

Interagency Ecological Program's Data Utilization Workgroup Charter

July 27, 2016

Background

As outlined in the Interagency Ecological Program (IEP) Communication and Engagement Plan, there is an increasing demand for access to data that is generated by IEP monitoring and research. The IEP Data Utilization Work Group (DUWG) will work to ensure that all data and information generated are consistent with management and science priorities. These include the recommendations in the [Environmental Data Summit's White Paper](#) as well as other relevant initiatives and legal requirements that may develop.

Purpose

The DUWG is a multi-agency group established to address IEP's data management needs by setting internal procedures and guidelines, defining, and implementing shared data standards across member agencies, facilitating data sharing in a timely manner, and coordinating with other data management teams in the Delta science community. Studies that are included in the IEP Work Plan would follow any guidelines set up by DUWG. Other studies conducted by IEP partners could use these guidelines as they see fit. Priorities for DUWG include:

1. Developing data standards and best practices, including minimum standards for data descriptions, definitions, and documentation.
2. Increasing efficiency and openness of data sharing and interoperability among datasets
3. Providing support for IEP member agencies

Coordination with other Groups

The DUWG will coordinate and collaborate (where possible) with other similar efforts, such as those of the Water Quality Monitoring Council's Data Management Workgroup.

Organization and Reporting

The DUWG is a part of the IEP Program Support Team (PST). A member of the DUWG will give a report on DUWG activities and solicit feedback from the PST, where appropriate. It is also appropriate for the DUWG to give reports to and solicit feedback from the IEP Science Management Team (SMT). Products developed by this IEP work group will undergo review by the SMT, and possibly the IEP Coordinators and also IEP Directors, prior to being made public.

Membership

Membership in the DUWG will be set by invitation to individuals representing IEP member agencies and affiliated groups. The DUWG will be an IEP technical team and as such membership will not be open to the public. Membership in this technical work group will be by invitation only to allow us to share interim work products among members. Additional people may be asked to come to meetings to provide resources or support as well.

Leadership

The coordinator for the DUWG will be chosen from the members of the group and will be appointed by consensus. When choosing a coordinator, the group should consider the goals of the DUWG and skillsets of the people currently in the group. The term for the coordinator will be as long as that person is willing, their position allows time for serving as the DUWG's coordinator, and their skillset serves the goals of the DUWG.

Decision-Making

Decisions will be made by consensus of the group.

Frequency of Meetings

The DUWG will meet at least twice per year, but may meet more often as needed to accomplish goals.