

CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER-REVISION: 009.02

EFFECTIVE DATE: 7/15/08

CATEGORY: Web Calendar Management

SUBJECT: CERP Web Calendar – Use, Policy and Guidance

DESCRIPTION:

This memorandum provides guidance to both Jacksonville District, U.S. Army Corps of Engineers (USACE) and South Florida Water Management District (SFWMD) staffs on the management of the Comprehensive Everglades Restoration Plan (CERP) Web Calendar located at www.evergladesplan.org. The purpose of this memorandum is to define responsibilities and processes necessary for the successful management of the CERP Web Calendar.

This CGM is intended to serve as a reference for Project Managers, Project Delivery Teams (PDT), RECOVER Teams, Outreach Specialists and other programmatic entities.

GUIDANCE:

The CERP Web Calendar is defined as the public calendar for meetings and activities that relate to CERP and other closely related Everglades Restoration Projects. The CERP Web Calendar has been established to provide a mechanism for displaying information about CERP-related meetings and events with all interested parties.

Roles and Responsibilities

Calendar Content Owners - This role provides oversight for a specific section of content within the *CERP Web site*. They are the owners of the information and are responsible for all aspects of the content in their designated areas. *Calendar Content Owners* such as Project Managers, Outreach Specialists, and designated CERP contractors deliver content changes to the *Web Calendar Content Manager* or *CERP Gatekeeper* in the proper format and with proper metadata as dictated.

This document provides working level guidance to assist Project Delivery Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy for either agency nor does it create authority beyond that granted to any agency member carrying out their duties. Guidance reflecting agency policy on subjects listed in the guidance memoranda section of the programmatic regulations for CERP will be issued when the final programmatic regulations are adopted, using the process stated in the regulations.

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Web Calendar Content Manager - This role serves as the technical point of contact for all content on the application and is responsible for handling all calendar requests that do not go through the CERP Gatekeeper. It is responsible for managing the content posted on www.evergladesplan.org to ensure that it meets appropriate guidelines and for coordinating with designated *Calendar Content Owners* to edit existing content, build new content or web site sections and to post documents. This role also ensures the consistency and continuity of the overall appearance, content and structure of the *Web Calendar* and coordinates and manages content change requests from *Calendar Content Owners* and manages the release of content to the application. The *Web Calendar Content Manager* is not responsible for the accuracy and truthfulness of the content but only manages the release and display of the content.

CERP Gatekeeper - This role is responsible for handling calendar requests for Project Delivery Team (PDT) and sub team meetings with public access which involve conference calls ensuring that all components of the meeting notice have been provided. The *Gatekeeper* will (1) accept and review for completeness the meeting notice requests from *Calendar Content Owners*, (2) obtain the telephone call-in numbers, if not already available, and (3) complete the process to promote the meeting notice and all associated documents to the CERP Web site.

Rules for Posting

1. All content described or contained on the *CERP Web Calendar* must be directly related to planned or ongoing CERP projects, closely related Everglades Restoration projects or CERP programmatic activities.
2. *Calendar Content Owners* must review and approve all information prior to its posting on the CERP Web Calendar. CERP Program Managers have final authority over all disputes/questions on content.
3. The *CERP Web Calendar* will not serve as a commercial or advancement opportunity for entities outside or not involved in the CERP program.
4. All *CERP Web Calendar* posting requests should be provided to the *Web Calendar Content Manager* or *CERP Gatekeeper* as appropriate. *Calendar*

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Content Owners must submit such requests no later than two weeks prior to the advertised date of an event in order to give sufficient public notice. The *Gatekeeper* and *Web Calendar Content Manager* need a minimum of two duty days advance notice to ensure posting of the event and documents before the meeting.

5. All requests shall be provided via electronic format and be endorsed by a *Calendar Content Owner* prior to posting.

Requests for Posting

All meeting notice requests and updates should be provided in the approved format to the *CERP Gatekeeper* (as described in CGM 051.00 for review and processing) or be directed to calendar@evergladesplan.org. All requests shall include the following information:

- **Subject of Meeting / Event:** Full title of meeting or event, including explanation of all acronyms.
- **Date(s) of Meeting / Event**
- **Time of Meeting / Event**
- **Description of Meeting / Event:** A brief description of the purpose of the meeting or event.
- **Location:** An address, room number, and phone number of the location of the meeting/event. Directions to the location may be included if available.
- **Point of Contact:** A person who may be contacted for more information about the meeting/event. Include name, association (i.e., U.S. Army Corps of Engineers, South Florida Water Management District, Department of Environmental Protection, etc.), phone number and e-mail address.

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- **Documents:** Documents and other documentation, including the agenda, may be included for posting on the calendar. If available, please provide an electronic copy of the **final agenda** with a request for it to be posted.

APPLICATION:

Effective as of the date of this CERP Guidance Memorandum, the staffs of both agencies will implement this guidance in accordance with the processes described above to update and manage content on the CERP Web Calendar.

APPROVALS:



Lawrence R. Gerry
Director, Everglades Restoration
Planning Department
South Florida Water Management District

DATE: 7/14/08



Stuart J. Appelbaum
Deputy, Restoration Program
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U.S. Army Corps of Engineers

DATE: 18 JULY 2008

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