

## The City of Long Beach

### Digital Inclusion Initiative Roadmap Development

### Digital Inclusion Stakeholder Committee Roles and Responsibilities

#### What is Digital Equity?

Digital equity is when everyone has access and use of digital literacy training, the Internet and technology devices to be successful in society, democracy and the economy regardless of their background and identity.

#### What is Digital Inclusion?

The City of Long Beach defines digital inclusion through an equity lens, which means proactively ensuring everyone has equitable access and use of digital literacy training, the Internet, technology devices and other digital resources.

#### Digital Inclusion Roadmap Development Overview:

The City of Long Beach is in the process of co-creating a multi-year Digital Inclusion Roadmap (Roadmap) with community members and local cross-sector partners. This Roadmap will be a blueprint for ensuring that everyone in Long Beach has equitable access and use of digital literacy training, the Internet, technology devices and other digital resources. The foundation of the Roadmap will include a vision, goals, objectives, performance indicators and strategies for advancing digital equity and inclusion through a **collective impact approach** and **equity lens** in the following focus areas (e.g. capacity, connectivity, technology).

#### Committee Member Roles and Responsibilities:

The City of Long Beach Digital Inclusion Stakeholder Committee (Committee) will consult the development of the Roadmap. The Committee will provide strategic guidance, vision and oversight on the development of the vision, goals, objectives, performance indicators and strategies that will advance digital equity and inclusion for all in Long Beach. Specific roles and responsibilities include:

- Providing strategic guidance, vision and oversight on the development of the Roadmap.
- Developing a vision, goals, objectives, performance indicators and strategies that are data-driven, equity-centered and focused on inclusion.
- Identifying digital inclusion strategies once the Roadmap has been developed that one's organization can implement and/or support during the implementation phase.
- Providing support with promoting the Digital Inclusion Initiative and raising awareness regarding citywide digital inclusion efforts.
- Serving as a champion of the Roadmap in one's organization or community.
- Attendance at the five Digital Inclusion Stakeholder Committee meetings. Each meeting will be approximately 3 hours.
- Reviewing materials prior to the meetings and coming prepared to engage in dialogue and practice active listening.
- Sending an alternate from one's organization if they are not able to attend the Digital Inclusion Stakeholder Committee meetings.

## Committee Meeting Information:

Please see additional meeting information below.

- **Committee Meeting #1: Develop a common agenda (August 2019).**  
*Develop vision, goals and desired outcomes for the Roadmap.*
- **Committee Meeting #2: Scan the digital environment/asset mapping (October 2019).**  
*Identify current digital inclusion assets, resources and tools to build upon for the Roadmap.*
- **Committee Meeting #3: Develop shared measurements (November 2019).**  
*Develop objectives and performance indicators for the Roadmap.*
- **Committee Meeting #4: Conduct stakeholder engagement (February 2020).**  
*Gather stakeholder input on draft goals, objectives, performance indicators and strategies for the Roadmap.*
- **Committee Meeting #5: Conduct stakeholder engagement (April 2020).**  
*Review and incorporate community input and additional stakeholder input into the revised draft goals, objectives, performance indicators and strategies for the Roadmap.*  
*Identify cross-sector partners who will lead and/or support the strategies during the implementation phase.*

## Membership:

The members of the Digital Inclusion Stakeholder Committee have been selected based on the following criteria:

- Representative of a broad range of sectors and lived experiences including members of the community, public libraries, private technology companies, non-profits, housing entities, cultural organizations, community-based organizations, K-12/higher education institutions, public health entities, faith-based organizations, Internet services providers and local government entities.
- Agencies and/or subject-matter experts in the focus areas:
  - Capacity.
  - Connectivity.
  - Technology.
- Level of decision-making authority within one's organization and influence in the Long Beach community.

## Backbone Organization/Support Roles and Responsibilities:

The Technology and Innovation Department (TID) staff will serve as the backbone organization/support dedicated to managing the collective impact and strategic planning processes for the development and implementation of the Digital Inclusion Roadmap. TID staff will guide the vision and strategy for the Digital Inclusion Initiative and Roadmap. Specific roles and responsibilities include:

- Managing the collective impact and strategic planning processes including planning, development, implementation and evaluation.
- Supporting aligned activities between cross-sector partners.
- Cultivating community outreach, engagement and ownership.
- Establishing a shared measurement practice and mechanism to track and monitor progress.
- Managing and overseeing the work of the consultants.
- Planning and convening the Committee Roundtable meetings.
- Producing and sharing project status reports with the Committee.
- Managing the project budget and expenditures of the Roadmap development.
- Developing and sharing project-related materials with the Committee.
- Providing the Committee with digital inclusion data, analysis of community input, and other relevant materials.
- Collaborating with the consultants to draft the final Roadmap.