

Missing in agenda:

- explicit indication of what elections will be held?
(ie 2 members for IMExec; 3 members NISAC; 1 member EB??)
- discussion of having an annual site byte or alternatively a posting of annual reports
- include time on agenda for committee to work on update of IM vision/mission for ToR
- reports to be included in business meeting
 - Databits summary and editorship
 - post ASM proposal progress
 - unit registry
 - LTERmaps
 - others
- change break out session IV 'network DB redesign' into webservice

Suggestions:

- consider holding a "one minute madness" prior to posters

Governance Input on IMC Agenda

<http://intranet.lternet.edu/im/news/meetings/2010/agenda>

Tuesday, 21 September

Subject: Round-Table discussion question (governance-oriented):

Possible questions:

Site arrangements and data organization (two questions)

1. How do you categorize datasets at your site (i.e. by topic, size, complexity, etc.)? How do these categories affect your handling of these datasets? What issues arise when contributing datasets of different categories, both with LTER and with other network projects?

2. Decision-making for data contributions to the LTER NIS is limited by resources. How do you prioritize data contributions?

- Do you give a lot of attention to a few datasets or limited attention to a lot?
- Do you deliver derived or raw data?
- Do you communicate with your PIs regarding prioritization of data?

Community arrangements and decision-making (two questions)

3. Which information management responsibilities (i.e. data management, metadata documentation, personnel records, etc.) should fall under the following site-network models?

- a) Centralized - work largely handled by LNO, informed by the needs of the sites
- b) Federated - work largely handled by sites, informed by network-wide standards and requirements
- c) Distributed - basic tools being developed by LNO and/or sites that may be used for work at both LNO and sites

4. What are the types of communication that would come into play in developing a new project within the LTER? When do you document? When do you contact IMC (ie create a working group), IMExec (ie letters of endorsement), EB (ie letters of endorsement?), and/or contact NISAC (ie developing a NIS module; for feed-back on activity)?

Wednesday, 22 September

8:30 - 10:30 **Breakout session I-** Governance (Karen, Nicole, Eda)

8:30-8:50 Intro and review of issues, as well as opening the floor to new issues, which we will attempt to categorize as sub issues under our 4 existing issues – need leaders and note taker for each break-out group

8:50-9:15 Review terms of reference categories; existing draft and outline
Issue: Update Vision Statement

9:15 – 10:15 4 Breakout groups each with one issue and two tasks to start discussion

1. Issue: Define IMC process (communication to decision making) for tasks

- Leader: IMExec Member

-issue 1, task 1: Describe IMExec role for IMC and be explicit about the type of decision to be used for each responsibility

-issue 2, task 2: Develop membership categories (ie associates, affiliates)

2. Issue: Discuss relations with other committees except for NISAC (NISAC covered in issue 3 and includes earlier issue 5)

-Leader: [Linda? Don?]

-Task 1: Define selection process for EB representative from IMC to EB

-Task 2: Describe partnership with SC

3. Issue: Determine number of reps and length of term for NISAC membership

-Leader: Wade as NISAC chair (NISAC members participate)

-Task 1: Describe membership in ToR for NISAC (formal)

-Task 2: Describe communications with NISAC and more formalized activity review
IM, IMC, EB communication processes with NISAC

4. Issue: Terms of Reference for other WG's?

Leader: [John? Theresa? Emery?]

-Task 1: Describe provisions for WG's to have a ToR? Which WGs might want ToR?

-Task 2: Process to construct them (can be short or long description)

10:15 -10:30

-breakout leaders talk with GWG leaders; we would all synthesize

-break group note-takers – to stimulate discussion across the break out groups;
group participants; share experience in break-out group
bring back any issues to GWG members