**Proposed Process Changes for Methodology for Recognizing a TIM Framework Dataset– G350**

**Guideline (updated)**

1. The chair of a TWG or any member of the IGC (nominating authority) can nominate a dataset to be recognized as an authoritative TIM Framework dataset by submitting the approved nomination form to the Chair of the IGC-EC
2. Prior to nominating the dataset, the nominating authority should determine if there is an approved ITA data standard for that dataset
	1. If there is no currently approved standard, the nominating authority will begin the standard development process as outlined in ITA Policy P5030 (Framework Standards Development)
	2. If an approved standard exists, the Nominating Authority should submit the approved nomination form to the Chair of the IGC-EC
3. The Chair of the IGC-EC will send the nomination to the appropriate Framework Data Theme TWG for review and recommendation
	1. The TWG will review the nomination for recognition. Discussion and the final recommendation will be documented in the TWG meeting minutes
		1. If there are multiple different datasets nominated for the same geographic area, the TWG for each Framework Data Theme will arbitrate and decide which dataset shall be recognized
		2. If a different dataset is presented to the IGC-EC as a better Framework dataset than a currently recognized dataset, the TWG for the appropriate Framework Data Theme will review the nomination and decide which dataset shall be recognized
	2. If a TWG does not exist, the IGC-EC will determine if a TWG is needed for the nomination of the proposed dataset
		1. If a TWG is needed, the IGC-EC will create a TWG and that TWG will organize and meet to draft the nomination
		2. If it is determined that a TWG is not needed, an Authoritative Data Steward or an existing TWG with the required knowledge will be engaged to draft the nomination
	3. If there is a TWG, and that TWG is not currently active, the Chair of the IGC-EC will arrange a TWG meeting for the purpose of addressing the dataset nomination and producing a draft of the nomination
4. The draft of the nomination is sent to the IGC for 14 days (2 weeks) for review and comments
	1. All comments and proposed edits are sent to the appropriate TWG chair, or to the Authoritative Data Steward, for consideration and to update the initial draft of the nomination
	2. It is up to the Drafting Authority to determine if the edits are major and substantive, or non-substantive and minor
		1. If the edits are major, the proposed nomination is updated and moved to step 4 again
		2. If the edits are minor, the draft will be updated and moved forward in the process
5. The TWG Chair will present to the IGC-EC its recommendation to approve/decline the nominated dataset as a TIM Framework Dataset
6. A notice will be sent via the Geotech Listserv that a dataset is being considered for recognition as a TIM Dataset
7. The agenda for the next IGC-EC will include presentation of the nomination and a request to vote for approval of the nomination
	1. Datasets will not be considered for recognition unless they consist of existing publication data
		1. Draft datasets will not be considered
		2. It is understood that some data sets may be partial with respect to complete state coverage (e.g. parcels). However, as long as the nominated dataset meets 7.b.iii, the partial dataset can be nominated
	2. The characteristics of a recognized Framework dataset include:
		1. Published by a Trusted Source
		2. Resolution at 1:24000 scale or more refined
		3. Having statewide coverage or a methodology for developing statewide coverage
		4. Documentation of authoritative source(s) and each source’s legal authority
			1. A TIM Framework dataset may be a compilation of authoritative data from multiple authoritative sources, for example from different geographic regions that will be compiled into one trusted dataset
		5. Publication Data must be in an approved and defined data exchange format. For approved standards, see ITA Policy [P5030](https://ita.idaho.gov/psg/p5030.pdf) (Framework Standards Development)
		6. An existing tie or input into a nationally published dataset (preferred)
		7. Complete metadata including all process steps and references to agreements that result in the Publication Data
		8. Detailed maintenance /update schedule for keeping the publication data as current as possible with a minimum update cycle of annually
8. The IGC-EC will discuss the nomination and vote to approve/reject the nomination
	1. If the nomination is approved, the dataset nomination is published to the appropriate GIS site(s) and the data is confirmed as an authoritative TIM layer
		1. The approved nomination document will be posted to gis.idaho.gov
		2. Links to the approved dataset will be placed on all other relevant state GIS sites in existence at the time of approval (e.g.InsideIdaho.org or other central repository site, data.idaho.gov, others)
		3. Notifications will be sent to the appropriate listserv(s) to announce the approval of the nomination and to confirm the dataset as a TIM layer
		4. If the dataset is considered public data, it will be added to the appropriate Open Data site, if it does not already exist there. Designation as “authoritative” should be indicated
	2. If the nomination is rejected, the IGC-EC will document the vote result and the reason(s) for the rejection in the meeting minutes. The nominating authority will be notified (if not a member of the IGC-EC) of the outcome and the reasons
		1. If the reason(s) for rejection will require major edits to the nomination draft, the nomination is sent back to the appropriate location in step 3.
		2. If the rejection is based on a substantive deficiency in the dataset not meeting the appropriate requirements listed in step 7, the dataset can be sent back for work and, if it is updated to comply, the nomination will be moved to Step 3 for update and to continue through review and approval process.
		3. If the dataset is rejected because it is not the correct dataset for that Theme or a different dataset is needed, a new nomination will need to be generated starting at step 1

Process diagram shown below:

