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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.

### September 20, 2012

#### PARTICIPANTS:

Karen Bassett (Co-Chair), Andy Battin (Co-Chair), Roy Walker, Leah Ann Lamb, Carol O'Tormey, Andy Putnam, Kurt Rakouskas, Chet Wayland, Mike Kenyon, Ken Blumberg, Sherry Driber, Mike Matsko, Lisa Gover, Lee Garrigan, Ron Evans, Robin Stephens, Connie Dwyer, Deb Quinn, Jim Newsom, John Dombrowski, Andrea Sawyers, Megan Parker

#### ACTION ITEMS:

- Sherry Driber will send Chet Wayland her contact information.
- Chet Wayland will contact Mike Flynn (EPA Office of Radiation and Indoor Air) and Andy Battin to discuss EPA involvement on the air radiation project.
- Sherry Driber will share the reusability packages for these flows with Kurt Rakouskas for dissemination to the EN.
- Kurt Rakouskas and the Co-Chairs will discuss how to disseminate results and progress from the Virtual Node IPT and Shared CROMERR Services IPT to the EN community.
- ENLC members will make hotel reservations for the November 14-15, 2012, ENLC Face-to-Face Meeting in Alexandria, VA, by October 15.

## SUMMARY:

### Briefing on NJ DEP Air Radiation Flow

- Sherry Driber and Mike Matsko from New Jersey Department of Environmental Protection (DEP) presented on the NJ DEP air radiation flow. Sherry also noted the opportunity for collaboration with the CDC Environmental Public Health Tracking Network (EPHTN) around drinking water data. NJ DEP has collaborated with New Jersey Department of Health to share both ambient air monitoring and drinking water data through the EN Browser.
- New Jersey has shared its air radiation monitoring data with the Department of Homeland Security. This is a great opportunity for the EN. The project takes advantage of what the EN has already built – existing flows and standards for radiation (AQDE). The grant provided by Homeland Security allowed New Jersey to do two things: 1. Equip vehicles to collect data through mobile means and make it available to the EN, and 2. Develop a radiation flow to make it available to health and homeland security partners in New Jersey.
- The air radiation flow reuses the AQDE schema and the data are available via the EN Browser. New Jersey has initiated work with Homeland Security so they can consume the flow and make it available in EPINET (a Homeland Security system). This will allow users to see radiation monitoring data with other state agency data (i.e., state police sectors, hospital information, road closures).
- New Jersey is also investigating to determine if this flow could be used by DOE, FEMA, and EPA to provide this information quickly if there is an event. They have discussed this with DOE and FEMA, who were previously looking for a vendor to develop something to get this data from the States. They were not aware of the EN or that this information was available. Now DOE and FEMA see the benefit of this system as it is already built and operational, all the States have Nodes, and security is provided. New Jersey has worked to pilot an exchange of hourly average data and has successfully flowed this data into Rad Responder. New Jersey is now working with them to develop a flow for minute data.
- This project is a great example of real use of data publishing – one of the major tenets of Phase 2 of the EN. It could be useful for the EN to learn more about who is involved, who runs the programs, and crosswalk that between EN Partners. This could be an opportunity to bring new partners in.
- New Jersey's use of the EN Browser and SDWIS schema to share drinking water with its health department is another successful example of data publishing. EPHTN grantees must report drinking water data to CDC for publication on Tracking portals. This is an opportunity for the EPHTN to take advantage of existing tools and flows to access this data when the state health department does not manage it. The EPHTN Drinking Water Content Workgroup has an item in its 2012 Workplan to better understand the SDWIS flow and how to help other EPHTN States use the flow. Sherry asked them to reach out to the ENLC to start those conversations. The current EN Drinking Water IPT has participants from EPHT and health organizations to discuss what data element they are interested in sharing.
- New Jersey is creating reusability packages for these flows, which provide an easy way to explain how other communities and Partners may want to reuse some of the existing EN components.

### Report on ECOS' Fall Meeting

- The report out focused on an initiative to explore opportunities for States and EPA to do more business electronically, termed E-Enterprise, which was the focus of a session at ECOS' Fall Meeting. One aspect of E-Enterprise will be to automate integration with the regulated community. The group also discussed the NPDES e-Reporting Rule and how that might work. A joint EPA-ECOS Workgroup is still vetting what an electronic reporting obligation would look like. At the meeting, State Commissioners pointed to the EN Governance structure, process, and standards as a model for how to make E-Enterprise work. There was a consensus recommendation that the project needed to continue to be designed and scoped out.
- There are four teams formed as part of the ECOS-EPA E-Enterprise Workgroup that have been meeting to discuss this effort: Blueprint Team, Early Success Team, Communications and Business Case Team, and Governance Team. The Workgroup will be moving forward with further defining the E-Enterprise effort in those areas. This group contains both current and past EN Governance members, which will aid in future discussions.

- E-Enterprise will have implications for the EN; the hardware, software, protocols and standards, and governance may overlap in various ways. The EN is well positioned to be relevant to this effort.

### **EN Coordinator's Update**

#### Virtual Node and Shared CROMERR Services IPTs:

- These IPTs were created to assess the feasibility and define requirements for each of these ideas. The Virtual Node IPT reviewed written feedback from participants on possible use cases, benefits of Virtual Node, functionality and technical requirements, and possible barriers and challenges (both technical and policy related). The IPT will need to talk about options for database connectivity, architecture, security policy, and how to accommodate the various security constraints that Partners have. The IPT is meeting every two weeks and will be producing a final set of recommendations for Governance in January 2013.
- The Shared CROMERR Services IPT's role is similar to the Virtual Node IPT's; they are going to identify functional requirements of services. The IPT's kickoff call is September 27, 2012. The IPT will also collect feedback from the members to inform discussions and recommendations.

#### Drinking Water IPT:

- During the last few months, the DW IPT has been focused on an effort by a few States to pilot test the use of a data mapping tool (Altova MapForce®) to map their data from the drinking water database to an expanded drinking water schema that the IPT had been working on. EPA is considering licensing the tool for broader use by States, pending the outcome of the pilot test.
- On the next call, the DW IPT will review the summary of the lessons learned from the pilot test, which will inform the next steps for development of the data exchange.
- The other goal of the DW IPT is to build a publishing-oriented set of data services so Partners can make drinking water data available through tools such as the EN Browser. This has a very direct connection to Phase 2 publishing goals.

#### Phase 2 Task Force:

- The Phase 2 Task Force has been working over the last few months to review and refine the draft Phase 2 Implementation Plan. At this point, the Task Force has reviewed and provided comments on all of the goals in the Plan and had their first conversation on the structure of EN Governance. This will be discussed at the upcoming ENLC Face-to-Face Meeting. Kurt is working to finish incorporating all of the comments to discuss the next draft with the Task Force on their next call. The Task Force is still on track to have a revised draft to the ENLC and NOB Co-Chairs in October.

#### **ENLC Face-to-Face Meeting Agenda/Logistics:**

- The ENLC Face-to-Face Meeting is November 15-16, 2012, in Alexandria, Virginia. ENLC members should make hotel reservations by October 15 by calling the hotel directly or using the online reservation link that Kurt distributed via email prior to the call.
- Kurt distributed a draft agenda for the meeting via email prior to the call. A final draft will be available after the ENLC and NOB Co-Chairs meeting in mid-October.

*Next Call: November 1, 2012*

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

## **Network Operations Board**

For the next four months, the NOB will 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 through the end of

January. The Shared CROMERR Services IPT convenes calls every other Wednesday from 1:00-2:30pm ET through the end of February.

## September 18, 2012 – Virtual Node Call #2

### PARTICIPANTS:

Connie Dwyer (Co-Chair), Roy Walker (Co-Chair), Mike Beaulac, Harry Boswell, Chris Clark, Eric Cleckler, Kristen Durance, Phani Eturu, Charles Freeman, Brian Gregory, Frank Harjo, Bruce Jones, Will LeBar, Greg McNelly, Amy Miguel, Ted Morris, Dennis Murphy, Eileen O'Grady, Guy Outred, Mary Beth Parisi, Jason Payne, Kurt Rakouskas, Lucy Reed, Rene Roy, Chris Simmers, Louis Sweeny, Mike VanMatre, Bryanna Vaughan, Angela Westin, Dave Wilcox, Yunhao Zhang

### ACTION ITEMS:

- CGI Staff will circulate the Virtual Node Questionnaire Summary and slide presentation to the IPT for reference.
- IPT Members will review the summary and provide any edits/feedback by the end of the week.
- Participants should bring any colleagues to the call with particular expertise or interest if it will help inform discussions. Email Kristen (kdurance [at] rossstrategic.com) to add anyone to the IPT email list.

