Exchange Network Governance Activity Summary

Environmental Information exchange Network

CONTENTS

This summary details the month's activities of the Exchange Network Governance: Exchange Network Leadership Council (ENLC), Network Operations Board (NOB), Network Technology Group (NTG), and the Network Partnership and Resources Group (NPRG). It also contains information related to other Governance-sponsored activities this month (i.e., Integrated Project Team meetings, Task Force meetings, Open Calls, and Regional and National meetings). For more information on Exchange Network Governance, please visit: http://www.exchangenetwork.net/about/network-management/

Exchange Network Leadership Council

The ENLC convenes a call every sixth Thursday from 3:00-4:30pm ET.

January 24, 2013

PARTICIPANTS:

Andy Putnam (Co-Chair), Andy Battin (Co-Chair), Roy Walker, Lee Garrigan, Leah Ann Lamb, Victoria Phillips, Ken Blumberg, Chet Wayland, Ron Evans, Carol O'Tormey, Deb Quinn, Frank Harjo, John Dombrowski, Connie Blair, Greg McNelly, Kurt Rakouskas, Rob Willis, Darcy Peth

ACTION ITEMS:

- The Co-Chairs will continue the discussion of a potential CROMERR IPT and determine any next steps.
- Kurt Rakouskas will obtain the CROMERR application status spreadsheet from Andy Battin and send to the ENLC.
- Kurt will obtain the e-Enterprise PowerPoint briefing presentation from Andy Battin and distribute to the ENLC.
- Kurt will email a list of questions to guide ENLC comments on the Phase 2 Implementation Plan, Executive Summary, ENLC/NTB Charter, and Communications IPT Charter.
- ENLC members were asked to provide comments on the Phase 2 Implementation Plan, Executive Summary, ENLC/NTB Charter, and Communications IPT Charter by February 1, 2013.

SUMMARY:

General Announcements

- Andy Putnam is the new state ENLC Co-Chair.

CROMERR IPT Proposal
- The ENLC discussed potentially creating an IPT to focus on moving state CROMERR applications through the pipeline. There are 22 applications that are pending or incomplete, some of which have been so for years. This IPT would not necessarily have the same participants as the Shared CROMERR Services IPT. The IPT would focus on creating a more efficient process for the future rather than go through the current backlog of applications. EPA anticipates receiving many applications in the future given the work on shared CROMERR services, so any work that can be done now to gain experience in approving applications that use shared services would help.
- An IPT may or may not be housed under the ENLC, though it could leverage its State-EPA relationships.
- The Co-Chairs will continue the discussion of a potential CROMERR IPT and determine any next steps.

e-Enterprise
- There will be a presentation and discussion on e-Enterprise at the March 4, 2013, ECOS Spring Meeting.
- Four groups of State and EPA staff are working to define e-Enterprise: Blueprint group, Governance group, Business Case group, and the Communications group. These four groups are meeting in Washington, DC on February 11 and 12, 2013, to further define e-Enterprise and prepare for the ECOS Spring Meeting.

ENLC Co-Chairs Memo
- A memo from the ENLC Co-Chairs to the Network Community about the status of Phase 1 and launching of Phase 2 was distributed via EN Alert on December 19, 2012, and posted on the Network Website home page.

Draft Phase 2 Implementation Plan
- Kurt reviewed the substantial changes made to the Draft Phase 2 Implementation Plan since the ENLC last reviewed the document. These changes include a new addition to the introduction describing e-Enterprise, the addition of an Executive Summary, and an edit of the full document by Ken Blumberg.
- ENLC members emphasized the importance of tracking e-Enterprise and how it fits into Phase 2.
- ENLC members were asked to provide comments on the Draft Plan and Executive Summary by February 1, 2013.
- The Draft Final Plan will be released on February 6, 2013, followed by an Open Call on February 20, 2013.

Governance Charter
- Kurt reviewed the draft ENLC and Network Technology Board (NTB) Charter. The ENLC's role has not changed much from previous versions. The Charter details the roles of the EN Coordinating Team and NTB in the revised EN Governance structure.
- The Charter includes operating procedures, membership, voting, meeting frequency, and processes for selecting Co-Chairs. The Charter allows for additional expertise and other non-members to participate.
- ENLC members were asked to provide comments on the draft Charter by February 1, 2013.

