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This summary details the 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). This summary also contains important information related to other meetings this month (i.e., Integrated Project Team meetings, Open Calls). 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.

The April 5, 2012 ENLC conference call was cancelled.

*Next Call: May 17, 2012*

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

## Network Operations Board

The NOB convenes a call on the second Tuesday of each month from 11:00am-12:00pm ET.

### April 10, 2012

The April 10, 2012, NOB call was cancelled.

*Next Call: May 8, 2012*

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

# Network Technology Group

The NTG convenes a call on the second Thursday of each month from 11:00am-12:00pm ET.

April 12, 2012

## PARTICIPANTS:

Glen Carr (Co-Chair), Chuck Freeman (Co-Chair), Bob Simpson, Phani Eturu, Eric Cleckler, Yunhao Zhang, Lico Galindo, Chris Clark, Bill Rensmith, Joe Carioti, Alison Kittle, Jason Payne, Tony Jeng, Greg McNelly, Rob Willis, Megan Parker

## ACTION ITEMS:

- NTG members will review the AQS FCD and provide any comments via email to Megan ([megan.parker@ross-assoc.com](mailto:megan.parker@ross-assoc.com)).
- A decision on naming convention for the FCD update will be determined on the next NTG call.

## SUMMARY:

### NAAS Registration Process Changes

The group discussed changes to the NAAS Registration consolidation process:

- Changes include the consolidation of inventories at CDX and how users IDs are managed. The goal is to avoid unnecessary changes to the Network while implementing changes that will affect NAAS.
- Overall, the changes are where the information is stored versus changes to the business policies.
- In the past, there were two clients - (1) Users via CDX; and (2) Nodes via SOAP interface (CDX Node).
- The process will put all user IDs under the NAAS umbrella.
  - CDX web users (more than 40,000) will go to NAAS and enter the CDX node identifier.
  - Management processes will not change but will now be handled under NAAS.
  - All users that are registered for CDX web will have a NAAS account and will no longer need separate registrations.
- The consolidation is in progress with the goal of completing documentation this summer.
- During migration and consolidation, EPA has a plan to reduce impacts to EN users. All NAAS services for EN will stay the same, and there are no changes necessary for nodes and node administrators.
- Topic for the April 18-19, 2012, NTG Face-to-Face Meeting: Node administrators may have colleagues that are CDX web users and we need to think about the communication and outreach messages used as this is all rolled out.
- There are some questions that need to be addressed regarding the disparity of policies for authorization and account management:
  - CDX web log in with 3 character username; EN uses email addresses.
  - CDX web has strict password requirements and replacement schedule while NAAS does not have any password requirements.
  - Many NAAS accounts that are not real people whereas CDX web has a strict requirement that a person is tied to a specific organization.
- Documentation of how these policy disparities (e.g., authorization and account management) will be handled will be developed.
- NTG members will brainstorm questions from user perspective that would be good to begin thinking about during the Face-to-Face Meeting.
- Yunhao clarified that the security policies for CDX web will continue to be applied to CDX web accounts because they are for a single node. For CDX web three character accounts will continue in the same format. Password expiration will not apply to the node accounts.

- Per node security policies that apply to all CDX account only. Users with a CDX web account must have a registered email address.

### AQS FCD Modifications

The group discussed the AQS FCD, which was circulated via email prior to the call. The current version uses the same underlying schema.

- The only substantive change to the FCD is the description of the use of the EN header, which is used to automate flows. There have been no changes to the schema.
  - AQS proposed a minor update to the header because it makes use of the header for automation.
- OpenNode2 will also be updated with the header information.
- The group discussed version control since the underlying schema is staying the same – the current version is noted as v2.2. A suggestion was made to version the update v2.2.1.
- The EPA ICD (Interface Control Document) describes the CDX processing steps. It appears solid and conventional. It supported the status STARTED, which is not in the list of statuses. Others do not quite match what is defined in the WSDL, (e.g., COMPLETE, not COMPLETED).
- The FCD was distributed to everyone via email and EPA is looking into sharing the ICD with the group.
- For Node 2.0, the NAAS server endpoints need to be updated.
- The XML design rules and conventions that were published would need to be changed if the NTG to change the versioning structure.
- Action Item: The NTG will discuss the naming convention of the updated FCD at the Face-to-Face Meeting.

