

Metadata Strategy Table
As of May, 2007/changed on July 25, 2007

WHAT	WHO	WHEN	HOW
1. Determine what constitutes water resources data. What data types are required: water, biological, hydrometeorological, etc.	Florida Water Resources Monitoring Council (FWRMC)	May, 2007 meeting	
2. Compile list of parties to contact about metadata standards for consultant	Liaison for Council	June 8, 2007	Each member submits a list of parties and publications to Steve
3. Establish a working group of experts to review analysis and assist in establishing the scope of work for consultant* (see note on last report)	FWRMC	June 30, 2007	Members of panel can be within or without agencies, it is the expertise that is important Each Council member goes back to home agency and proposes one expert as panel member. The size of the panel should be no more than 10 members. Criteria for selection of expert: on Transcript of meeting May, 2007
4. Review and finalize scope of work	Input from expert panel and input from Council	July, 2007 meeting	Through email correspondence and meeting. Procurement and work order Options for selection of Consultant are brought to July meeting by SFWMD. Expert panel to attend the July, 2007 meeting
5. Selection and Contracting of Contractor with the Consultant (see criteria adopted by Council on May 24, 2007)	FWRMC	By October 15, 2007	Vet list of candidates
6. <u>Delivery of report by contractor to the expert panel</u> Expert panel review of interim	Consultant Contractor /Expert panel	<u>Contractor</u> Delivered to Panel by	<u>Contractor can deliver by email for speed</u>

Metadata Strategy Table
As of May, 2007/changed on July 25, 2007

WHAT	WHO	WHEN	HOW
report of consultant		January <u>February 15,</u> 2008, finalized by January 30, 2008	
7. <u>Public meeting of Expert Panel</u>	<u>Contractor/Expert Panel/and public</u>	<u>Week between February 25 and February 29, 2008</u>	<u>Critical review by the expert panel at a publicly noticed meeting</u>
8. <u>Expert panel delivering final draft report to Monitoring Council</u>	<u>Contractor/Expert Panel/FWRMC</u>	<u>Final report delivered by expert panel to the Council by March 5, 2008</u>	<u>Deliver by email or FTP site</u>
7-9. <u>Council Review interim draft report by Expert Panel consultant</u>	<u>FWRMC/Expert Panel/Contractor</u>	February <u>March 12, 13,</u> 2008 meeting, meeting in February 6,7, 2008 to finalize	<u>At Council meeting</u> <u>Member need to come prepared to rank and comment</u>
10. <u>Contractor finalizes and delivers Report to the Council</u>	<u>Contractor</u>	<u>Week of March 24, 2008</u>	<u>Council Liaison assures proper formatting, etc.</u>
8-11. <u>Finalizing interim draft Report and deliver to Secretary of FDEP</u>	<u>Council Liaison</u>	February 15 <u>Week of March 31, 2008</u>	
9-12. <u>Take preliminary recommendations to stakeholders at local meetings and to the Florida Oceans and Coastal Resources Council</u>	FWRMC <u>Liaison and others to be determined</u>	Start February <u>March 24,</u> 2008 to May 1, 2008	<u>Public meeting in various locations</u>

Metadata Strategy Table
As of May, 2007/changed on July 25, 2007

WHAT	WHO	WHEN	HOW
<u>10.13.</u> Revise recommendations with stakeholder comments and FOCRC	FWRMC	Start May, 2008 completed by June 25, 2008	<u>Meetings to be determined of Council</u>
<u>11.14.</u> Present recommendations to FDEP	FWRMC	June 30, 2008	<u>TBD</u>