**Procedure Number 162.00**

**Geospatial Technology Policy and Standards Procedure**

**Effective date**: February 6, 2003

**Revised data**: February 19, 2014

**Introduction**

The Technology Services Board (TSB), the Office of the Chief Information Officer (OCIO) and the Washington State Geographic Information Council (WAGIC) have strategic and technical interests in promoting better government through a coordinated, enterprise approach to collaboratively developed spatial data management solutions.  Policy and standards play a fundamental role in effective data management and integration.

What follows is a description of the iterative process for developing and maintaining policy and standards as they relate to geographic information technology (GIT).  This process will, over time, lead to useful geospatial technical standards and policy in support of TSB, OCIO and WAGIC objectives.  The process described here is an integrated adjunct to the TSB's formal process for establishing IT policy and standards.

Policy and standards resulting from this process are intended to support the following objectives:

* Coordinate geographic information management statewide
* Promote the view of geographic information as a critical information asset
* Promote partnerships and collaboration to develop and use geographic information
* Enable access to geographic data and support data sharing
* Enable integration of non-framework geographic data
* Improve data quality
* Enterprise, cross agency business objectives and GIT related needs

Conceptual guidelines for development of WA GIT Policy & Standards include:

* Adopt national standards where appropriate
* Be consistent/cognizant of related RCW standards or rules
* Use implementations that both add value and reflect operating challenges

**Approach to GIT Policy & Standards**

GIT policy and standards will be developed using a phased approach.  Initial efforts are focused on formalizing selected work accomplished through various Geographic Information Technology (GIT) Committee initiatives.  The intent is to draw upon recognized WAGIC and other collaborative standards processes that have published or documented results.

**Statutory Authority**

The provisions of RCW 43.105.041 detail the powers and duties of the TSB, including the authority to develop statewide or interagency information services and technical policies, standards, and procedures.

**Scope and Exemptions**

This procedure applies to state of Washington executive branch agencies, agencies headed by separately elected officials, and institutions of higher education referred to as “agencies” throughout this document. Academic and research applications at institutions of higher education are exempt.

**Standard**

GIT Policy and Technical Standards will be developed using the following process steps:

1. Convene WAGIC Executive Management Team
WAGIC Executive Management Team is a forum for responding to standard development opportunities.  The executives will be convene for specific task oriented purposes in response to request from the WAGIC Chair or the OCIO-GIT Committee.  The composition of the workgroup will reflect the particular task at hand. ​
2. Research Current Practices, Legislation and Future Directions
Research and review will be conducted by the WAGIC Standards Workgroup to identify current agency practices, related legislation and technology directions that may impact standards under consideration
3. Develop Initial Draft of Technical Standard
The WAGIC Standards Workgroup will develop a discussion draft of the proposed standard based on research conducted of current practices, legislation and desired future direction.  The Standards workgroup invites participation, review and comment by interested parties.
4. Circulate Initial Draft for Comment
The draft standard will be made available to both the GIS and IT communities via the CIO Forum and WAGIC listserv and meeting forums and, through the Customer Advisory Board (CAB).  WAGIC is a voluntary cross-jurisdictional technical forum for identifying common GIT issues and seeking common solutions.  The CAB is a legislatively constituted IT advisory body.  It is used to assist the coordination of IT policy and standards development and refinement.  State agency CIO’s are members of the CAB.
5. Revise as Necessary
Draft documents will be revised as necessary based on reviewer’s comments.  The revised draft documents may be posted for review again if major revisions were required.
6. Present to GIT Committee
Proposed standards will be presented to the GIT Committee for their endorsement as a prelude to presenting to the full TSB.   The current composition of the GIT subcommittee includes directors of eight state agencies utilizing GIT, and five representatives from the federal, local and tribal GIS community.
7. Present to the Office of the CIO for Enactment and Full TSB Approval
The Revised Code of Washington (RCW 43.105.041) delegate’s authority to the Technology Services Board to…"develop state-wide or interagency (IT) technical policies, standards, and procedures".  Formal adoption of the proposed GIT related policy or standard as a component of the state’s Information Technology Policy is a function carried out by the full TSB.  The GIT Committee will present their endorsement and the proposed GIT policy/standards to the OCIO for enactment and the TSB for approval.​
8. Publish and Provide Training as Necessary
Adopted policy and standards will be published on the OCIO, GIT and WAGIC websites.    Notice of new or changed GIT policy will be through the CAB listserv, WAGIC listserv and WAGIC mailing list.  Where possible and appropriate, training may be made available to facilitate implementation of certain GIT policy and technical standard.
9. Agency Implementation
New policy and standards will be published with a clear implementation time line.  Agency CIO’s will confirm implementation status of GIT standards in their annual GIT Reporting Confirmation Letter.​
10. Periodic Policy & Standard Opportunity Assessment
Periodic policy and standards opportunity assessment will be conducted to determine the need for new or revised GIT policy and/or standards.  The assessment will be done at the direction of GIT in collaboration with the OCIO and the Geospatial Program Office.