

StreamNet Data Exchange Standard: Development/Revision Procedure

Prepared by the StreamNet Steering Committee

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There are two Data Exchange issues that will be covered in this document:

- Creating a new DES
 - Regional Level
 - Multi-Cooperator Level
 - Single Cooperator Level
- Revising an existing DES

Creating a New DES (Figure 1)

1. A concept for a new data category or replacement of an existing DES is initiated through the Steering Committee (SC)
 - a. Item is added to the next SC meeting agenda
 - b. Written proposal is provided at the SC meeting and/or before, including the rationale, purpose or use
2. SC conducts a thorough discussion, determines level of interest
 - a. **Regional Level** –A new data set has been identified as a priority at the regional level
 - i. Regional staff develops the proposal
 - ii. Who participates –StreamNet Steering Committee and Regional Staff
 - iii. Preparation Work – SC participants review their existing data (if any) and discuss with staff; come prepared to review the proposal
 - iv. Guiding Principles of DES discussion:
 1. What does the region want from the database?
 2. Who are the users and what are their needs?
 3. Which data fields are needed?
 4. What is the general priority at the regional and internal levels
 - v. SC establishes a workgroup, determines a schedule
 - vi. Workgroup develops the DES draft.
 - vii. Draft DES is adopted by the workgroup
 - viii. Participants test for workability and any DES modifications are recommended
 - ix. Final DES is adopted in a StreamNet SC meeting and the effective date is established.
 - b. **Multi-Cooperator Level** - Interest of 2 or more cooperators
 - i. Cooperators establish a workgroup of Steering Committee members and/or their technical representatives and regional staff
 - ii. DES is developed through meetings, the forum, or other discussion method involving all interested parties

- iii. Preparation Work – Cooperators bring their existing databases, and come prepared to develop a DES that meets the needs of the interested parties
- iv. Guiding principles of DES discussion:
 - 1. What do the cooperators want from the database?
 - 2. Who are the users and what are their needs?
 - 3. Which data fields are needed?
 - 4. What is the general priority at the regional and internal levels?
- v. Draft DES is adopted by the workgroup
- vi. Participants test for workability and any DES modifications are recommended
- vii. Final DES is adopted in a StreamNet SC meeting and the effective date is established.

c. Single Cooperator Level

- i. Cooperator develops the proposal
- ii. SC obligation is to recommend if the database is of broad enough value to be developed under StreamNet funding. The final decision is the responsibility of the StreamNet Project Manager.
- iii. Guiding principles of SC discussion:
 - 1. Does this database provide value to the StreamNet project?
 - 2. Does work on this DES detract from other work priorities of the cooperator?
 - 3. Is there potential future value to the project or other cooperators?
- iv. Cooperator develops and uses DES to populate the database and post data locally.
- v. Region could “showcase” the new data category

Revising an existing DES (Figure 2)

- 1. Proposal can come from a sponsor from the Steering Committee, regional staff or cooperator staff
- 2. Sponsor submits suggested revision to regional staff (through email, forum, etc.)
- 3. Regional staff reviews proposal for impact and implications, then responds to sponsor with determined level of revision (major vs. minor)
 - a. If proposal is a “major” change to the DES, it follows “New DES” Process
 - b. If minor, sponsor provides revision to “affected parties” with rationale for change
 - i. If the “affected parties” are in agreement, change is adopted
 - ii. If “affected parties” are in disagreement, proposal goes to SC for final resolution
- 4. Revision is adopted formally by SC and follows the StreamNet DES Revision Process PSMFC Tasks

Figure 1. Process for creating a new DES

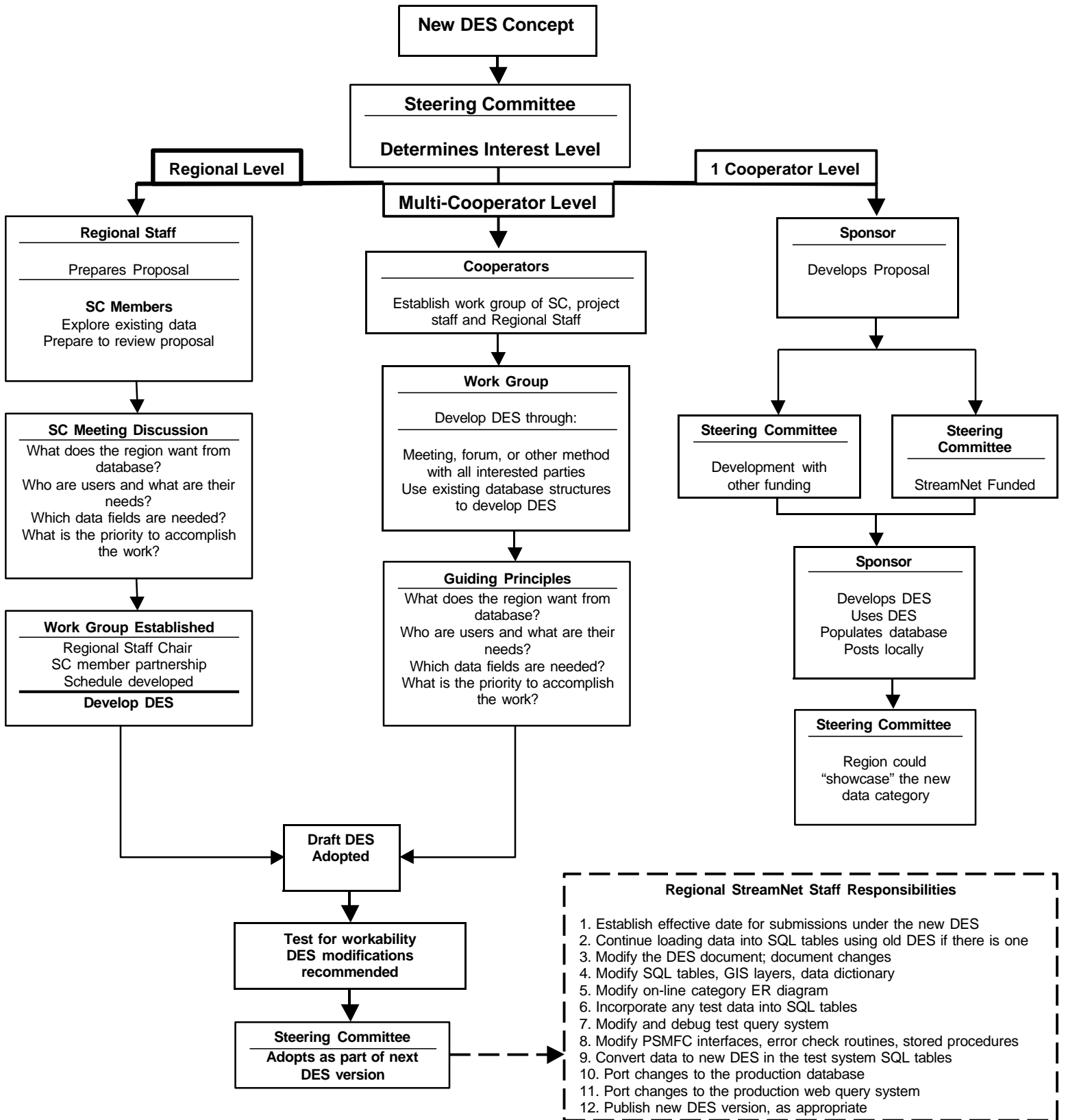


Figure 2. Process for modifying a DES

