

ACTION PLAN

OBJECTIVE: By 2005, FGDC member organizations use FGDC-accepted metadata standards and publish to the Geospatial One-Stop portal. Team Leader: Lynda Wayne

PRIORITY/ACTIONS NEEDED (What)	PROCEDURES/RESOURCES (How)	KEY PLAYERS	RESPONSIBILITY (Who)	TIMEFRAME (When)
Determine baseline of metadata compliance and service.	Conduct survey of data documentation compliance. Identify data providing units within their organizations. Considerations: minimum metadata content, legacy data, framework content, metadata service.	FGDC member organizations, FGDC staff facilitation.	GOS Staff, FGDC coordination Group members	By 11/04
Establish general plan for metadata compliance and verification.	Facilitated meetings Determine requirements for achieving compliance, e.g., training, personnel, etc.	FGDC member organizations, FGDC staff facilitation.	FGDC coordination Group members	By 1/05
Dedicate resources to ensure a sustainable data documentation process and standards compliance.	Identify key personnel for in-house training, metadata expertise, responsibility for metadata compliance, accountability, and in-house and FGDC communication.	FGDC Steering Committee members, FGDC staff	FGDC member organizations, Coordination Group members	By 3/05
FGDC member organizations use metadata standards and publish to Geospatial One-Stop		FGDC CG, Federal agencies	FGDC members GOS Staff	By 12/31/05

Performance Indicators: