

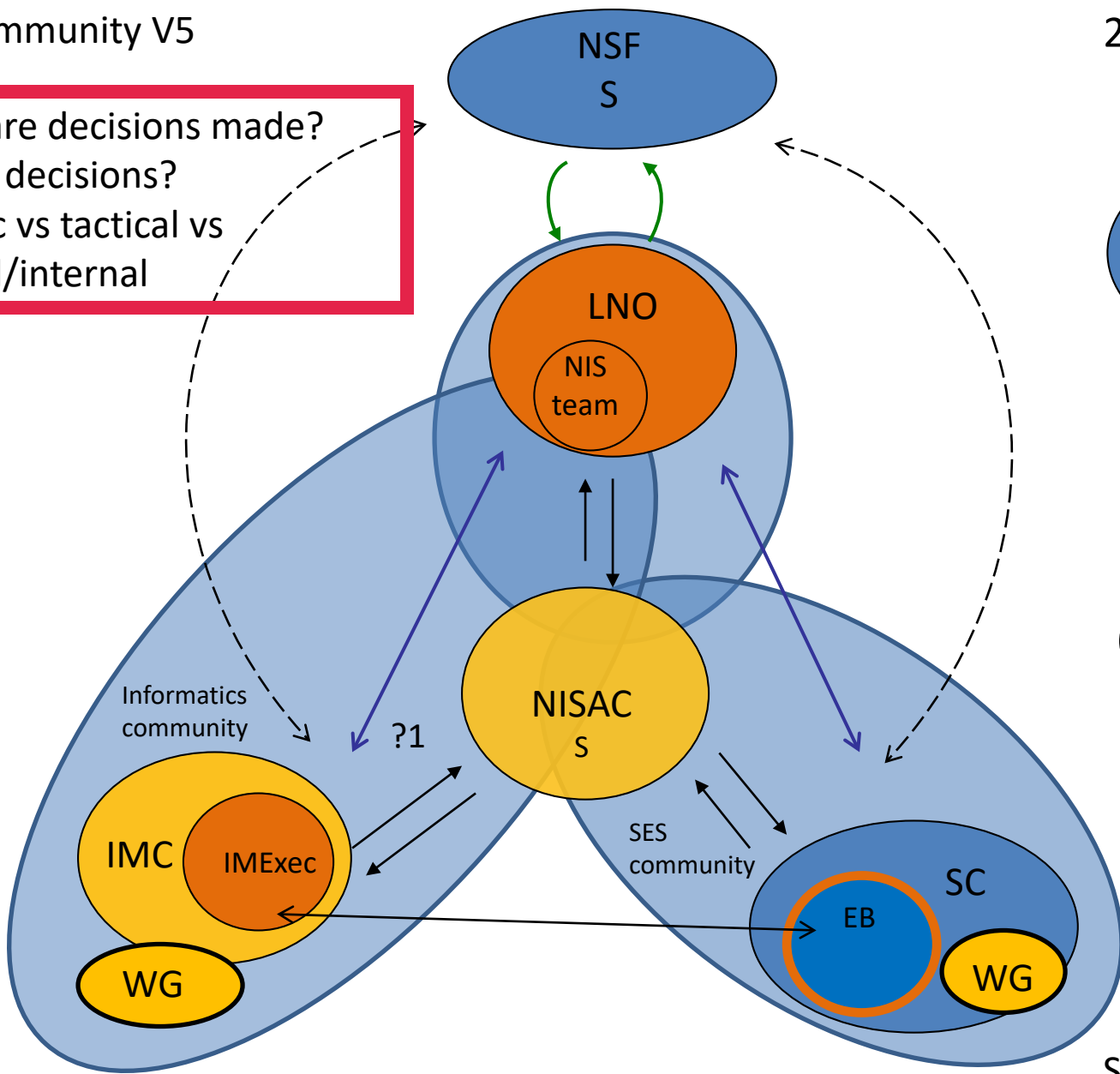
9 Jun 2010 - GWG

1. Context LTER: Community, Organization Diagrams
2. Context IM:
  - from Information System to Information Environment
  - tiger teams
3. NISAC-IMC Task Process
4. Terms of Reference (by-laws)
  - including IMExec role
  - template

To consider

- evening rotating roundtable discussions
- break out topics

Where are decisions made?  
Kinds of decisions?  
Strategic vs tactical vs  
practical/internal



- Decision making
- advisory
- communication
- community affiliations

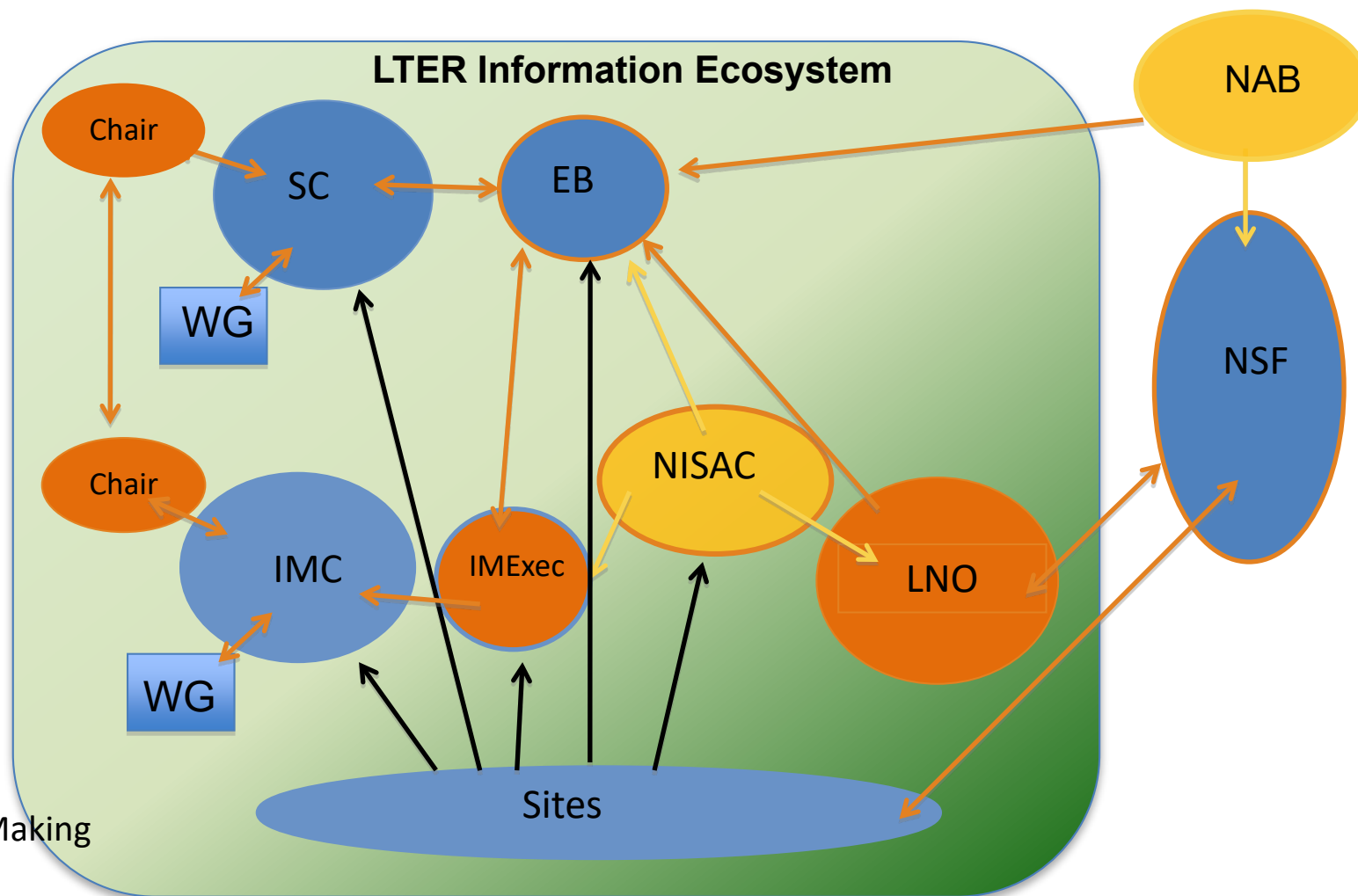
2000's: Decade of Synthesis  
2010's: Decade of Integration or  
Decade of Multiplicity