### NTG Face-to-Face Meeting

The April 18-19, 2012 Face-to-Face Meeting in Washington, D.C., will allow the group to spend time thinking about the potential infrastructure needs the Exchange Network as it continues to grow and move outside of focusing on NSFs in Phase I. This will also be an opportunity to identify what types of changes need to be made to the infrastructure and the processes for making changes through the transition to Phase II.

*Next Call: May 10, 2012*

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

## Network Partnership and Resources Group

The NPRG convenes a call on the first Thursday of each month from 2:30-4:00pm ET.

**April 5, 2012**

### PARTICIPANTS:

Tom Beierle, Darcy Peth, Michael Kaufman, Carmel Rubin, Jurgen Koch, Chris Simmers (Co-Chair), April Hathcoat, Janice McLean, Greg McNelly, Salena Reynolds, Alison Kittle, Phill Thomas (Innovate!), Matt Brumberger (Innovate!)

### ACTION ITEMS:

- Kurt will inform the ENLC Co-Chairs that the NPRG will discuss revising the EN performance measures to adapt to Phase 2, and gather any input they may have.
- Phill Thomas and Matt Brumberger of Innovate! will distribute to the NPRG the compiled Performance Measures survey responses as requested by the group.

- Alison Kittle will work with Jonathan's office to find an opportunity to engage the Program Working Group on opportunities for them to connect with the EN, potentially through an EN Browser demo.

## SUMMARY:

### NPRG Membership Update

Carmel Rubin is departing from the NPRG and will take a new position as Chief Technology Officer at the Maine Judicial Branch.

### Performance Measures Survey Results

- Phill Thomas and Matt Brumberger of Innovate! presented the EN Performance Measures 2011 Report.
- They explained that the EN Performance Measures survey has been conducted annually since 2005. The purpose of the survey is to measure the progress of the Network. Input is now needed to revise the performance measures in any way appropriate in order to help the EN continue to be successful into the future.
- Six of the eight performance measures are survey-based; the other two are quantitative. Survey responses are scored on a scale of 1-7, with 4 being neutral.
- The rate of response to this year's survey was higher than the response to last year's survey.
- The 2011 results show that the EN is doing well. User satisfaction remains high at 5.7 out of 7. Respondents' assessment of EN customer support service is very high.
- Environmental program decision-making is one area in which the EN has been declining from year to year, and is at 4.3 this year. Users feel that they are not getting value from the network that they can use to make good environmental decisions.
- The performance measures results this year are presented without the letter grades that have accompanied them in the past. Colors are used now instead.
- The NPRG agreed that the group will discuss revisions to the performance measures at the June 1, 2012 Face-to-Face Meeting in Philadelphia, in particular in light of the shift into Phase 2.
- The audience of the performance measures results is the EN governance, as well as to provide information for briefings to management at EPA on the benefits of the EN.
- Users requested increased availability of the EN Help Desk, improved communication, and better documentation.
- Complaints include: lack of consistency, difficulty of use, increasing number of system changes, and lack of communication from governance. Respondents expressed a desire for better technical documentation and better error-reporting.
- Phill and Matt provided recommendations to the NPRG based on the performance measures results. They advised that the EN Governance create explicit accountability in the EN around enabling partners to use the EN to make good environmental decisions. The group agreed that the current shift into Phase 2 will help address this need. The Phase 2 Implementation Plan will help to address these concerns.
- The role that the NPRG can play in addressing the results of the performance measures report can be a topic for conversation at the face-to-face meeting. The group agreed that a focus should be incorporating the design of Phase 2 into the path forward, with an eye for the communication role that the NPRG can play. NPRG members can also contact Network partners for clarification on their responses.
- Members also commented that it would be beneficial to contact survey respondents who had very positive remarks, in particular on environmental decision-making, in order to see what elaboration they can provide.
- The NPRG requested that Phill and Matt run a query to compile responses from individuals who submitted very positive results, as well as negative ones, with regard to environmental decision-making.
- Alison Kittle pointed out that the Program Working Group at EPA, a consortium of individuals from programs, could benefit from this information. They need to be educated on the fact that there are resources that they can access via the EN.

- Members commented that there will be opportunities to open this discussion during EN2012. The plenary session on the first day will constitute a space for discussion of how the EN can help partners make environmental decisions. A discussion during a breakout session on the last day could be beneficial as well.

