

## **COSEE.net Committee**

The COSEE network has committed itself to developing a unified identity. Part of that effort is integrating COSEE's national and regional web presences into a central portal structure.

Briefly, key elements of the developing cosee.net portal are:

1. Expansion of the existing COSEE.net site into a portal encompassing information and resources of the entire COSEE network.
2. Comprehensive use of COSEE branding and design throughout COSEE's web presence.
3. Technical management of COSEE's web resources in collaboration with the NSF's Digital Library for Earth Systems Education.
4. Local maintenance of the network of regional websites for region-specific postings, with regional pages reflecting COSEE branding. Templates and design guidelines will be provided.
5. Management of portal-level delivery of COSEE's web-based resources by a COSEE.net Coordinating Committee (CCC) made up of one representative from each COSEE and the CCO staff charged with developing COSEE's web presence.

The responsibilities of these individuals include:

1. Authority to provide input and make decisions about the COSEE.net portal on behalf of their regional COSEEs. All input from regional COSEEs will flow through the CCC.
2. Communications on behalf of the CCC with each CCC member's individual COSEE. The CCO will not communicate or solicit input on the cosee.net portal independently of the CCC.
3. Assembling and editing regional information needed for the COSEE.net portal. This may include entering announcements into a national calendar, form-based short descriptions of programs, products, and activities, providing lists of staff and partners, etc.

The work of this committee will focus on content management and web branding. Committee members will not be expected to create or edit webpages or deal with technical issues. Senior

project staff or PIs would be appropriate representatives. Most discussions will be conducted via email. We will make every effort to schedule any face-to-face meetings in conjunction with meetings such as the COSEE's annual Strategic Planning or Network meetings. However, it is possible that there may be an independent meeting at some point. The CCO would expect to assist with travel expenses in that event. Participation in the work of this committee might be expected to require a total of one or two weeks of staff time annually.

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