### SUMMARY:

#### Review of the Feedback Questionnaire Results

The bulk of this call was spent reviewing the summary of questionnaire results. The slides and summary Word document will be circulated to the IPT following the call. The data models highlighted in the slides were edited in real-time during the call to reflect the architecture variations among Partners. Those variations will be examined more closely over the next two weeks and discussed in detail on the October 2, 2012 call.

The following points and questions were highlighted by the participants:

- The potential cost savings (resources and dollars) and expertise really only apply if Partners move everything from their local instance to the VN. If local nodes still need to be maintained, then the level of effort will not change much.
- A few States are still unsure what flows they would migrate and are waiting to see how some of the technical considerations develop through IPT conversations.
- There are concerns on the annual cost of transitioning to a VN. The unknowns prevent Partners from determining resource levels.
  - EPA noted that the only costs should be the administrative needs for each data flow. The base cost of VN development and use will be covered by EPA (i.e., there will not be a “charge back” to Partners who choose to use the VN).
- If we know that connectivity occurs via web service, is there a way to allow and minimize the footprint of what is maintained in the local environment? We need to have a way to make this work without the same level of effort of maintaining a local node instance.
- The policies around the sharability of data may be specific to each trading partner agreement – it may be difficult to have a “global policy.”
- All of the controls available for current data flows would continue to apply in VN but the level of “sensitive” data still needs to be discussed by the IPT.
- Depending on where the cloud service for VN is hosted, there may be a need for an agreement between the service and EPA outside the regular MOU.
  - Service level agreements should be added to the discussion list for future calls.
  - The current model is EPA contracts with the hosting service and the Partners contract with EPA.
- The IPT would also like to discuss how the IPT transitions to Governance activities once the VN recommendations are completed. Will those activities be absorbed by one of the current Governance groups or something new?

## Call Schedule

Discussions during the call were used to prioritize discussion topics and develop the following call schedule:

Date and Time (Eastern Time)	Call Topic	Milestone
August 28, 12-2p	Charter Review, data collection process	Charter Adopted
September 18, 12-130p	Review of data collection results, and topic prioritization	Participants complete data collection in advance of call
October 2, 12-130p	Architecture Discussion #1	
October 16, 12-130p	Security Discussion #1	
October 30, 12-130p	Architecture Discussion #2	Communication to Partners in support of EN grant applicants
November 13, 12-130p	Security Discussion #2	
November 27, 12-130p	Operational Change Control	Draft #1 Scope Document
December 11, 12-130p	Governance	
January 8, 2013, 12-130p	Final Draft Review	Final Draft Scope Document
January 22, 2013, 12-130p	Final Scope Document	Final Scope Document

*Next Call: October 2, 2012*

## September 27, 2012 – Shared CROMERR Services IPT Kick-off Call

### PARTICIPANTS:

Charles Freeman (Co-Chair), Chris Morrell (Co-Chair), Mike Beaulac, Harry Boswell, Chris Clark, Eric Cleckler, Connie Dwyer, Kristen Durance, Phani Eturu, Brian Gregory, Frank Harjo, Bruce Jones, Will LaBar, Greg McNelly, Amy Miguel, Ted Morris, Dennis Murphy, Eileen O'Grady, Guy Outred, Mary Beth Parisi, Jason Payne, Kurt Rakouskas, Lucy Reed, Rene Roy, Chris Simmers, Louis Sweeny, Mike VanMatre, Bryanna Vaughan, Roy Walker, Angela Westin, Dave Wilcox, Yunhao Zhang

### ACTION ITEMS:

- The Shared CROMERR Services IPT Charter was discussed and approved by IPT members.
- IPT members should provide their responses to the CROMERR Questionnaire by COB, Thursday October 11.
- A summary of the questionnaire responses will be developed for discussion on the next IPT call.

### SUMMARY:

Chuck Freeman (EPA) and Chris Morrell (DE) provided a brief introduction to the Shared CROMERR Services IPT and welcomed everyone to the group. They emphasized that this is a voluntary activity that EPA is supporting based on feedback from States and Tribes who would like help implementing CROMERR locally.

Will LaBar (CGI) ran through an example of CROMERR services that would be covered by a cloud-hosted service. Those slides were circulated to the IPT during the call.

