

Terms of Reference

LTER Information Management Committee (IMC)

Approved by _____ on _____

Background

The Information Management Committee is a Long Term Ecological Research (LTER) Network standing committee established by the governing body of the LTER program (Network?).

Purpose

The IMC goal is to promote ecological science by fostering the synergy of information systems and scientific research. The committee vision includes

- Pursue information systems development and implementation from the context of ecological research needs
- Conduct information management in a nested context of site, research network, national, and international levels
- Emphasize the timely and effective transformation of data into information and the ease of access to that information
- Ensure the long-term preservation and availability of information
- Ensure appropriate information system development through information management research
- Develop human resources necessary for the continuing evolution of LTER information systems

open inclusiveness & engagement; transparency

Activities

Meeting

An annual meeting of IMC will be held. The budget will support attendance of one information manager from each site and

An annual meeting of the IMExec will be held. Attendees will be the Executive Board members and designated individuals asked to report on particular activities.

Agenda

Reporting

The executive board 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.

Tasks

Organization

Membership

Membership includes data and information managers from LTER Network Sites. Each site will designate one official representative with voting member rights.

Roles and Lengths of Term

One member from each site will be designated a member of the IMC

Members of the IMC will be nominated or will self-nominate for chair or cochairs. Election will be by secret ballot.

The Executive Board is given the authority to make decisions regarding

A member of the Executive Board will be chosen by the board OR by NISAC to be the LTER Science board representative.

When membership for another committee or working group is requested, the following procedure will be followed:

- identify potential nomination
- request nominations
- if less than required, then IMExec appoint
- notify group and keep active list posted

Subgroups

The IMC will designate working groups to address particular tasks.

Actions

Letters of Request

Request for Support – for an idea, ie project abstract required;
Further info required for endorsement

Request for Endorsement

When there's a proposal where time or money require negotiation

Request for Comment – for a design or plan; in technical, similar to
a request for comments (RFC)

Request or response can be informal or more formal with a request for
statement of support

Umbrella projects covered in what way by letters, ie

NIS/pasta

Working Group/subproject

Budget and Expenses

A budget exists at the LTER Network Office to support annual meeting expenses. A copy of this budget will be requested prior to the annual meeting of IMC and to the annual meeting of the IMExec.

Modifications

These rules of order may be amended by two-thirds vote of the voting members at an annual meeting.

Note: name options

Terms of reference

Statement of operation

Articles of assembly

Rules of order

By-laws