Communications IPT Charter
- The ENLC will charter a new Communications IPT to develop a comprehensive Exchange Network Communications and Marketing Plan that will help the ENLC achieve the goals and objectives expressed in the Implementation Plan for Phase 2 of the Exchange Network. The draft Charter is structured like past IPT Charters.
- The IPT will use existing materials to help inform the creation of the new Communications Plan. These include the communications and marketing plan from 2006 and the report developed by OEI's communications contractor. This contractor will be made available as a resource to the IPT during the process. The Plan will be based heavily on meeting the goals outlined in the Phase 2 Implementation Plan.

2013 ENLC Call and Meeting Schedule
- The schedule is posted on the EN Website. Meeting dates and locations for 2013 need to be determined.

Next Call: March 7, 2013

For more information on the ENLC, please visit: http://www.exchangenetwork.net/about/network-management/exchange-network-leadership-council.

Network Operations Board

The NOB continues to focus on development of Virtual Node and Shared CROMERR Services technologies. The Virtual Node IPT convenes calls every other Tuesday from 12:00-1:30pm ET. The Shared CROMERR Services IPT convenes calls every other Wednesday from 1:00-2:30pm ET.

January 15, 2013 – Virtual Node Call #9

ACTION ITEMS:
- CGI will update the Recommendations Report and circulate for final review and comment.

SUMMARY:
Draft Virtual Node Recommendations Report Comments
The IPT reviewed the comments submitted on the draft report and discussed next steps for both the report and the IPT. The majority of the comments received were clarification and text edits to help a reader understand Virtual Node components. The document will also be updated to include Governance and change management for Virtual Node and the process for including user input into feature enhancements.

The IPT determined that one more round of review would be helpful and that additional substantive comments were not expected. The Report does not include a "step-by-step" description of the steps required to transition to the Virtual Node, but those details will be outlined in a separate document along with more detail on the technical specifications.

Next Call: January 29, 2013

January 29, 2013 – Virtual Node Call #10

ACTION ITEMS:
- The Draft Final Recommendations Report will be circulated with the ENLC for review.
- CGI will develop a slide presentation and executive summary for the ENLC.

SUMMARY:
Virtual Node Recommendations Report Comments – Final Draft
The IPT held a brief call to review any final comments on the VN Recommendations Report. There were no additional substantial comments and the IPT considers the document complete and ready for ENLC review. The IPT asked CGI to develop a short summary to help the ENLC in their review.

IPT Sunsetting
The IPT has completed its tasks and been sunsetted.

January 9, 2013 – Shared CROMERR Services IPT Call #8

ACTION ITEMS:
- The draft Shared CROMERR Services Report will be circulated to the IPT for review. Comments are due by January 28, 2013.

SUMMARY:
Draft Shared CROMERR Services Recommendations Report Walk Through
The IPT reviewed the draft Recommendations Report and provided the following initial reactions:
- Will there be an expedited process to approve the shared services that are developed?
  - EPA has set up a baseline checklist with language for each service that has been previously approved. Using this text will allow staff to do a quick compare for functions that have already been through the approval process – aiming for a one-week review for those functions.
  - Partners that decide to use local services will also be reviewed and EPA is working with the technical review committee to develop baseline language to share with those Partners prior to submission.
- Now that the initial concepts are laid out, EPA would like to conduct early pilot testing to help design the components. If any Partners are interested in participating, they should contact Chuck Freeman or Chris Clark.

A comment form has been developed to facilitate additional comments from the IPT and will be circulated to members along with the draft Report. Comments are due back by COB, January 28 to allow contractors time to summarize for the next call on January 30.

January 30, 2013 – Shared CROMERR Services IPT Call #9

ACTION ITEMS:
- Contractors will update the Shared CROMERR Services Report and circulate the updated draft to the IPT.

SUMMARY:
Draft Shared CROMERR Services Recommendations Report Comments
The IPT reviewed the comments submitted by five States. Comments were mainly text updates and clarifications requested to help refine topics in the report. Edits were made directly into the report during the call.

Chuck Freeman also provided an update to the pilot process for the Shared CROMERR Services. A small group of States has been contacted to walk through the process for testing individual services. EPA is developing a short description of the pilot for volunteers including level of effort, process, and contacts. Volunteers were also solicited during the call and states with a mix of experience building CROMERR services were requested. Oklahoma, Vermont, and North Carolina have volunteered to participate in the pilot. Other volunteers should contact Chuck.

Next Call: TBD

For more information on the NOB, please visit: http://www.exchangenetwork.net/about/network-management/network-operations-board

Network Technology Group

The January 10, 2013, call was cancelled.

Next Call: TBD

For more information on the NTG, please visit: http://www.exchangenetwork.net/about/network-management/network-technology-group.

Drinking Water Integrated Project Team

The DW IPT is on hiatus through February 2013.

Next Call: TBD