

## **Corporate Metadata Advisory Team (CMAT) Charter**

### I. Roles and Responsibilities

The CMAT provides leadership regarding all business functions within the BLM pertaining to the corporate metadata. This team coordinates and leads activities to ensure that corporate metadata is created, made accessible, and provides needed information about the BLM's business and its supporting information systems.

### II. Business Needs

The BLM is undergoing a number of changes in the way it views and manages information resources and in how BLM views its data resources. The Bureau Enterprise Architecture (BEA) project is documenting work processes and identifying opportunities to simplify work, reduce costs, and obtain best value from information technology investments. An integral part of the BEA is business documentation (as metadata). Documenting the data used within the Bureau's information systems will enable BLM to promote data consistency and make the information available for use to BLM employees (as well as to external parties, as appropriate). The information documented in metadata is intended to be available to all Bureau programs, rather than isolated in the originating business programs. This added value information is managed as a corporate resource, thereby presenting a composite view of the BLM. The management of this information as a whole provides the BLM the ability to identify the impacts of proposed changes to information systems, reduce data redundancy, and increase data quality.

### III. CMAT Function

The function of the CMAT is to define and coordinate how metadata will be used to manage the Bureau's information systems and processes. Metadata that BLM believes are important at the enterprise level address:

- business processes, including the flow of information;
- business entities (persons, places, things, occurrences);
- business rules; and,
- business (data) standards.

CMAT functions also include, but are not limited to:

- developing a metadata content standard
  - common metadata for all data, databases, applications (minimum requirements)
  - metadata specific to certain types of data (e.g., spatial data)
  - tiering of metadata requirements above the minimum national requirement to accommodate local needs
- modifying and maintaining the metadata content standard, including change control
- evaluating metadata and repository tools

- identify needed training, direct development, and delivery of training
- guiding development, use, and coordination of metadata repositories
- assuring accessibility of metadata contained in repositories
- setting goals/standards for metadata quality
- coordinating metadata standards and development with the Bureau Records Administrator, as it relates to records, records retention, proprietary information, sensitive information and Privacy Act compliance
- coordinate the integration of XML into metadata standards with the BLM XML Working Group

#### IV. Meetings, Records, and Decisions

The CMAT will meet once a month, usually via conference call, but other methods may be used as well. Meeting notes, recommendations, etc., are Bureau records and will be filed with the Bureau Data Administrator. These notes and recommendations may also be posted to the Information Resources Management (WO-500) web site. As this is an advisory team, recommendations will be forwarded to the Bureau Data Administrator for formal action.

#### V. Membership

The CMAT will be chaired by a State Data Administrator. The SCO Data Management representative shall be the deputy chair. Members of the team shall serve two year terms, with half the team being replaced each year. The team shall be composed of the following groups of people:

##### Working Team

- Two State or Center data administrators
- National Data Steward
- State Data Steward
- GIS Coordinator/specialist
- SCO Data Management representative
- Geospatial clearinghouse representative
- Applications/database development specialist

##### Advisory Group

- WO IRM Advisor or portfolio manager
- Deputy State Director-Support Services representative (advisory)
- State Chief Information Officer (CIO) representative (advisory)

#### VI. Organization

The CMAT shall be sponsored by and organized under the CIO (AD-500).