Draft Process for Adopting and Modifying Coordinated Assessment Data Exchange Standards

1. At a date in the near future, the CA planning team develops a list of additional possible DES to develop, and completes a process for soliciting and recommending the priorities for establishing new DES for the next five years. New regional DES development then is undertaken in priority order. Priority is given to high level indicators that will best serve the region if standardized and shared across sovereign and institutional boundaries.
2. The CA planning team identifies persons to invite to help establish DES, and guidance for how and when DES are developed in a collaborative process.
3. Once direction on data types is established, StreamNet staff will call together collaborative work groups of professionals to design the DES for each type of data. This process will include a definition of terms to avoid any ambiguity in the DES. This process will continue until a general consensus is reached on the DES. If consensus cannot be reached, the issue will be reported to the CA Planning Team. The Planning Team will resolve the issue and report back to the work group with direction.
4. If/when consensus is reached on a DES the group will publish the standard to StreamNet and give notice to a broad audience of the intent to adopt the DES (see current process for PSMFC staff work product detail; <ftp://ftp.streamnet.org/pub/streamnet/Projman_files/ExchangeFormat/CurrentDraft/DES-Change-Process.pdf>)
5. The date of the posting will be noted in the publication. A shakedown period of one month will allow any previously unidentified issues with the DES to be brought forward.
6. If issues are brought forward in this shakedown period, the working group will meet to discuss and resolve. If resolution occurs, the group will return to step 3 and repeat the process. If no resolution is possible, they will return to step 2 and repeat the process.
7. If no additional issues are brought forward during the shakedown period, the DES will be published on StreamNet, with the date of adoption, and be titled the “StreamNet DES Standard” followed by the date: OO-00-20XX. The definition of terms will be published on monitoring methods.org. This standard will remain in effect until the CA Planning Group calls for reconsideration of DES standards.
8. In general, this period should be approximately one year, or until the CA planning group determines that revised DES standards are needed due to input and requests from concerned professionals. The StreamNet staff will solicit the CA Planning group and other professionals at approximately annual intervals to determine the need to reopen the DES for review.
9. Standards will be revised by repeating this process, starting with 2) above.
10. The CA Planning Group and the StreamNet staff will try and synchronize revisions of standards to minimize disruptions and simplify data management to the greatest extent possible. StreamNet staff will serve as central collectors of DES comments and revision requests, and will maintain a record of issues with the DES standards during the period between adoption and the next review. This record will be presented to the collaborative work groups (2 above) that periodically review standards for modification.
11. StreamNet staff will publish any revised DES standards on StreamNet and any change in term definitions on monitoring methods.org, with an updated date to reflect the new revision.