### **NPRG Face-to-Face Meeting Agenda**

- The NPRG discussed the draft agenda for its meeting on June 1, 2012, in Philadelphia.
- The NPRG agreed that a topic at the meeting will be performance measures, and how they can be adapted for Phase 2.
- Members were reminded that they should note potential success stories during EN2012 to discuss during the meeting.
- The NPRG approved of the draft agenda, after discussion time for performance measures has been added.

*Next Call: May 3, 2012*

For more information on the NPRG, please visit: <http://www.exchangenetwork.net/about/network-management/network-partnership-and-resources-group>.

## **Drinking Water Integrated Project Team (DW IPT)**

The DW IPT convenes a call every other Thursday from 1:00-2:30pm ET.

The DW IPT held only one call in April and determined that the next call will be convened on May 24, 2012, to allow time for pilot testing preliminary result to be compiled.

### **April 12, 2012**

#### **ACTION ITEMS:**

- Compiled preliminary results from the SDWA Pilot Test will be circulated for review prior to the next IPT call scheduled for May 24, 2012.
- EPA staff will find out if the EN Services Center demonstration video is available. If yes, it will be circulated to IPT members via email.

#### **SUMMARY:**

##### **SDWA Pilot Test Status Update**

- Pravin Rana provided a brief overview of the pilot process goals and objectives:
  - Gauge the effectiveness of using a data mapping tool
    - Help identify and extract CMD data elements from sources
    - Write data into the SDWA 4.0 schema for CMD
    - Validate the XML file
  - Test the SDWA 4.0 schema for CMD
    - Submit files to CDX using the Exchange Network Node
    - Review submitted files with pilot states to verify successful transmission
- The group discussed the documentation that will be necessary to describe both the schema and the development process. Documents include:
  - Schema and DET - v4.0 under review by the pilot testers with updates made by staff after the pilot process is complete.

- Business Requirements Documentation – under development.
- Minimum Reporting Requirements – an addendum to the DET that is under development by EPA.
- Flow Configuration Document (FCD) – under development.
- Data validation checks are also being explored by EPA to semi-automate the validation process as data are submitted.
- The group also discussed how data would be submitted – the pilot is focused on using an EN Node for submission, but at least one state is planning on submitting via CDX. The EN Services Center temporary node can also handle SDWA data submissions (it is able to handle any submission in XML format).
- Important Dates:
  - April 23, 2012 – the SDWA schema will be finalized. Any changes that are identified during the pilot process can still be made but the general format and essential data elements will remain the same.
  - May 21, 2012 – pilot testing process wraps up and lessons learned are compiled for discussion on the May 24, 2012, IPT call.

*Next Call: May 24, 2012*

## Greenhouse Gas Integrated Project Team (GHG IPT)

The Greenhouse Gas IPT convenes a call every third Tuesday from 1:00-2:30pm ET.

### April 3, 2012

#### SUMMARY:

#### Status of the GHG Outbound Service Development

- Work is underway to develop the EPA-to-State GHG data flow. Once implemented, this flow should provide States with a more user-friendly way to access and use granular data from the GHG Reporting Program than is currently possible.
  - EPA has developed and implemented its own GHG data publication tool, which is available at [www.ghgdata.epa.gov](http://www.ghgdata.epa.gov). Currently this tool is fed by a non-CBI datamart which is the product of an ETL out of the EPA master data store.
  - EPA has separately published a complete, non-CBI copy of the GHGRP dataset that is accessible from [ghgdata.epa.gov](http://ghgdata.epa.gov). This dataset is currently available in XML form, as a single file with more than 6,000 facility records in it. Anyone in the public can download this file at: <http://epa.gov/climatechange/emissions/ghgdata/2010data.html>
- The EPA-to-State GHG data flow is being developed as two separate services that are run against the non-CBI GHGRP datamart:
  - The first “light” service, called GetFacilitiesWithReports would query the datamart schema and return a list of facilities with general information including Name, FRS ID, Address and facility-level GHG emissions. This service can be run against any of the parameters contained in the service, i.e. facilities by ZIP, by State etc.
  - The second “heavy” service would be run based on information retrieved from the first service(i.e., once a State user has a better picture of what facilities are available per their search, they can use the second service to drill-down). The second service will consume the non-CBI GHGRP XML data file that is stored in the non-CBI GHGRP datamart and extract and return facility level granular data (complete facility report(s)).
- As of early April, the outbound services have been scoped out and an implementation plan written, and the EPA contractors are working together to make the necessary connections between CDX and the datamart.

- The Co-chairs will provide future updates to the IPT as additional progress is made.

*Next Call: May 15, 2012*