TERMS OF REFERENCE - DRAFT

BACKGROUND

The National Environmental Information Infrastructure (NEII) is an infrastructure designed to improve discovery, access and re-use of nationally significant environmental data. It is comprised of a network of standards-based IT components, which have been developed in collaboration with a number of technical and strategic partners. To ensure sustainability and feasibility, the approach is distributed, standards-conformant and based on existing international best practice. A key component of the NEII engagement focus area is the formation of the National Environmental Information Infrastructure Reference Group.

TITLE

The group will be known as the National Environment Information Infrastructure (NEII) Reference Group

PURPOSE

The purpose of this group is to (a) provide implementation advice to the Bureau of Meteorology's NEII Programme, (b) provide a cross-agency forum to assist in adopting the NEII (data onboarding), (c) establishing a community of practice to support groups to leverage NEII (use), and (d) form working groups to address specific issues arising from the NEII programme.

MEMBERSHIP

Membership will be open to representatives from agencies and organisations with a national interest and responsibility for environmental information including for example, Commonwealth Agencies, NCRIS facilities and relevant CRCs. Membership is open to international groups that have a role in environmental information in our region. Members are able to nominate new members by majority decision at any meeting. Membership is targeted at director-level staff and would suit individuals from enterprise architecture, IT strategy, information and data management and data policy areas. For larger organisations, multiple representation from one organisation is possible.

FUNDING

The group is unfunded. The costs of members participating in activities shall be borne by the member.

REFERENCE GROUP LIFE SPAN

The ongoing role of the group and their Terms of Reference will be reviewed biannually.

GOVERNANCE

The chairing and secretariat functions will be provided by the Bureau of Meteorology's Data Services team. The Reference Group will be chaired by the Bureau of Meteorology (Chief Data Officer).

The responsibilities of the chair include:

- Scheduling meetings and notifying committee members
- Guiding the meeting according to the agenda and time available
- Reviewing and approving the draft minutes before distribution

The responsibilities of the secretariat include:

- Maintaining a list and contact details of members in the group
- Preparing an agenda and supporting papers for each meeting
- Taking notes and distributing minutes of each meeting
- Distribution of papers and publishing of minutes at www.neii.gov.au
- Publishing a list of member organisations at www.neii.gov.au

The responsibilities of the members include:

- Assisting the programme to engage with organisations (brokering role)
- Supporting organisations to on-board data and leverage the NEII (contribute and use)
- Engendering support within organisations to engage with NEII working groups
- Advising the programme on strategic elements of programme delivery
- Sharing information regarding their organisations' strategic environmental data initiatives and alignment opportunities.

MODE OF OPERATION

Meetings shall be held twice yearly. Where a member is unable to attend a meeting, they may nominate an alternative to attend in their place. Members can contribute to the agenda by forwarding agenda items to the secretariat two weeks prior to the next scheduled meeting (directed to: dataservices@bom.gov.au). Terms of Reference, meeting papers and minutes will be published to www.neii.gov.au.

WORKING GROUPS

Where appropriate, the Reference Group may establish working groups to address specific issues. These groups will have clearly defined deliverables and will normally have a limited lifespan.

- Terms of reference shall be established for each working group
- A Chair will be nominated for each working group, selected from amongst members.
- The Chair of each working group shall report to the Reference Group
- Once established, a working group shall develop a plan for delivering the required outputs, including a timetable
- The lifespan of a working group may be extended if there is an identified need.

AMENDMENTS TO THE TERMS OF REFERENCE

Amendments to these terms of reference shall be by unanimous agreement of existing members of the Reference Group.