

# EITLC CALL SUMMARY

November 2, 2009, 2:00pm – 4:00pm Eastern

## Agenda

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- Issue Area Voting Results & Priority Action Team Scoping
- Formation of Priority Action Teams
- Future Use of EITLC Wiki
- Scheduling, Next Steps, and Action Item Review

## Call Participants

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Glenn Angell (Maine), Tom Aten (Wisconsin), Laurie Beamish\* (Indiana), Todd Dabolt (EPA), John Dombrowski (EPA), Sherry Driber (New Jersey), Lee Garrigan (ECOS), Vickie Gephart (Virginia), Richard Hamann (Wisconsin), Ron Hardin (Arizona), Bob Hammerl (Vermont), Courtney Kerwin (EPA), Jim Knudson (Pennsylvania), Melanie Morris (Mississippi), Andy Putnam (Colorado), Deborah Quinn (Massachusetts), N.V. Raman (Delaware), Lisa Schlosser\* (EPA), Stephen Schmitt (EPA), Debbie Stewart (Washington), Rose Sturkie (South Carolina), Hal Waggoner (Illinois), Roy Walker (Oklahoma), Ryan Walker (Utah), Adele Vogelgesang (Ohio), Patrick Donovan (Ross & Associates), Tamara Power-Drutis (Ross & Associates), Bill Ross (Ross & Associates), and Robert Willis (Ross & Associates).

\* EITLC Co-Chairs

## Review of Issue Area Voting Results

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Laurie Beamish provided an overview of the issue area voting results. The top five issue areas and their number of votes and ranking percentages are:

| Issue Area  | Rating | # of Votes |
|---|--------|------------|
| <a href="#">National Collaboration on Electronic Reporting</a>  | 87%    | 26         |
| <a href="#">Data Publishing</a>                                 | 83%    | 26         |
| <a href="#">Web 2.0</a>   | 80%    | 21         |
| <a href="#">Communicating EPA Changes</a>                       | 71%    | 19         |
| <a href="#">Collaborative Development and Digital Inspector</a> | 70%    | 15         |

Around 45 registered users participated in voting, however not all users ranked all of the issue areas. The EITLC discussed the voting and ranking process and agreed that more explicit instructions will be necessary for the next round of issue area voting.

Ross & Associates provided an overview of each of the draft Priority Action Team (PAT) scoping templates and identified potential focus areas and work products for each.

1. National Collaboration on Electronic Reporting (ER): A focus area of this PAT will be to identify situations where existing coordination on electronic reporting doesn't unduly burden any single partner, but is done in such a way that enables a direct benefit to peers. Concurrently, this PAT may focus on developing a strategy to guide future EITLC work on electronic reporting projects, while putting that strategy to the test in addressing an immediate need. Anticipated work products include: describing a vision and an operating framework for the EITLC and electronic reporting and identifying how the Cross-Media Electronic Reporting Regulation (CROMERR) community can support itself once current policy questions have been addressed.

The EITLC discussed the extent to which policy and operational issues pertaining to the implementation of CROMERR should be discussed within the ER PAT. CROMERR represents an information management issue shared by both states and EPA, and resulting policy issues are generally addressed within the Environmental Council of the States (ECOS) Data Management Work Group (DMWG). The EITLC agreed to include CROMERR as a potential focus area of the ER PAT. Further, if the PAT does include CROMERR, it will be strictly operational issues and the question of whether CROMERR should be implemented. In this case, the PAT will then find and share examples of implementation and lessons learned that are beneficial to the community of interest (COI). If CROMERR is included, it will not be the primary focus of the PAT.

2. Data Publishing: A focus area of this PAT will be to identify data set architectures for publishing and the tools needed in order to support the current environmental COI. Additionally, this PAT may work with both the environmental COI to assess promising areas of future work and the EITLC to scope how to properly engage. Anticipated work products include: 1) A sense of what the publishing landscape looks like; 2) Changes in business processes that are predicated by the availability of published data; 3) Recommendations to the EITLC on what the landscape looks like for generation two of data publishing; and 4) Identification of needed policies and guidance to support Data Publishing and example policies from peer Agencies (if available).

The EITLC discussed and agreed that due to potential overlap, additional language should be added to this PAT's scoping template to distinguish its work from the EN work on data publishing. Further, the EITLC agreed to engage publishing communities outside the current COI who are knowledgeable on data publishing issues, such as the Homeland Emergency Response Exchange (HERE), and add them to the scope. The HERE project collects data sets and in real time aggregates them for emergency responders.

3. Web X.0: A focus area of this PAT will be to identify web based tools and products that could be further developed to assist members of the environmental COI. PAT members are asked the question of how Web X.0 can be applied to environmental protection work using existing infrastructure, and how these technologies can then best be applied. Anticipated work products include: 1) Identifying five to six of the most important and basic functions of the environmental resource agencies (i.e. issuing permits) and cross referencing those with available web technologies; 2) Identifying two or three places where web technologies are most promising in environmental information work; 3) Reporting important information back to EITLC; and 4) Recommending future focus areas for a second generation Web X.0 PAT.

