the provisions for WG's? Which WG's want ToR?

Issue 4; task 2: Process to construct them (can be short or long description)

Membership to a working group will be requested from the whole IMC. Leadership may be suggested by IMExec, IMC, or from the working group itself. Working groups are tasked to keep a record of members, activities, and actions. Working groups may develop their own Terms of Reference.

Actions

The IMC can create 'Letters of Request' upon request. These take the form of

Request for Comment – an informal response to a design or plan, ie similar to
a request for comments (RFC)

Request for Support – semi-formal support for developing an idea, ie project abstract

Request for Endorsement – a formal support for development where time or money is involved,
ie a proposal

Network-wide umbrella project support will be indicated by [letters, consensus, vote] such as for network information systems or named projects.

Budgeted activities [will be voted on by IMC].

4. Budget and Expenses

A budget exists at the LTER Network Office to support the IMC including annual meeting expenses and targeted activities. [A copy of this budget will be requested prior to the annual meeting of IMC where activities will be presented and formally approved. Budget and activities will be semi-formally reviewed at the annual meeting of the IMExec.] [Requests for changes in budget will be sent to the LTER Executive Board.]

5. Modifications

These Terms of Reference may be amended by [majority vote of members at a meeting, by two-thirds vote of the voting members at an annual meeting].