

Metadata Strategy Table
As of May, 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 with the Consultant (see criteria adopted by Council on May 24, 2007)	FWRMC	By October 1, 2007	Vet list of candidates
6. Expert panel review of interim report of consultant	Expert panel	Delivered to Panel by January 15,	

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		2008, finalized by January 30, 2008	
7. Council Review interim report by consultant	FWRMC	February 1, 2008, meeting in February 6,7, 2008 to finalize	
8. Finalizing interim Report and deliver to Secretary of FDEP	Council Liaison	February 15, 2008	
9. Take preliminary recommendations to stakeholders at local meetings and to the Florida Oceans and Coastal Resources Council	FWRMC	Start February 16, 2008 to May 1, 2008	
10. Revise recommendations with stakeholder comments and FOCRC	FWRMC	Start May, 2008 completed by June 25, 2008	
11. Present recommendations to FDEP	FWRMC	June 30, 2008	