

**Memorandum of Understanding
BETWEEN
Maine Library of Geographic Information Board,
AND
The Maine Office of GIS**

The Memorandum of Understanding is hereby made and entered into by and between the Maine Library of Geographic Information Board (GeoLibrary Board) and the Maine Office of GIS, (MEGIS) which is within the Office of Information Technology (OIT).

A Purpose

The purpose of this MOU is to document services provided by MEGIS in support of the GeoLibrary and to establish a framework of cooperation between the GeoLibrary Board and MEGIS in behalf of the State of Maine to develop mutually beneficial GIS programs and services for the state agencies and the public. This framework will eliminate duplicative efforts, leverage available funding, develop a proactive and shared legislative agenda, and identify individual responsibilities that realize the benefits of GIS in Maine

B Statement of Responsibilities

By Legislative mandate (PL 2005, Subchapter 4: Maine Library of Geographic Information), the GeoLibrary is responsible for developing and maintaining the Maine Library of Geographic Information, and for coordinating GIS activities among the various public and private stakeholders represented in its membership and for the public at large, as well as to coordinate GIS activities between these stakeholders and the State.

The MEGIS, within the Office of Information Technology (OIT) works to provide core spatial services and technical support to state agencies, and works collaboratively with the GeoLibrary to provide spatial data via the Internet. With the 2006 consolidation of information technology functions into OIT, the GIS Stakeholders Group was formed to act in an advisory and coordination capacity to MEGIS and OIT, recognizing the standing need for interagency coordination of all aspects of GIS. The GIS Stakeholders Group prepares and maintains a GIS Strategic Plan to provide direction to MEGIS and state agencies. It works with MEGIS to prepare an annual work plan of specific MEGIS and agency activities.

The GeoLibrary Board is represented in the GIS Stakeholders Group, as are State agencies that publish GIS information to the public represented on the GeoLibrary Board. The GeoLibrary Board, GIS Stakeholders Group and Director of MEGIS coordinate their activities to attempt to address mutual benefits whenever possible.

MEGIS has developed core enterprise GIS services that are utilized by state agencies and the GeoLibrary. Core enterprise GIS services include: the operation of a statewide GIS database, an Internet portal, GIS data certification, internet mapping services and technical support. MEGIS staff participate in the development of an annual work plan that addresses the needs of the GIS Stakeholders and the GeoLibrary Board. MEGIS also coordinates activities with the federal government on behalf of state agencies and the GeoLibrary. This coordination includes working with an array of US Geological Survey programs to build the National Spatial Data Infrastructure.

C. The GeoLibrary Board's Strategic Focus:

1. Support the development of a web-based distribution system to facilitate access to State of Maine and other public data holdings via a public GeoLibrary Portal.
2. Support the provision of coordination, outreach, and education to advance public use of geospatial data: develop a promotion and marketing plan that addresses a common vision and enhances Maine's position as a national center for GIS research, education and industrial growth.
3. Support the provision of funding and management for high priority data and database development to encourage community and regional planning, smart growth, and community preservation.
4. Support the development and implementation of statewide data standards, wherever possible consistent with standards in effect for state agencies, to ensure data quality and to enable common use.
5. Develop and maintain a funding stream to support the on-going operations of the GeoLibrary.

D. The MEGIS Strategic Focus within the Office of Information Technology:

1. Provide core enterprise GIS services consistent with the needs of state agencies
2. Develop and administer state and GeoLibrary standards, subject to the approval of the Chief Information Officer
3. Maintain and operate a GIS information clearinghouse and agency service center
4. Maintain and operate a GIS database consisting of data developed by state agencies and/or of interest to state agencies
5. Ensure that GIS data added to the repository meet state standards for accuracy and metadata and are in an appropriate format.
6. Coordinate activities of the Office with federal agencies
7. Provide services and support to the GeoLibrary and state agencies as outlined in its annual work plan

E. Services Provided to the GeoLibrary Board by MEGIS

1. MEGIS will make non-confidential data layers in its possession available for the GeoLibrary to publish to the Internet.
2. Review proposals to host new data layers for the GeoLibrary and determine the benefits to state agencies and estimated costs of maintaining them.
3. Review data layers submitted to the GeoLibrary for conformance to state standards prior to accepting them.
4. Assist in coordinating grants and projects with Federal Agencies in behalf of the GeoLibrary.
5. Serve on committees of the GIS Stakeholders Group and GeoLibrary Board as requested.
6. Provide space and clerical support for meetings
7. Manage the hosting of the GeoLibrary Portal and maintain the applications and environment.
8. Negotiate fees for the above services. For FY2008 and FY2009, there is no charge for items E.1 through E.6 except for new data added by the GeoLibrary that is not of interest to state agencies. The cost for Item E.7 is currently under contract with the University of Southern Maine. This contract will be reviewed annually.

F. It is Mutually Understood and Agreed By and Between the Parties:

1. To create a joint vision statement that reflects the common goal of improving the delivery of GIS services for Maine's citizens.

2. To resolve duplication and discrepancies existing with the authorizing legislation creating the MEGIS and the GeoLibrary, particularly with regard to the acquisition of non state data.
3. To annually review, update, and reconfirm the MOU.
4. To have updates on each party's activities as a regular agenda item at the other's regular meetings; updates should include discussion of the work of the GIS Stakeholders Group; and to communicate via email and meet as necessary between the formal meetings.
5. The GeoLibrary will lead in the preparation of a legislative agenda with a common message that addresses the funding needs of both parties for calendar 2007.
6. To coordinate plans and activities of MEGIS, State agencies and the GeoLibrary Board in delivering GIS services to the public, local government and business entities.
7. To define and implement a process for accepting and hosting data of mutual interest at MEGIS.
8. To describe a process for coordination with Federal US efforts including the Fifty States Initiative.

William Hanson, Chairman of Board
Maine Library of Geographic Information

Richard B. Thompson,
Chief Information Officer
Office of Information Technology
Maine State Government

Date: _____

Date: _____