Standing Committees  
-IMC  
-NISAC



# LTER Organization: Where decisions are made regarding development of LTER Information Environments

2010 JuneV2

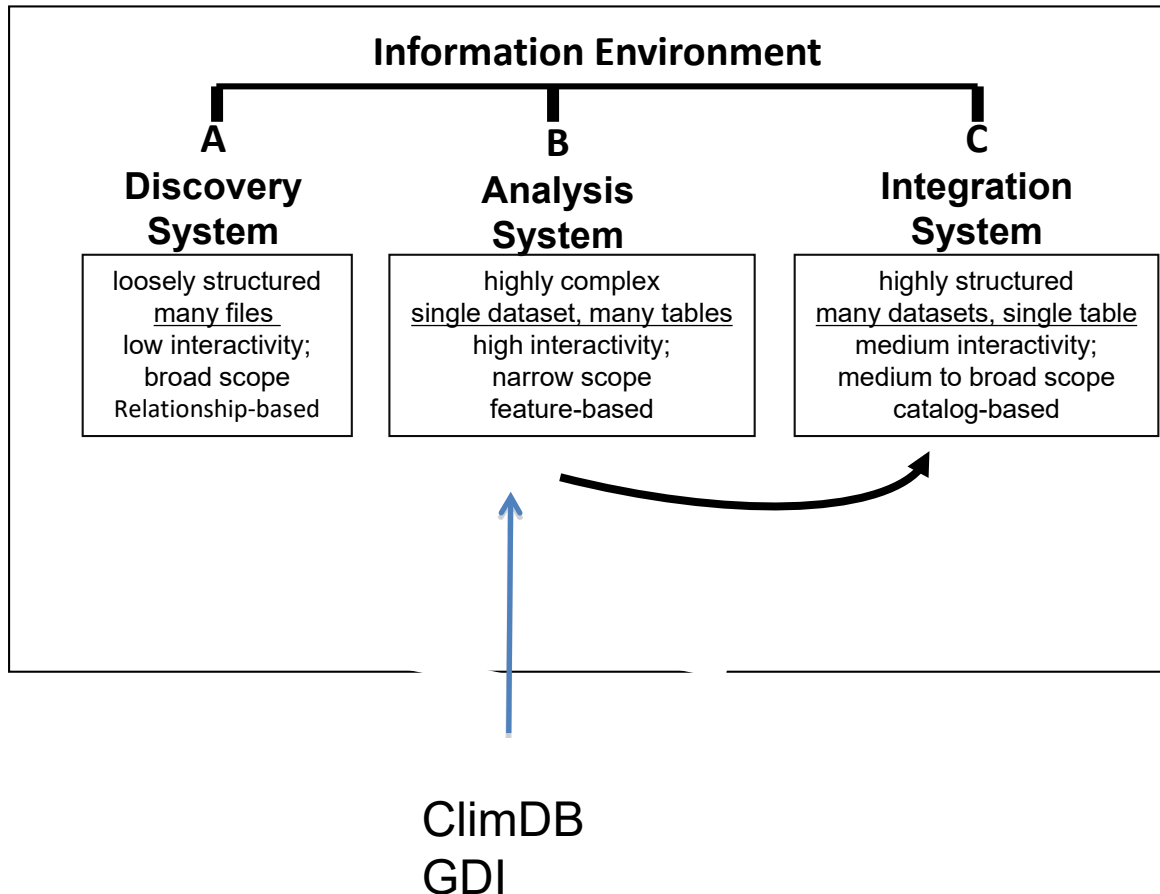


Decision Making

Advisory

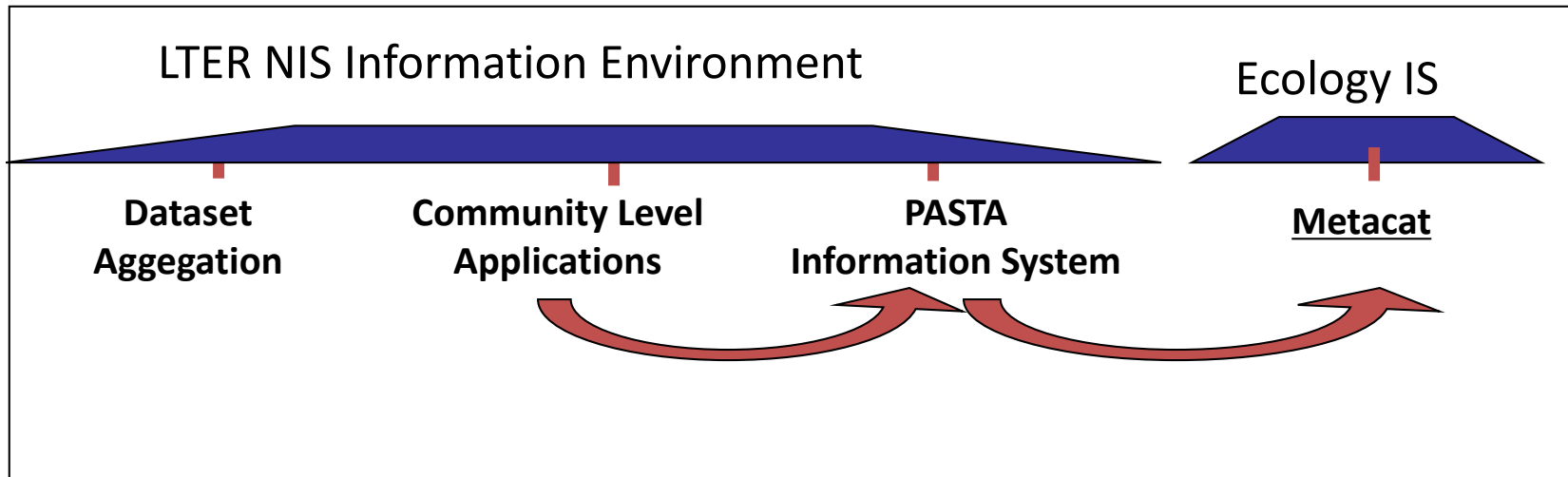
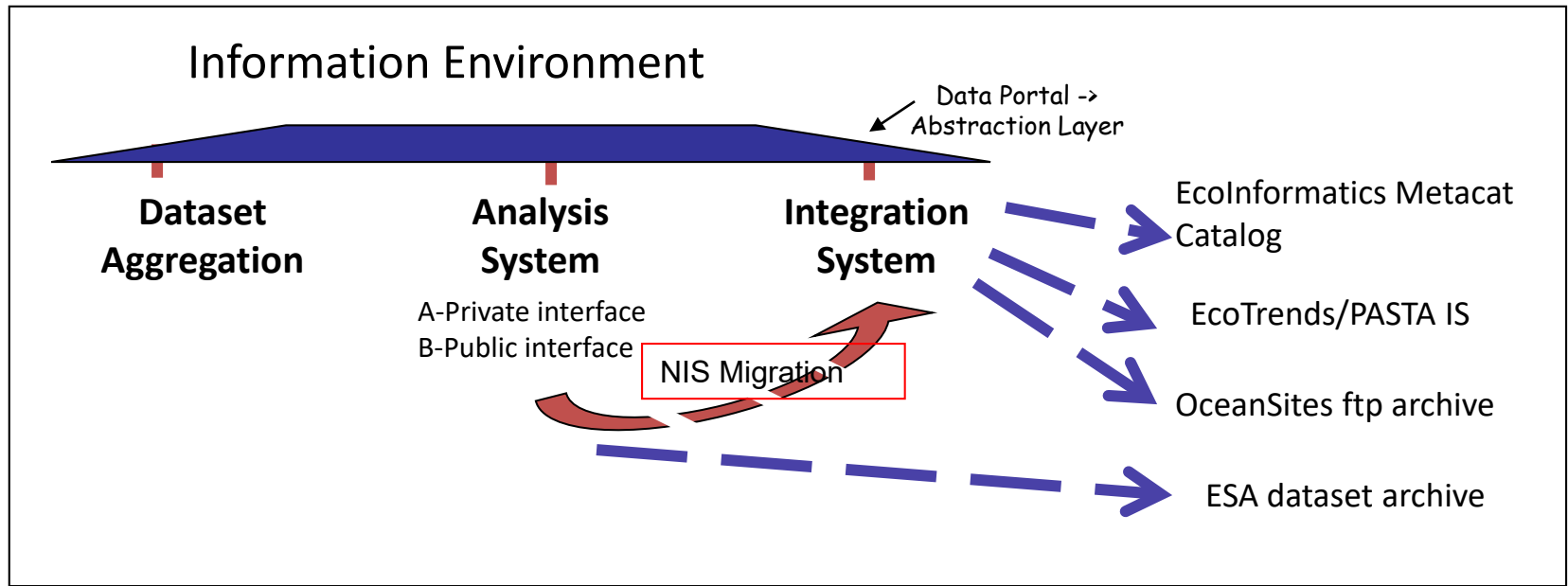
Communication