The EITLC agreed to add language to the Web X.0 scoping template noting legal considerations as a potential focus area. If this PAT considers legal issues as a possible limitation, it should not be the group's main focus. Further, "Google Wave" was suggested as a potential Web X.O tool/product.

4. Communicating EPA Changes: A focus area for this PAT will be to identify the various places states and EPA can improve communication of changes between interested parties. Anticipated work products include mapping EPA's change management producers and developing a gap analysis based on that mapping. The PAT will note specifically if there are any recommendations that the EITLC should consider and recommend to EPA.

The EITLC discussed and agreed to broaden the first anticipated work product to focus less on change management procedure. Further, the EITLC agreed that a focus area on the "dos and don'ts" should be added as a work product.

5. Collaborative Development and Digital Inspector: A focus area of this PAT will be to identify parties interested in using DI as a product, and how as an information technology community to better structure the DI so as to benefit the entire community. Anticipated work products include: 1) List of Agencies interested in using DI; 2) List of potential enhancements and potential implementers; 3) Identification of a venue for open source sharing of application and application development; 4) DI packaging, circulation, and implementation strategy; and 5) Recommendations to the EITLC on how best to organize itself to encourage reuse of applications developed by partners.

The EITLC discussed and agreed to revise anticipated work products for the DI PAT to include inspection of barriers and lessons learned from states which have been implementing this DI. Further, the Committee agreed to revise the focus area of the scoping template to look at DI more broadly and identify other DI's that exist in the market.

Each PAT will be responsible for defining work products and establishing a corresponding completion timeline. The duration of each PAT is anticipated to be one year or less, and will include periodic progress updates to the EITLC. It is anticipated that each PAT will have convened and responded to the EITLC with a refined scope and list of work products prior to the next call, which will be scheduled for mid-January 2010.

The EITLC discussed the importance of implementing a quick access and response mechanism to share problems with the full membership of the EITLC and to receive responses and/or guidance. The group agreed to use the Wiki as a collaborative space to answer questions and to reach the full membership.

#### Action Items

- Ross & Associates will revise the PAT scoping documents and distribute to the EITLC prior to the commencement of the PAT membership nomination process.
- Ross & Associates will revise the ER issue area description on the EITLC Wiki to include operational issues related to the implementation of CROMMER
- The EITLC will draft and have available more explicit issue area voting instructions for the next round of voting
- Ross and Associates will set up space on the EITLC Wiki for the purposes of quickly sharing problems and gaining responses from the full group

#### Formation of Priority Action Teams (PATs)

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Bill Ross provided an overview of the formation of the PATs including the process of selecting both leaders and members. PAT leadership will be recruited through the following venues: 1) Recruitment by EITLC Co-Chairs; 2) Volunteers from within the EITLC membership; and 3) Issue area experts (IAEs) nominated by EITLC members. PAT's may operate under a co-leadership structure. The membership of each PAT is anticipated to consist of IAEs from the COI, who may join the EITLC on a temporary basis to participate on a PAT which interests or directly pertains to them. Recruitment for membership will follow the same three step process as outlined above for the recruitment of PAT leadership. Additionally, the EITLC will recruit PAT membership through the following venues: 1) EITLC Wiki posting on [Involvement](#) page; 2) Federal Register notice; 3) ECOS Wire and alerts; 4) National Association of State Chief Information Officers (NASCIO) *Connections* or *Newsbrief* alert; 5) The American Indian Environmental Office (AIEO) alert; and 6) Exchange Network alert.

Members of the EITLC made the following initial PAT leadership and membership nominations:

- John Dombrowski as a potential co-lead of the Collaborative Development and Digital Inspector PAT and member of the National Collaboration on Electronic Reporting PAT; and
- Adele Vogelgesang as a member of the Communicating EPA Changes or National Collaboration on Electronic Reporting PAT.

#### Action Items

- Ross & Associates will revise the PAT recruitment process to allow co-leads
  - Adele will follow up with Vandhana Veerni to determine her willingness to lead and/or join a PAT
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## EITLC Wiki – Future Use

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The EITLC Wiki will continue to be used as a collaborative space for PATs to communicate and share work products and will be updated to include a space to answer quick fire questions and to reach the full membership

## Scheduling, Next Steps, and Action Item Review

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Ross & Associates will distribute a revised set of PAT scoping templates and request for PAT leadership and membership nominations. **The next EITLC full group calls will be held in mid-January and mid-March 2010.** Scheduling of all future full group calls will focus – to the extent possible – on Tuesdays through Thursdays, due to a shortened work week for some state agencies.