Language that Defines Project and Process

### About the System:

The Collaborative utilizes an online project-information system in an effort to keep internal and external parties apprised of projects that are of interest to Collaborative members, and are related to the Collaborative’s focus area. The system seeks to inform interested parties by highlighting project information such that the totality of the work in the focus area is understandable to the user.

Projects are added to the system via a form that seeks certain information about those projects, that once filled out, is subsequently submitted to the Steering Committee through the applicable processes detailed below.

### About Projects:

A project is considered valid for inclusion to the online system if it meets the following requirements:

* It is an endeavor being undertaken by one of the members of the Collaborative, or an affiliated entity of a member, or is active or planned in the watershed
* Certain information can be attributed to the project such that it meets the minimum requirements as described on the project-information form
* It is consistent with the aims of the Collaborative as evidenced through the Collaborative’s adopted Mission, Shared Values, Roles and Responsibilities, and Commitments outlined in the group’s Declaration of Cooperation and Operating Protocols

### About the Process:

Collaborative-affiliated organizations who would like to have project information added to the system without a prior request for information can request a project-information form from the Administrative Coordination Entity, and submit the completed form to that entity to be presented for consideration in adding it to the system during the Steering Committee’s next meeting.

Members within the Collaborative can request project information from other members of the Collaborative for inclusion to the system via an email to the Administrative Coordination Entity describing the nature of the request. Staff of the Administrative Coordination Entity will communicate with the appropriate project contact via an email, with a project form attached. The entity whose project information is being requested can voluntarily send that information back to the Administrative Coordination Entity using a completed form. Upon receiving the completed form, staff of the Administrative Coordination Entity will then present it to the Steering Committee to be considered for inclusion to the system at the Steering Committee’s next meeting.

The Steering Committee can choose to add or decline to add a project to the online system, and will present its determination to the appropriate entity’s(ies’) contacts within 30 days of its decision. Both projects added and declined to be added to the system will be noted on the Collaborative’s agenda for each meeting. The Collaborative can choose to review any such determinations by the Steering Committee, and amend those decisions by way of mechanisms deemed appropriate by the Collaborative at the time of discussion.

Projects can be updated and/or removed at any time either by the Project Contact logging into the system to modify their project, or by the Project Contact requesting the change via an email to the Administrative Coordination Entity.

Collaborative members are encouraged to provide more than the minimum amount of information required by the form to put a project into the system. By using this system, Members acknowledge that this system is public facing, and will be accessible via weblink, and/or embedded into websites. All information added to the system should be deemed appropriate for public release.

This process can change according to the needs of the Collaborative over time.