

Type of information	Purpose	Method	Frequency	Distribution list	Owner	Note	
Monthly Forum - presentations and announcements	Monthly gathering of community, present topics of broad CDI interest, WG Report outs	WebEx	Monthly	CDI list	Leslie	established	
Coordinators Calls	Forum for updates and questions from the CDI leadership, set direction of CDI	WebEx	Every two weeks	CDI Coordinators	Leslie	established	
CSAS&L Sponsor update	Update Cheryl Morris on CDI status, ask questions about upcoming activities	In person	Monthly	CSAS&L sponsor	Leslie	established	
Presentations on CDI	Introduce CDI to potential new members, USGS leadership, external partners - in person	Slide deck	As opportunities arise	Anyone interested	Leslie / Communications WG	2016 summer planned	
In-person discussions about CDI	Travel to science centers to present on CDI and to collect needs/issues from USGS personnel including research scientists; develop external partnerships/coordination	In-person meetings	As opportunities arise	Broad distribution of USGS centers, starting with CO area in 2016, external partners	Leslie / Communications WG	started, but not no schedule yet for how to reach broad audience, maybe tie to SDM trips?	
Announcements / Opportunities of interest to CDI	Near-real-time dissemination of information of interest to CDI members and anyone interested in data/integration topics	Twitter / Blog / Calendar / Wiki Forum	As opportunities arise, several times per week	Anyone interested	Leslie	getting started / established	
Suggestions and Decisions	Hear suggestions from the CDI community and allow them to participate in decision-making for CDI (e.g. training topics)	CDI IdeaLab	As opportunities arise / monthly report to coordinators	CDI list	Leslie	in progress; the status of submitted ideas should be updated ~quarterly	
Write-ups of activities (WG calls)	Have a record of topics covered on weekly WG calls, make more widely available useful links/information from the WG meetings	Blog posts	~Weekly	Blog	Leslie	new idea, started	
CDI Updates	Summarize ~Quarterly collections of what has happened in CDI, provide links, for the occasional CDI participant	Wiki Forum / Email	~Quarterly	CDI list	Leslie	new idea	
CDI funded project status, deliverables, outlook	Check with Award PIs about progress / challenges, help them to achieve their deliverables	WebEx	Twice - summer of award and at end of award	CDI FY16 awardees	Leslie	has been done in the past, not every year	
CDI funded project status, deliverables, impact	Report out on past award deliverables and impact to demonstrate impact of CDI awards	Report	Once for past projects, one year from end of award in the future	Anyone interested	Leslie		
USGS OFR - Annual Report	Combines project reports, working group annual activities, summary of monthly forums, and other events	Open File Report	Annual	Anyone interested	Leslie / Madison	OFR for FY2013, FY2014, FY2015	
Request for proposals	Obtain high quality project proposals for CDI funding	Email / Wiki / all methods	Annual	USGS and external partners	Leslie facilitates	established	
State of the CDI	Summary for members and for sharing and coordinating with e.g. ESIP, RDA, EarthCube	slide deck	Twice a year	CDI list and external partners	Leslie	new idea - following ESIP's example	
Summary of CDI	Introduce CDI to potential new members, USGS leadership, external partners	USGS Fact Sheet / Webpage / Wiki	Once	UGSS and general public	Leslie	mentioned in the past	
Sharing USGS newsletters	Powell, CMG (Soundwaves)	Wiki Communications WG space ? Forum?			Communications WG?	can compile a list of newsletters	