

CERS Change Management Committee (CMC) Charter

Final Draft for Adoption in October 2011

Title of Group CERS Change Management Committee (CMC)

Mission The CERS Change Management Committee (CMC) was established at the direction of UPAAG to provide realistic identification and prioritization/scheduling of program/technical issues related to the California Environmental Reporting System (CERS).

Purpose The CERS Change Management Committee (CMC) provides a forum to gather, process, discuss, refine, and prioritize issues concerning implementation of changes to the California Environmental Reporting System (CERS).

The Committee's principle activity will be to review change requests originating from the CERS Regulator User Group, the CERS Business User Group, CUPA Forum Board, and Cal/EPA. It will also act as a "sounding board" to Cal/EPA's CERS management and technical staff, as necessary.

The CMC's decisions will give guidance to Cal/EPA's CERS management and technical staff on the precedence and importance of CERS changes requests. The CERS CMC operates under the Data Steering Committee (DSC) policy direction, but the program/technical decisions made by CMC are independent of the DSC.

Background In 2009 AB2286 was passed requiring all regulated businesses and all regulated local government agencies, called Unified Program Agencies (UPA), to use the Internet to file required Unified Program information now filed by paper forms. This includes facility data regarding hazardous material regulatory activities, chemical inventories, underground and aboveground storage tanks, and hazardous waste generation. It also includes UPA data such as inspections and enforcement actions. All regulated businesses and UPA's in the State must use electronic means for all required filing under the Unified Program beginning on or before January 1st, 2013. In October 2009, the California Environmental Protection Agency Unified Program (Cal/EPA UP) launched a web based electronic reporting tool, the California Environmental Reporting System (CERS), as part of the implementation of statewide electronic reporting under the Assembly Bill.

In December 2009 the Unified Program Administration Advisory Group (UPAAG) adopted a new long term governance structure for CERS, which included a single CERS User Group and a Change Management Committee. Based upon later feedback indicating that regulators and business users sometimes had substantially different interests/concerns in the implementation of CERS, the DSC recommended and UPAAG approved splitting the user group into a separate CERS Regulator User Group and the CERS Business User Group to provide a

mechanism for interested users to have a forum to help provide continuing operation input on CERS. In Summer 2010 the two user groups approved their initial members for the CMC, and the CMC held its first meeting on October 27th, 2010 where it adopted its governance process as described in this charter.

Membership

The CERS Change Management Committee has a total of 7 members that represent their various constituencies: 2 members selected from the CERS Regulator User Group, 2 members selected from the CERS Business User Group, 2 members representing Cal/EPA, and 1 member representing the CUPA Forum Board.

AGENCY OR ORGANIZATION	Number of Members
Cal/EPA State Representatives	2
Business Representatives	2
Regulator Representatives	2
CUPA Forum Board Representative	<u>1</u>
TOTAL:	7

The committee chairperson will be selected at the beginning of each calendar year by a majority vote of committee members. The chairperson will be selected from the committee’s representatives from the three primary CERS communities in the following order: Cal/EPA, Regulator, Business. If the CMC agrees, a member may serve a second consecutive term before continuing the rotation cycle specified above.

Committee members are the conduit for change requests from their respective groups. Committee members are tasked to represent the interests of the CERS Project overall and their constituent groups.

Each Committee member is responsible to designate an alternate to attend and vote at Committee meetings when the primary is unable to. Alternates are named by the primary representative and should be rarely changed to assist with continuity. Alternate names will be posted on public website, and will be included in meeting invites and all communications given to the primary representatives.

Member Commitments

- ▶ The Change Management Committee will normally meet bi-monthly to allow local and State agency representatives, business representatives, and CUPA Forum Board representatives, sufficient time between meetings to meet with constituent groups, to analyze information and develop recommendations. The Committee may meet more or less frequently as issues or the timing of implementation activities warrant.
- ▶ Meetings will be scheduled for up to 2 hours, depending on the length of the agenda. Meetings will typically be held via phone/web conference.
- ▶ The CMC members will be responsible for independently researching the issues impacting their areas of interest.
- ▶ CMC members may be required to make expedited decisions on issues presented by Cal/EPA to the Committee with critical deadlines.

Voting Process

To conduct a vote, a minimum of 4 primary or alternate representatives must be present. Additionally, there must be at least one representative present for each of the following groups: businesses, regulators, and Cal/EPA.

Assuming the previous two conditions are met, a majority vote of those present is needed for committee decisions.

- Communication**
- ▶ Cal/EPA staff will maintain a public listserv that will announce CMC meeting dates, agendas, and decisions made, to allow all interested members of the CERS community to follow committee activities (<http://cers.calepa.ca.gov/>).
 - ▶ Any member may request a special meeting of the CMC or addition of agenda items to a regularly scheduled meeting agenda by email request to either the Chair or the administrative support.
 - ▶ The Chair will also endeavor to provide advance notice of action items needed before an upcoming meeting.
 - ▶ Non-voting members may participate in any meeting. They may provide input but may not vote.
 - ▶ Cal/EPA staff will maintain a web site where meeting agendas, notes, and other information will be posted for any interested parties.
<http://cers.calepa.ca.gov/>

Committee Duration The Committee will play an ongoing role in the development, implementation, and maintenance of CERS.

There is no anticipated sunset date.

Charter Term The Committee may elect to change any aspects of this charter, by majority vote, to meet changing circumstances.