

Notes – CEDEN User Group Meeting

Date: November 19, 2015

Item No.	Item
1	<u>Welcome</u>
2	<u>Updates</u> Provide a couple of brief updates regarding CEDEN. <u>Notes</u> The CEDEN Data Checker will be down for maintenance on the third Wednesday of each month, from 12 pm to 2 pm. (This work would usually be done on the weekends but the replication and associated processes happen over the weekend so the Water Board elected to do it during the week.)
3	<u>Changes to Templates</u> <i>Continue discussing the process for making changes to templates. Based on feedback, a revised proposal is attached.</i> <u>Notes</u> In regards to the template change process, a participant suggested that comments be available for review during the comment period. The Water Board is researching tools/processes that would make this manageable. No other comments were received so we will start the revision process in January.
4	<u>Wrap Up</u> <i>Propose to cancel the December meeting. If that is agreeable, the next meeting will be January 21, 2016.</i> <u>Notes</u> The next meeting will be January 21, 2016 .

CEDEN Template Modifications

This procedure applies to changing the requirements of the CEDEN data submittal templates. It does not apply to changing examples or explanatory text within the templates or the guidance documents.

Changes to CEDEN templates will be considered in January of even years and will occur biannually thereafter. While this document lays out a process for template changes, any change will be considered carefully, with the understanding that additional or more stringent reporting requirements may be burdensome to data providers and may require changes to data checkers and other tools related to CEDEN and its data.

1. Using Lyris, the CEDEN Team will solicit input on needed changes for 30 days. Responding proposals must clearly identify the change and the need for the change.
2. The CEDEN Team will compile requests to post on internet and send via Lyris requesting feedback on proposals.
3. Comment period open for 30 days (any comments should be submitted to ceden@waterboards.ca.gov).
4. Final decisions on changes will be made by the Deputy Director of Office of Information Management and Analysis and posted on the internet and circulated via Lyris.
5. Unless otherwise specified, implementation of changes will start six months from final decision.