Terms of Reference

## Emergency Management Geomatics Community of Practice (EMGCP)

# Purpose

This group is intended to be a forum to exchange ideas and activities on emergency management geomatics across various departments of the Federal Government.

# Objectives

1. Share resources, tools, data, knowledge, experiences and lessons learned to broaden the understanding across the federal government.
2. Promote networking between Geomatics professionals.
3. Promote continuous learning in Geomatics and Geomatics technologies.

# Membership and Chair

Participation is open to all Federal Geomatics professionals. The meetings will be co-chaired by two volunteers for a term of one year at a time. If there are no volunteers, the GOC Geomatics team will chair the meeting.

# Meetings

The community will aim to meet at least once per quarter via MS Teams. Ad hoc meetings are an option as well.

The co-chairs will take requests from the community from potential presenters and formulate an agenda. There will be an attempt to cover the topics volunteered but, if needed, prioritize:

* Topics of broader interest; and
* Topics closely tied to the objectives.

# Records of Decisions/Meeting Minutes

Informal decision records will be kept to capture some key points or suggestions and contain references to presentations shown during the meeting. The minutes will reflect the voluntary and non-decisional nature of the group (capturing only key points and action items).

All presentations and meeting minutes can be accessed by members after each meeting via the GOC Geomatics Cloud space[[1]](#footnote-1).

# Responsibilities

**Chair/Co-Chairs**

* Organize and preside at meetings;
* Facilitate meetings;
* Compile and review agendas for meetings; and
* Produce informal decision records.

**Secretariat**

* Solicit agenda items;
* Produce and maintain written records for the meetings;
* Distribute meeting materials, including meeting invitations.

**Community Members**

* Attend meetings, especially when topics are relevant (participation is not mandatory)
* Consider presenting topics of interest for the benefit of the community; and
* Restrict the use of the distribution list for materials and support questions relevant to the community.

1. The GOC Geomatics Cloud space resides on the Google Cloud environment and is accessible to anyone with the URL. [↑](#footnote-ref-1)