The IPT also reviewed the Charter including the expected timeline and deliverables for the IPT. There were no comments or questions about the Charter and it was verbally adopted.

The CROMERR feedback questionnaire was reviewed along with the process for completion. Members were encouraged to spend time completing the questions as they will inform the conversations held on future calls. Responses were due back to kdurance [at] rossstrategic.com by COB, October 11.

The following questions and comments were highlighted during the call:

- There are cases where multiple entities are submitting different types of data for a single project. It will be helpful to discuss the option for a “shopping cart” submission versus submitting each type of data separately.
  - For example, a sponsorship or delegated data model.
  - This is a critical component of CROMERR services.
- Services that link into States’ current credential services would be very helpful (i.e., re-use of credentials), letting the front door for users be a Partner-specific login page is a requirement for some Partners.
- There may be a need to have multiple roles/security levels for different types of users (e.g., “signing staff” who are required to certify data before they are sent to EPA).
- The signing ceremony at each Partner may require a second repository to help maintain security (e.g., forcing users to re-enter credentials or provide a secret question/answer flow). CROMERR currently requires two levels of security.
- Documentation for how to integrate any IPT recommendations is essential for implementation.

*Next Call: October 18, 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 12:00-1:00pm ET.

The September 13, 2012, NTG call was cancelled and instead used a time for the REST subgroup to meet.

*Next Call: October 11, 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.

### September 6, 2012

#### PARTICIPANTS:

Jonathan Jacobson (Co-Chair), Chris Simmers (Co-Chair), Lauren Banks, Tom Beierle, Steven Gert, April Hathcoat, Martin Husk, Heather Kenworthy, Alison Kittle, Jurgen Koch, Greg McNelly, Jackie Moore, Darcy Peth, Kurt Rakouskas, Salena Reynolds, Steve Steinberg, Virginia Thompson

#### ACTION ITEMS:

- Ross Strategic will distribute the final EN Communications Audit when it is available from Creative Marketing Resources.

## SUMMARY:

### NPRG Membership Update

- Heather Kenworthy of Wyoming DEQ and Steve Steinberg of California EDEN are the newest members of the NPRG. They introduced themselves, and the NPRG welcomed them to the Group.

### EN Communications Audit

- Creative Marketing Resources (CMR) presented their recommendations for the EN's communications strategy. Their recommendations include:
  - Develop a brand for the EN
  - Simplify communications materials
  - Conduct target testing
  - Establish consistent communications
  - Build communications between EN governance and stakeholders
  - Leverage social media
  - Create engaging ways to reach stakeholders
  - Monitor and evaluate communications efforts
- The next steps for the CMR communications audit are to finalize the Communications Plan, which will be a detailed five-year roadmap for communications for the EN, conduct focus groups and surveys, and develop the new EN brand.
- Chris commented that the strategy will be implemented by a small core of professional staff and volunteers, so the recommendations should be simple and easily implementable.
- Kurt noted that several of the recommendations, particularly rebranding the EN, will require approval from the ENLC and NPRG before they can be implemented.
- The new brand will consist of an umbrella message, tagline, logo, and elevator pitch. This branding will be consistent on all materials distributed by the EN, and a style guide will be created.
- Steve requested a summary of what instigated this audit and communications roadmap effort. Jonathan explained that the EN has become a very IT-centric world in which new partners find it difficult to understand how to become involved. The audit and communications effort was begun in order to improve EN outreach.
- The final version of the Communications Audit will be distributed to the NPRG.
- Jackie suggested that the NPRG should wait to respond to these recommendations until the communications roadmap is ready to be released.

### EN Performance Measures

- NPRG members reported on their conversations with dissatisfied users from this year's performance measures survey. Their responses were recorded in a combined spreadsheet during the call.
- Jonathan informed the NPRG that a new staff person will be brought on at OEI soon who will be responsible for performance measures. That person will take on the project of revitalizing performance measures and bringing them into line with the new direction that the EN is moving in. The NPRG agreed that work is needed to make the performance measures value-added.
- One recommendation from the communications audit is that the performance measures survey should be done more frequently, as often as quarterly. Members of the NPRG said that quarterly surveys will result in participation fatigue, and suggested that the survey should continue to be done annually.

*Next Call: November 8, 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

The DW IPT convenes a call once a month on the first third Thursday of the month from 1:00-2:30pm ET.