Membership is denoted by →



Baker and Kaplan, submitted  
**Re-envisioning the Management of Scientific Data:**  
From Data Systems to Information Environments

# Information Environment Framework: Technical



# NISAC-IMC Task Process

- 1. Task invitation** (NISAC to IMC)  
invitation to IMC to write document to NISAC goal statement
- 2. Task acceptance** (IMC to NISAC)  
IMExec accepts/declines/restates task and plans work sessions
- 3. Draft document** (IMC)  
IMC/IMExec carries out work
- 4. Document Review** (NISAC)  
NISAC edits/revisions
- 5. IMC/IMExec Endorsement** (IMC)  
endorsement
- 6. NISAC endorsement** (NISAC)  
added to IM endorsement
- 7. Document Delivery to EB** (NISAC)
- 8. EB decision**  
decision sent to IMC and NISAC

## **Example Tasks (Potential)**

- Recommendations for LTER network proposals & synthesis work with information management requirements
- Recommendations for incorporation in NIS (aggregated datasets, derived data, analysis systems, modules) (2005 Recommendations for NIS module migration)
- Request for IMC Task Prioritization and related requests for LNO support funds

# IMC-IMExec Relations

## **Define this within the Terms of Reference.**

Terms of ref like by-laws

- are self-generated rules/code of conduct about how we operate;
- use of 'terms of reference' vs by-laws seems related to scale
- a way to build identity and advocate for your group in the information ecosystem;
- can still have a working group without the terms of reference

## **Define this within the Terms of Reference.**

-Does IMC want their time to focus on growth of LTER network infrastructure (data exchange, standards) as well as site and network information system design and development.

-Does IMC want to give IMExec authority to make decisions on business items (meeting scheduling and agenda) as well as communication and coordination at the interface of LNO, EB, NISAC, and NSF). Build in expectation that IMExec will provide feed-back on and request input from IMC on particular issues, ie on which to vote (standards, meeting changes) and on which to go with consensus (meeting planning committee, etc).



# Terms of Reference

**related names:** by-laws, statement of operation, articles of assembly, rules of order

## Terms of Reference

-the regulation of a group's own actions, by the group itself; in the absence of law to the contrary, the power to make by-laws resides in the constituent body of members or stockholders'

-consist of rules written by the body itself (often referred to as bylaws), but also usually supplemented by a published [parliamentary authority](#) adopted by the body.

-typically, national, [state](#), and other full-scale [legislative assemblies](#) have extensive internally written rules of order, whereas non-legislative bodies write and adopt a limited set of specific rules as the need arises.

## Terms of Reference

<http://www.ausaid.gov.au/ausguide/pdf/ausguideline6.1.pdf>

<http://tipdeck.com/how-to-write-terms-of-reference>

# Terms of Reference Template

## LTER (IMC) XYZ Committee/Working Group (Name Abbrev)

**Approved** by \_\_\_\_\_ on \_\_\_\_\_

### **Background**

The committee/working group was established by

It is a standing committee

### **Purpose**

The committee goal is

### **Activities**

*-Meeting*

*-Agenda*

*-Reporting*

*-Tasks*

### **Organization**

*-Membership*

*-Roles and Lengths of Term*

*-Subgroups*

e.g. Working groups may be created (by boards, councils, and standing committees)

e.g. Subgroups may be created (by working groups)

*-Actions* (may be formal, semi-formal or informal)

e.g. votes will be taken (formal)

e.g. (semi-formal)

e.g. informal agreement will be reached by consensus on

### **Budget and Expenses**

#### **Modifications**

These rules of order may be amended

e.g. By majority vote of members at a meeting

e.g. by two-thirds vote of the voting members at an annual meeting.