

**STATE OF WEST VIRGINIA
EXECUTIVE DEPARTMENT**

At Charleston

EXECUTIVE ORDER NO. 10-10

By the Governor

WHEREAS, geographic information systems (GIS) are currently being used and developed throughout West Virginia by local, state and federal agencies, as well as the business community, serving as a valuable medium for assembling, manipulating and displaying geographically referenced material and aiding in development planning, resource management and scientific investigations; and

WHEREAS, there is a need to coordinate GIS activities, define the roles and responsibilities for data stewardship and develop standards, policies and guidelines for the use of geospatial information by the State, other governmental bodies and private and non-profit entities; and

WHEREAS, Executive Order No. 4-93 charged the West Virginia Geographic Information System Policy Council with establishing a statewide GIS development plan, establishing standards and procedures for digital map data, and providing direction to the GIS Council created by the Order; and

WHEREAS, there is a need to provide formal organizational structure, staffing and financial support for a statewide GIS effort and a long-range state GIS strategic plan to address the concerns prepared by a task force comprised of state, local, federal and private sector agencies that have a major interest in GIS.

NOW, THEREFORE, I, JOE MANCHIN III, Governor of the State of West Virginia, pursuant to the authority vested in me by the Constitution and laws of this State, do hereby

ORDER that:

1. Except as noted herein, Executive Order No. 4-93 is rescinded.
2. The West Virginia Geographic Information System Policy Council (Council), established in Executive Order No. 4-93, is continued. The Council shall be chaired by the Secretary of the Department of Commerce and shall consist of the following members:
 - a. All Executive Branch Cabinet Secretaries, or their designees;
 - b. The Commissioner of Agriculture, or his or her designee;
 - c. The Secretary of State, or his or her designee;
 - d. The State Auditor, or his or her designee;
 - e. The State Treasurer, or his or her designee;
 - f. The State Chief Technology Officer, or his or her designee;
 - g. A representative of West Virginia Regional Councils;
 - h. A representative of the West Virginia Association of Counties;
 - i. A representative of the Association of West Virginia Assessors;
 - j. A representative of the West Virginia Municipal League;
 - k. The president of the West Virginia Association of Geospatial Professionals (WVAGP), who shall serve as a non-voting, ex-officio member; and
 1. The State GIS Coordinator, who shall serve as a non-voting, ex-officio member.
3. The Council shall provide annual recommendations to the Governor for further development and implementation of the West Virginia GIS Strategic Plan and the creation and oversight of the Office of GIS Coordination, which shall be housed within the Department of Commerce.
4. The State GIS Coordinator shall serve as the head of the Office of GIS Coordination and shall:
 - a. Manage and direct the implementation of the West Virginia GIS Strategic Plan;

- b. Coordinate GIS efforts among Executive Branch agencies, departments and divisions, which shall include serving as the central point of contact for all GIS and remote sensing projects and resources;
- c. In consultation with the Chief Technology Officer and subject to approval of the Council, develop GIS program authority, policy, standards, staff, computing data and infrastructure for the continued use of GIS technology for policy and government business;
- d. In consultation with the Director of the Division of Personnel and subject to approval of the Council, establish guidelines on appropriate GIS staff knowledge, skills and abilities, and appropriate civil service classification use;
- e. Coordinate with federal, state and local agencies, and the private sector, on the maintenance, gathering, distribution and licensing, where applicable, of geographic information, while ensuring that GIS policies and projects support the mission of, as well as add demonstrable value to, state government agencies, boards and commissions and local and federal partners;
- f. Create and provide oversight of geospatial information-sharing agreements between governmental entities;
- g. Establish policies for the distribution of public, confidential, proprietary, draft and commercial data;
- h. Provide leadership to meet the information requirements of state agencies and to coordinate GIS users to assure interoperability and maintain a registry of GIS to prevent unnecessary duplication of efforts;
- i. Propose, review, track and provide expert advice on legislation and regulations affecting GIS, including funding, data access and public records issues;
- j. Facilitate the development of framework spatial data for internal and external use. With the approval of the Council, the State GIS Coordinator shall set the standard for geospatial data stewardship relevant to the business needs of state agencies, departments, divisions or units;
- k. Coordinate the creation, sharing and updates of the description of geographic data for the State and, with support and assistance from the WV GIS Technical Center and the Nick J. Rahall, II Appalachian Transportation Institute, maintain a metadata catalog and a statewide GIS data clearinghouse housed at both institutions;