## September 26th, 2012

### ACTION ITEMS:

- Doug will circulate the updated SDWA v4.0 schema files and DET to IPT members.
- The DW IPT Co-chairs will work with staff to identify potential speakers for the next call focused on potential data publishing needs for drinking water data.

### SUMMARY:

#### **Altova MapForce Pilot Evaluation**

Pravin gave a brief overview of the final evaluation report which was circulated to all IPT members. The group did not have any questions about the report but there was discussion regarding the plan for the EPA Data Warehouse. Pravin noted that he would update the group on the next call on the following:

- What is “plan B” for this process if EPA OEI does not approve funding for the Altova MapForce licenses.
  - The mapping tool is also helpful to other programs and data flows and could be a good way to reduce overall costs at the state level.
- The process for accepting the very large data files that are produced by MapForce on the EPA backend.

#### **Update on SDWA Documentation**

Staff conducted a review of the SDWA schema over the summer to make sure it was complete and structure properly for the EPA receiving end. A few changes to the schema were made and those have been reflected in the updated DET. Most of the changes focused on cleaning up the SDWIS data element mappings that were incorrect or missing. Those changes were completed a few months ago but we were holding off on considering them complete due to outstanding issues. These have been resolved at EPA and did not require any updates to the schema so the version that was circulated in July is current. The updated schema and DET will be circulated to the group at the conclusion of the call. The version will stay as v 4.0 (update\_date) until the schema is published on the EPA website.

The EPA Data Warehouse went into soft production today and the components of the warehouse that hold the different types of data will be tested over the next few months. The goal is to have this testing completed in November and then begin trial runs of CMD data submission. The plan is to retire the legacy warehouse in Jan/Feb 2013 once the new data warehouse is operational.

#### **Call Schedule**

The goal is to have one additional call after the first of the year to wrap up any questions on the EPA Data Warehouse before it goes live. The group is also considering a dedicated call for data publishing conversations sometime this fall. The IPT Co-chairs will meet and discuss the plan for the data publishing conversation and update the group once a call date/time is selected.

*Next Call: TBD October/November, 2012*

## Phase 2 Task Force

The Phase 2 Task Force convenes a call every other Tuesday from 2:00-3:30pm ET. The Task Force held two calls in September.

### September 11, 2012

#### PARTICIPANTS:

Andy Putnam (Co-Chair), Jonathan Jacobson (Co-Chair), Mike Beaulac, Chris Simmers, Kurt Rakouskas, Lee Garrigan, Greg McNelly, Ken Blumberg, Glen Carr, Rob Willis, Megan Parker

#### ACTION ITEMS:

- Kurt Rakouskas and Rob Willis will create a future EN Governance proposal document based on input from the Task Force.

#### SUMMARY:

##### Future of EN Governance

- The call focused on the future of EN Governance to support Phase 2 goals, strategies, and activities. Prior to the call, Kurt Rakouskas distributed a discussion paper with observations about how the work of Governance has evolved over the years with discussion questions for the group to consider.
- Task Force members, many of whom are involved in EN Governance, provided input on workload, the nature of the work, and strengths and weaknesses of the EN Governance groups.

### September 25, 2012

#### PARTICIPANTS:

Andy Putnam (Co-Chair), Jonathan Jacobson (Co-Chair), Greg McNelly, Kurt Rakouskas, Lee Garrigan, Dwane Young, Ken Blumberg, Chuck Freeman, Glen Carr, Rob Willis, Megan Parker

#### ACTION ITEMS:

- Task Force members will review the revised draft Plan and submit comments to Megan Parker and Kurt Rakouskas by October 2, 2012.
- Kurt Rakouskas and Rob Willis will continue drafting some proposals about the future of EN Governance and send those to the Task Force for discussion on the October 9, 2012, call.
- On the October 9 call, the Task Force will decide whether to incorporate the governance recommendations into the Phase 2 Plan or deliver them to the ENLC in a separate document.

#### SUMMARY:

##### Overview of Revised Draft of Phase 2 Implementation Plan

- Prior to the call, Kurt Rakouskas distributed a revised version of the Phase 2 Implementation Plan based on comments received from Task Force members. Rakouskas reviewed the major changes to the document, the significant remaining questions, and areas that still need further work.

*Next Call: October 9, 2012*