

**Northwest Environmental Data-network Steering Committee and PNAMP Data
Management Work Group Meeting**

Meeting Notes

Time: 2007-06-06 from 9:00 to 4:00

Location: Conference Room: Northwest Power and Conservation Council
851 S.W. Sixth Avenue, Suite 1100
Portland, Oregon 97204

NED AGENDA ITEMS

1) Introductions.

Tom Pansky, (BPA), Phil Roger (CRITFC), Bruce Schmidt (StreamNet), Tom O'Neil (NWHI), Curtis Cude (ODEQ), David Tetta (EPA), Tom Iverson (CBFWF) Stewart Toshach (NOAA).
On phone: Jen Bayer, (PNAMP), Steve Rentmeester (ISEMP), John Piccininni, Jim Geiselman (BPA), Jen Pollock (USGS-NBII), Michael Newsom USBrec)

2) *Executive Summit - Sharing Information for Decision Making 2007-10-02.* Invitation, Planning and Responsibilities. (NED, PNAMP, PNW-RGIC)

Discussion on purpose and goals for workshop, attendees and materials needed for the Summit.

Suggestions:

Federal Caucus (FCRPS Biop) interested in using the Summit primarily for it's FCRPS Biop Research Monitoring and Evaluation information management needs. While this interest was welcomed it was also recognized that this data set is a subset of the data content that NED, PNAMP and PNWRGIC is working on. The challenge is to keep the summit focused enough to be relevant to Executives but not so detailed that we only deal with the details and do not see how any particular effort relates and can be related to other efforts. NED has previously agreed that what is most needed is the development of organizational and administrative arrangements necessary to support multiple regional data management needs, of which the FCRPS Biop needs is a significant example.

A pre-meeting (or pre-meetings) may be desirable at Deputy agency level to work through materials and frame some outcomes ahead of the Summit itself.

The summit could be the first of a series of Summits concerned with different topical areas. If this is the case then the first summit needs to pitch a tent big enough to accommodate all the areas

For the FCRPS and Fish and Wildlife content groups there is not, yet an immediate interest in data relating to public safety, emergency planning or other data sets related to Regional Framework layers – but that might just be because the connections have not yet been made about the importance of the currently separate data sets. For example public safety layers may seem less relevant – but not hazardous algal blooms - affecting shellfish harvest and adding to regional health care costs or even to regional deaths.

The Summit could consider a new MOU to replace the expiring NED MOU.

The Summit work group leads, Jen Bayer, Cy Smith, Joy Paulus and Stewart Toshach agreed to rework the summit invite to try to balance these diverse/compelling/difficult needs.

Draft Business Case: Sharing Information to Improve Decisions - Examples of Cost Avoidance and Benefits.

Stewart went over the details of Draft Business Case and invited comments. The business case is expected to be one of the products presented at the Summit. Background - the need for a business case tracks back to the joint NED-PNAMP- PNW-RGIC meeting facilitated by Scott Riordan where all participants agreed that this product was essential to convey to executives why it is critical to invest in regional information management –beyond current levels

Draft Best Practices for Regional Data Collection, Sharing and Exchange

The “Best Practices” document is in draft and the Best Practices Work Group is not ready to distribute it to a wider audience yet. The group is trying to draft best practices that can be applied by program managers, agencies or organizations depending on their needs. There are benefits from trying to apply best practices across as many organizations as possible – to get the maximum leverage – but the related challenge is to balance generic standards with specific needs. The current effort is to craft generic best practices, understanding that more details may need to be added later for particular content groups and users. The group is also aware that decisions about whether any particular standards should become a programmatic requirement or whether they should be guidance should be made by agency and program executive.

3) Report on Metadata Training Workshop May 22-23.

Workshop was reported to be a success – from both participants and trainers viewpoints. The trainers had noted that this particular workshop had an especially good balance of technical staff and management staff – so it was not as difficult to justify the reasons why Metadata reporting is needed. Everyone was ready to learn more about metadata and in particular how to do it. The training reinforced why completing Metadata is so important. One participant thought that it would have been improved if participants had come with a real data set that they could develop data for. All users had a chance to work with the Metavista tool set to complete FGDC compliant metadata. It was agreed that it would be beneficial to work with the USGS to develop further training opportunities if they are available and that Stewart would prepare a thank-you to the USGS and other organizers. Bruce Schmidt said that as a result of the workshop he has started

to develop a spreadsheet to capture essential metadata. A notebook of materials was completed for the workshop and Stewart will work with Eric Schrepel to see if these can be made available on the NED web site. Stewart will also convene a follow up discussion with Viv Hutchison and others to evaluate further possibilities.