1. Submit periodic reports to the Council on the organizational design and administrative development and implementation of the GIS Strategic Plan, including the following: database development; system and application development; system utilization, marketing and coordination with outside organizations; utility infrastructure mapping; inventory of assets; technology improvement initiatives; reports of GIS Steering Committee technical workgroups; and budget and funding strategies for state and local governments;

m. Submit annual reports to the Governor and members of the Legislature on the following: the organizational design, development, and implementation of the GIS Strategic Plan; database development; system and application development; system utilization, marketing and coordination with outside organizations; utility infrastructure mapping; inventory of assets; technology improvement initiatives; reports of GIS Steering Committee's technical workgroups; and budget and funding strategies for state and local governments.

5. The GIS Steering Committee, as established in Executive Order No. 4-93, is continued.

6. The West Virginia GIS Technical Center, as established in Executive Order No. 4-93, is continued. In addition to the requirements set forth in Executive Order No. 4-93, the West Virginia GIS Technical Center shall submit periodic reports to the State GIS Coordinator of ongoing and planned projects, data acquisition and other related GIS activities.

7. The Nick J. Rahall, II Appalachian Transportation Institute is hereby designated as a Distributed Data Source and a Regional GIS Support Center, and may provide an alternate location for the Core GIS Data Clearinghouse and Portal to establish some fault tolerance for continuity of GIS services and to support GIS user organization of the state and the statewide GIS program. The Council shall support the work of the Nick J. Rahall, II Appalachian Transportation Institute in its provision of technical expertise and application development services to local and state agencies primarily concerned with issues of transportation and economic development and its provision of a redundant location for storing metadata catalogs and the statewide GIS data.

8. The Council may accept sums for its use in carrying forth the purposes set forth in this Order.

9. The Council shall recognize the WVAGP as a GIS Users Group to serve as a vehicle for education, training and information exchange among GIS users. The State GIS coordinator may attend meetings of the WVAGP and may be a member of its Executive Board.

10. The Council shall prepare legislation for introduction to the West Virginia Legislature. The proposed legislation shall create a statutory framework to continue the policies set forth in this Order.

11. State agencies, in coordination with GIS Staff, and when appropriate and to the extent provided by law, shall coordinate GIS, remote sensing and other geographic information activities with the Council and the State GIS Coordinator. State agencies shall:

a. Create and maintain geospatially-based data themes and provide updates or linked website access of that data to other state agencies and the GIS Clearinghouse at the West Virginia GIS Technical Center and the Nick J. Rahall, II Appalachian Transportation Institute on a schedule to be determined by the GIS Steering Committee;

b. Share information through the GIS Steering Committee and the State GIS Coordinator regarding current and planned projects involving geographic information and related systems technology;

c. Coordinate with the State GIS Coordinator before making decisions about planning or development of GIS projects involving the acquisition of geospatial data, new hardware, or new software;

d. Participate through the GIS Steering Committee in the review and updating of the Strategic Plan, and adhere to the policies and standards established in the Strategic Plan; and

e. Periodically provide to the State GIS Coordinator details of geospatial data they develop, acquire and maintain. Each agency shall submit periodic updates to the State GIS Coordinator specifying all geospatial data development and acquisition currently in progress. This provision shall not apply to details of geospatial data considered classified, sensitive or confidential under state or federal statute or otherwise designated by law.

12. The Chief Technology Officer shall work with the State GIS Coordinator to develop policies and guidelines to guide agencies in the acquisition of geographic information based on, yet not limited to, the following considerations:

a. The cost effectiveness of computer hardware and software;

b. Compatibility with the Office of Technology Strategic Plan;

c. Compliance with statewide standards developed by the Council and endorsed by the GIS Strategic Plan; and

d. Whether agency acquisition or efforts duplicate efforts of other agencies.

13. All state departments, agencies, boards and commissions shall cooperate with the GIS Policy Council, the State GIS Coordinator and the GIS Steering Committee in implementing the provisions of this Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



DONE at the Capitol, in the City of Charleston, State of West Virginia, this twenty-fourth day of August, in the year of our Lord, Two Thousand Ten, and in the One Hundred Forty-Eighth year of the State.


GOVERNOR

By the Governor


SECRETARY OF STATE