

DRAFT-September 7, 2010

To: CERS Managers, eWorkgroup members and interested Unified Program related representatives

From: Dan Firth, Electronic Reporting Project Manager, Cal/EPA

Subject: **DRAFT** CERS Regulator Users Group Charter

I Meeting Schedule

- First Regulator Users Group meeting
 - September 14, 8:30 to 9:30 am at Cal/EPA Headquarters. Conference call information to follow.
- Subsequent proposed meetings (all meeting details will be provided via the listserv) if approved by the Users Group:
 - September 28, 8:30 to 9:30am
 - October 12, 8:30 to 9:30am
 - October 26, 8:30 to 9:30am
 - November 9, 8:30 to 9:30 am
 - December 14, 8:30 to 9:30 am
 - All subsequent meetings will follow on a monthly schedule on the second Tuesday of the month.

II DRAFT CERS Regulator Users Group Charter

Background

As most of you know, Unified Program Administration Advisory Group (UPAAG) and the Data Steering Committee (DSC) sunset the eWorkgroup Committee and is creating a CERS Regulator Users Group. The following is to provide an overview of the role of the Regulator User Group, provide information for those that are interested to become a member and to outline draft agendas for the first several meetings.

This User Group may include members from Cal/EPA, CUPAs, PAs, Unified Program related state agencies, and US EPA. Software vendors such as Decade, Garrison, and others that provide software to UPAs for Unified Program related services may participate on the users group as non-voting members. Other CERS users and stakeholders may participate in this Users Group on an ad hoc and non-voting basis. The eWorkgroup agreed that a separate Business Users Group should be created as their interests related to CERS are substantially different than those of regulators.

In March 2010 UPAAG, the CUPA Forum Board and DSC agreed on a new Governance Structure including a CERS User Group and a Change Management Committee. A diagram of the governance

structure and a text description was published in March 2010 and is attached to this email. Note that the CERS User Group has become two user groups as described above.

- **Action:** Approve stakeholders and number of members representing each stakeholder group

Role of the CERS Regulator Users Group

The initial role of the Users Group will be to assist Cal/EPA in deciding the priority of previously suggested enhancements to CERS to benefit local and state agencies and the regulated business community. That will be accomplished by testing new CERS enhancements and providing feedback to Cal/EPA, by reviewing existing requests for enhancements and determining if these will in fact improve CERS for its stakeholders, and finally, by providing priority recommendations to assist Cal/EPA in planning CERS upgrades most effectively.

Members should plan to dedicate several hours per month to working on Users Group related activities. Members will be expected to volunteer to assist on work assignments or deliverables outside of regular meeting times. Timeframes for this work will be based on their impact to the overall CERS implementation plan.

- **Action:** Select three or more members from each of the stakeholder groups

To ensure close liaison between the Users Group and the Change Management Committee, UPAAG and DSC agreed that two representatives of the Users Group selected by the User Group would serve as members of the Change Management Committee.

- **Action:** Identify and approve by majority vote two members for the Change Management Group.

Structure of the Users Group

Previously, the eWorkgroup considered a list of stakeholders (see attached). The list of stakeholder representatives/User Group members will be voted and approved in the first meeting. If an elected member withdraws from the Users Group a new representative must be selected by majority vote of the members as described below.

The Users Group will have a chair and may elect a co-chair. Both Chair and co-chair shall be management level staff from one of the identified stakeholder groups. The chair and co-chair shall maintain close communication. For the first year, the eWorkgroup suggested that the CERS Electronic Reporting Project Manager serve as the chair.

- **Action:** A majority vote of the Users Group should confirm the Chair's appointment during the first meeting.
- **Action:** A majority vote to select a co-chair or to defer this appointment to a later date.

Cal/EPA will provide administrative support for the first year.

Meetings will be held on a monthly basis on the second Tuesday of the month except for the first four meetings which will be held biweekly to ensure a rapid establishment of the Users Group and to provide representatives to the Change Management Committee as soon as possible.

Meetings will be held by conference call or by personal attendance at Cal/EPA headquarters. The chair may call for special meetings or cancel scheduled meetings when appropriate. In the absence of the chair, the co-chair, if elected, will preside over meetings.

- **Action:** Approve the proposed meeting schedule

Proposed Voting Process

All decisions of the User Group will be decided by a majority vote of the Users Group members present during the meeting. If members are unable to attend a meeting they may by notification to the User Group administrative support, appoint an alternate for the purposes of the vote. Due to the limited timeframe to implement statewide electronic reporting and the ability for members to appoint an alternate, a quorum will not be required.

- **Action:** Approve the voting process

Policy Decisions

The Users Group is not a policy decision making group. When policy issues are identified they will be referred to DSC for consideration and action. Policy decisions that affect the technical aspects of CERS may require that Cal/EPA technical staff pursue solutions concurrently. In such instances, the Cal/EPA Unified Program Manager will be notified and shall determine appropriate actions.

Communication

Except for the first meeting, announcements of upcoming meetings shall be performed through a Cal/EPA listserv that any Unified Program affiliated individual may subscribe to. Information regarding the listserv will be provided on or about the time of the first meeting.

Agendas will be distributed through the listserv prior to each meeting. Any member may request to add items to the 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 meetings. They may provide input but may not vote.

Cal/EPA is planning to provide a Wiki or web blog within the first two months as a forum for additional information relating to the Users Group and to CERS.

Duration of the Users Group

We anticipate that the Users Group will play a critical role during and after the transition period so at this time there is no anticipated sunset date. The Users Group may elect to change any aspects of this charter by majority vote to meet changing circumstances.

- **Action:** Approve the Users Group Draft Charter.

III Draft Meeting Agendas

September 28

- Introductions
- Charter-Review comments and suggestions,
- Vote on all action items identified in charter
- Listserv-Review purpose and process
- CERS Wiki/blog-Chris Allen to provide update on status
- Assign action items to be completed by next meeting
 - Identify potential Change Management Committee representatives

October 12

- Review minutes from previous meeting
- Review Agenda and action items
- Vote to select Change Management Committee representatives
- CERS Implementation Plan-Dan Firth to provide update on Implementation Plan status and timeline
- CERS Technical Issues-Chris Allen to provide a review of current technical challenges and review of upcoming enhancements/releases
- Assign action items to be completed by next meeting

October 26

- Review minutes from previous meeting
- Review Agenda and action items
- CERS Technical Issues-continued from previous meeting if needed
- Current proposed enhancements not scheduled for release –Review and discussion
- Assign action items to be completed by next meeting
 - Review proposed enhancements and rank for your stakeholder group
 - Submit written comments for proposed changes to Charter-To be confirmed: CERS enhancement testing and feedback

November 9

- Review minutes from previous meeting
- Review Agenda and action items

- Current proposed enhancements not scheduled for release –Review and discussion
- Roundtable discussion regarding User Group process to date
- Assign action items to be completed by next meeting
 - Proposed changes to User Group Charter- Discussion and vote
 - Dan to update Charter with proposed changes
 - To be confirmed: CERS enhancement testing and feedback

December 14

- Review minutes from previous meeting
- Review Agenda and action items
- Assign action items to be completed by next meeting
 - To be confirmed: CERS enhancement testing and feedback
- Shift to regular monthly meeting schedule