4) Northwest Environmental Data Network Inventory (Update). Work on the Inventory is continuing. The work group has sent out about 85 e-mails with requests for updates to the inventory and so far about 20 responses have been received. Issues are: Help is needed to provide detailed follow up calls etc to those who have not responded. There is a need for some additional changes to the spreadsheet. It will be important to capture information about the extent (in volume and time) of the data set. A toxics column is being added. The data set is now well beyond it's original scope of water quality only data. Longer term goal is to develop a self supporting inventory via the Portal.

5) NED Data Portal (Update).

Discussions are ongoing with Potential Channel Manager Participants: with John Arterburn from the Colville Tribe, with the Upper Columbia Basin Trust, with Columbia Basin International Center of Knowledge (a power-point demonstration was developed) Lower Columbia River Estuary Partnership and with the Pacific Northwest Regional Geographic Information Council.

Tom and Stewart completed a demonstration of the Portal to NOAA GIS users group of about 25 on 2007-05-17.

B. PNAMP DATA MANAGEMENT AGENDA ITEMS

1) PNAMP Retreat (Information). There are still issues about the roles of PNAMP and NED – it is not clear to everyone that NED is specializing in the information sharing, exchange and architecture while PNAMP's specialization is on improving data collection protocols and monitoring programs. Bruce thought that the Data Management group in PNAMP was not functioning well – essentially because there was insufficient participation – there are only so many data specialists to go around and it would be unusual for every group like PNAMP to have its own data specialists. Perhaps one data management group would be a better solution because having two groups dilutes the focus and effort. There is also a considerable overlap in membership. Others thought that PNAMP needed to focus on defining key data needs and data collection methods – what data must be collected when and with what method.

2) PNAMP Fish Population WG is beginning a protocol review/discussion with respect to fish monitoring protocols. A work group has met. It is not yet clear what the data management needs of this group are or if they plan to identify and document them.

3) New Task –PNAMP is working to document data definitions for methods/metrics of interest. Stewart has worked with Jen and Russell Scranton to develop a summary data dictionary table that is consistent with the NED data dictionary Best Practices. Russell has started work to populate this table.

C. AFTERNOON WORKSESSION: NED and CBFWA Work Session. 1:30-3:30

1) Introductions: Jen Pollock (NBII), Jim Gieselman (BPA), Tom Iverson, Cedric Cooney (StreamNet), Tom Rien (ODF&W), Bart Butterfield (StreamNet), Janet (StreamNet), Steve Rentmeester (ISEMP), Bruce Schmidt (StreamNet), Tom Pansky (BPA), David Tetta (EPA), Tom Iverson (CBFWA), Tom O'Neil (NWHI), Stewart Toshach (NOAAF), Phil Roger (CRITFC)

2) Review, and if possible finalize - *A Strategy for Managing Fish, Wildlife, and Habitat Data for the Fish and Wildlife Program*. There was extensive discussion on the draft with many contributions, agreement that the product was needed and that the authors would continue to make changes. A follow up work group meeting was also scheduled.

Comments:

There was agreement that the strategy was taking shape and that the Federal Enterprise Architecture could be used to organize the materials into a logical structure. There were too many diagrams in the document and that it needed to be simplified. Consider deleting some appendices – not all are equally relevant. Add references to ISEMP. Make it clear that the Portal function can be met through the NED portal. The framework does not include enough information about what data should be collected. Update policy citations (which Jim Geiselman would provide). Include one simple non-technical diagram that showed how the different parts of the framework fitted together.

3) CBFWA review of currently funded Program data management projects against NED work plan and development of a FY08-09 work plan to implement the data management strategy. There was a detailed discussion about the NED work plan elements, how they relate to needs, how the needs were identified and how the elements are designed to add functionality to existing resources – for example the NED portal and the portal steward functions are currently unmet needs in the region and can provide data discovery for multiple groups without each having to create their own portal capability. The NED inventory is an inventory of databases in the region with contact information. The inventory is the target list for populating the portal.