Storm Water Program Data Management Workgroup Charter

Purpose of this Charter

This Charter documents information required by decision-makers to approve and support the activities of the Storm Water Data Management Workgroup (Workgroup). This Charter provides a high-level outline of the purpose and need for the Workgroup and its governance structure.

Purpose and Need of the Workgroup

As a subcommittee of the Storm Water Program Round Table (Round Table), the Workgroup will streamline collaboration between staff in storm water permitting, planning, and enforcement programs at the State and Regional Boards including, but not limited to staff and managers in the Office of Information Management and Analysis (OIMA) and other programs. The Workgroup will provide a forum for the incubation of ideas, foster information exchange, provide feedback, and share lessons-learned. The Workgroup will develop and consider data management goals; will develop and consider program and project priorities and improvements; and will provide feedback and recommendations to the Round Table.

Mission of the Workgroup

It is the mission of the Workgroup to share information, develop work products, and provide recommendations to its stakeholders in support of efficient collection, analysis, and dissemination of storm water data.

Goals of the Workgroup

The Workgroup will achieve its mission through the following regular actions:

1. Conducting regular meetings to discuss the data management needs, projects, and achievements in storm water programs (permitting, planning, and enforcement)
2. Assessing the data management tools and training needed for the storm water program staff
3. Telling data stories for management and the public, and answering data management questions
4. Informing the permit-writing process
5. Ensuring data transparency and extractability (open data)
6. Ensuring collected data can assess compliance and achievement of performance goals
7. Ensuring effective and efficient data collection
8. Ensuring Quality Assurance/Quality Control of storm water data
9. Conducting outreach and education to improve data collection

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Program Scope:

In Scope:

- Storage or management of decision logs and work plan documentation in a shared location
- Advocation for training and tools
- Development of recommendations on potential projects for the Round Table
- Formation of subcommittees for work on Workgroup projects as-needed
- Identifying and prioritizinge key storm water program data management needs

Out of Scope:

- Decision-making on Information Technology resources
- Direct procurements
- Development of tools and training manuals

Structure of Meetings

- The meetings will be held in conjunction with the quarterly Round Table Meetings.
- A notetaker will be assigned during each meeting. The notetaker will rotate and correspond with the Regional Water Board at which the Round Table Meeting is being hosted.

Who are Our Stakeholders?

A stakeholder is a person or organization that is affected by, or may affect, the activities of the Workgroup. Stakeholders include those that inform the Workgroup, are impacted by or implement Workgroup initiatives, or those whose decisions or recommendations are informed by the Workgroup. Stakeholders include persons and organizations that are both internal and external to the State and Regional Boards. Stakeholders may include the following:

- State and regional storm water program managers
- Storm Water Program Round Table Delegates
- State and regional storm water inspectors and investigators
- State and regional TMDL, Basin Planning, NPDES, 401 Cert, WDRs, SWAMP staff.
- Staff and management in OIMA and DIT
- Other Water Board round tables or programs
- State Training Office and Training Academy staff
- Executive management
- DMC Data Management Committee
- Regulated entities, including industrial and construction site operators, MS4 operators, and Caltrans.
- Non-governmental organizations, such as wildlife and wetlands conservancies, environmental organizations, and industry and trade groups.
- U.S. Environmental Protection Agency
- Other governmental organizations, such as flood control districts, resource conservation districts, the Department of Fish and Wildlife, the U.S. Army Corps of Engineers, and U.S. Fish and Wildlife Service.

