

California Environmental Reporting System (CERS) Project

Governance Structure

March 2010

The current governance committee structure includes Cal/EPA, the California CUPA Forum Board (CFB), the Unified Program Advisory and Administration Group (UPAAG), the Data Steering Committee (DSC) and the Electronic Reporting Workgroup (eWorkgroup). The eWorkgroup was created in June 2008 by the DSC to begin looking at the implementation process and issues associated with the implementation of electronic reporting as required by AB 2286 (6/3/08 DSC meeting notes). The following changes to the governance structure are proposed:

1 Cal/EPA

- CERS Management and Technical Staff addition

Cal/EPA will add 4-6 additional staff to manage and maintain CERS on a permanent basis. Initial staff additions are projected for the first quarter of 2010. These staff will be responsible for updating, maintaining and modifying CERS as required to keep the system at a functional level for all users. Staff will work with the Change Management Committee described below.

- CERS Project Manager

New, three year contract position in Cal/EPA beginning in September 2009 to assist in the implementation of CERS. Reports to the Unified Program Manager.

Role: Coordinate and manage activities to ensure a successful implementation of CERS. Project manager will, among other activities, track issues and resolutions, lead the eWorkgroup effort through its transition to a User's Group, and will work closely with the Change Management Group. Serves as primary point of contact for CERS with local agencies during the transition period.

2 California CUPA Forum Board (CFB)

- No change

3 Unified Program Advisory and Administration Group (UPAAG)

- No change

4 Data Steering Committee (DSC)

- No change

5 Electronic Reporting Workgroup (eWorkgroup)

- Existing workgroup will transition, with approval of DSC, over the next 1-2 years to become a User's Group (see below). Current members include representatives from DSC, local agencies and businesses; chaired by Cal/EPA.
- Current role: to assist in the planning of the rollout of CERS, to develop and distribute guidance information for local agencies as they convert to CERS, to work with the CERS project manager and Cal/EPA to identify issues, propose solutions, and provide feedback regarding issues that must be addressed as part of the implementation process.

3 CERS User's Group:

- New committee formed at direction of UPAAG. Will continue indefinitely as a stakeholder group. This group would take policy direction from DSC and would provide regular feedback to DSC. A core group of members would be identified to provide permanent representation for designated stakeholders. Members would include representatives from Cal/EPA, DSC, local Unified Program Agencies, Fire agencies, state agencies, US EPA, business groups and software vendors such as Decade, Fire RMS, and others involved in providing services to the UPAs and regulated businesses. User's group members would be the group's point of contact for their stakeholder group. Other CERS users and stakeholders could participate on the committee on an ad hoc basis.
- Role: to identify, consider and make recommendations to the Change Management Committee (see below) to change or enhance CERS; to identify beneficial and adverse impacts of changes and enhancements to CERS, to provide feedback to DSC for policy decisions or to advise of significant issues, including financial, resulting from potential changes to CERS.

4 Change Management Committee

- New committee formed at direction of UPAAG to manage and undertake necessary changes identified and recommended by the CERS User's Group, under direction from DSC. This committee would consist of a small group of representatives from the UPAs and businesses, the Cal/EPA CERS management and technical staff, and one or more representatives from the software vendors whose products interface with CERS.. Additional ad hoc committee members could participate (or be appointed?) as needed for specific projects affecting their stakeholders.
- Role: Under direction of DSC, to work with as liaison between the User's Group and the Cal/EPA CERS management and technical staff, to provide realistic prioritization and timelines to make changes, and to give guidance and oversight to the CERS management and technical staff on activities associated with CERS changes and enhancements. Note: Oversight of CERS management and technical staff shall not conflict with Cal/EPA responsibility for management of these positions.

5 CERS Management and Technical Staff

- 4-6 new staff will be added to Cal/EPA's Unified Program in early 2010. These positions shall be managed by the Cal/EPA Unified Program Manager.
- Role: In addition to their regularly assigned duties, staff will liaison with the Change Management Committee. They will implement changes to the CERS application or work closely with contractors hired to make changes to the application. They will undertake system changes as requested by the Change Management Committee unless they believe such changes would adversely impact CERS or Cal/EPA. In all cases, staff will keep their direct management apprised of proposed changes to CERS and will provide feedback to the Change Management Committee regarding any proposed changes or enhancements to CERS. Feedback will include information regarding the ease or difficulty of making specified changes, the proposed timeline, the anticipated impact to the application and to the users resulting from the changes, and the feasibility of reaching the desired outcome of the changes in more efficient and cost effective ways.