Benefits of the Workgroup to the Stakeholders

The Workgroup will benefit its internal stakeholders by:

- Sharing information across storm water programs state wide
- Providing an arena for innovation and independent debate and collaboration

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- Advocating to Round Table Delegates as a cohesive Workgroup for project support
- Reducing reinvention of processes, procedures, and policies to address common issues

The Workgroup will benefit its external stakeholders by:

- Assisting in the development of collaborative programs through sharing and distribution of knowledge
- Functioning as a mechanism to build alliances with external stakeholders
- Advocating for public transparency and extractability of data

Benefits of the Stakeholders to the Workgroup

Stakeholders include subject matter experts and persons who are in the best position to evaluate the impacts of the Workgroup's recommendations on their own programs, projects, and activities. Participation by these stakeholders allows the Workgroup to fully consider the strengths, weaknesses, and opportunities of different alternatives and to make informed recommendations to the Round Table and storm water program managers. Any items going to the DMC and MCC will be in accordance with the Round Table process.

Participation

The Workgroup participants are those individuals who attend Workgroup meetings. Workgroup participants are classified into various subgroups that have different expertise in program areas (i.e., CGP, IGP, MS4, OIMA, DIT). Each play different roles in the function of the Workgroup.

Ground Rules for Participation

All participants are expected to follow these rules:

- Participants will actively participate to the fullest extent possible—the Workgroup's success depends on the inclusion of every individual voice.
- Participants are adequately informed on Workgroup matters and empowered by their internal stakeholders to represent their organization's position.
- Participants are willing to share challenges, and lessons learned as well as successes.
- Participants strive to create an environment of trust and to foster insightful, non-threatening discussion of ideas and experiences.
- Participants are practitioners, contributing to the Workgroup through their experiences, skills, and time.
- Participants agree to be respectful and use appropriate language in group discussions and to listen and respond to each other with open and constructive minds.
- Participants will not be afraid to respectfully challenge one another by asking questions, but will refrain from personal attacks—focus on ideas.
- Participants commit to search for opportunities for consensus or compromise and for creative solutions.
- Participants will contribute to an atmosphere of problem solving rather than stating positions.
- Participants agree to speak from their own experiences instead of generalizing ("I" instead of "they," "we," and "you").
- Participants will attempt to build on each member's strengths and help each other improve in areas in need of further development.

Who May Attend Meetings

Any State or Regional Board staff person may attend Workgroup meetings subject to the approval of their supervisor. External stakeholders may only attend at the invitation of the Workgroup.

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Roles and Responsibilities

Table 1: Roles and Responsibilities for Persons Supporting the Workgroup

Roles	Responsibilities
Chairperson	This is an individual who is responsible for presiding over the Workgroup meetings so that business is carried out efficiently and effectively. This position will rotate quarterly through all Workgroup participants.
Item Leads	This is an individual who is responsible for a Workgroup agenda item.
Note-taker	This is an individual who is responsible for taking minutes during the meeting. This role rotates from meeting to meeting between Workgroup participants.

Decision-Making Process

As a subcommittee of the Round Table, the Workgroup is responsible for proposing projects, actions, or recommendations to the Round Table. The Round Table is the decision-making body that will make official decisions on the proposed projects, actions or recommendations in accordance with the Round Table Charter. The Workgroup does not have the authority to make any official decisions.

Conflict-Resolution Process

In the event of a conflict, where consensus has not been reached, the Workgroup members will work to a resolution at the lowest possible management level. If an issue cannot be resolved within the Workgroup, the conflict-resolution process will be in accordance with the Round Table Charter.

Amending this Charter

The Round Table may amend this Charter with guidance from the Workgroup in order to fulfill its mission and goals more effectively. The DMC or MCC may also direct the Round Table to make amendments.

List of Acronyms

Table 2: Acronym List

CGP	Construction Storm Water General Permit
DIT	Division of Information Technology
DMC	Deputy Management Committee
IGP	Industrial Storm Water General Permit
MCC	Management Coordinating Committee
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
OIMA	Office of Information Management and Analysis
Round Table	Storm Water Program Round Table
SWAMP	Surface Water Ambient Monitoring Program
TMDL	Total Maximum Daily Load
WDR	Waste Discharge Requirement
Workgroup	Storm Water Data Management Workgroup
401 Cert	401 Water Quality Certification and Wetlands Program