

VIDEOCONFERENCE (ENVISION) NETWORK

Section I. Purpose

II. Policy

III. Scope

IV. Objectives

V. Responsibilities

VI. Acquisition Standards

I. PURPOSE

The purpose of this guide is:

- ! To provide general information and direction for the acquisition and management of videoconference resources and activities within the Centers for Disease Control and Prevention (CDC)*.
- ! To establish CDC-wide policies that meet all Federal requirements and that are consistent with CDC strategic plans regarding improving its communications infrastructure.
- ! To provide a consistent approach to videoconferencing throughout CDC, to promote effective and efficient use of videoconference equipment, and to allow for future technological positioning and integration.

II. POLICY

The CDC will research, develop, test, acquire, support, and manage a videoconferencing system (network) to facilitate communications within the organization and between CDC and other PHS agencies and parts of the public health system.

* References to CDC also apply to ATSDR.

III. SCOPE

This policy applies to all videoconference activities administered by CDC, including field activities. It contains general guiding principles for videoconferencing management and support as well as specific policies on equipment and audiovisual peripherals acquisition. The primary sources for providing guidance are the Federal Acquisition Regulations, the Federal Information Resources Management Regulations, and other appropriate issuances.

IV. OBJECTIVES

The objective of this program is to enhance organizational communications by linking all Centers/Institute/Program Offices (CIOs)* and CDC sites with various other PHS agencies and key public health components through the development of a high quality, reliable, videoconferencing activity program. The use of compressed videoconferencing technology will enhance CDC organizational communications by facilitating participation in the following:

- ! Program meetings
- ! Conferences
- ! Seminars
- ! Significant events (e.g., Joseph Mountin Lecture)
- ! Training

V. RESPONSIBILITIES

The successful implementation of videoconferencing at CDC will require working together throughout CDC to share resources, expertise, and responsibility. A fully functioning system will require the assumption of a range of general responsibilities as described below.

* References to Centers/Institutes/Program Offices also apply to ATSDR.

V. RESPONSIBILITIES (Continued)! The ENVISION Oversight Committee will:

- N Plan, promote, and coordinate the growth of videoconferencing both internally and externally within the public health community.
- N Assess each CIO's request for expansion according to criteria such as need, ability to fund, ability to support, etc. Provide advice and assistance to CIOs in implementation.
- N Establish standards for procedures and operation.
- N Review and evaluate changes in technology.
- N Recommend adoption of new equipment, when necessary.

! The Public Health Practice Program Office (PHPPO) will:

- N Provide overall management of the videoconferencing program activity.
- N Conduct assessments for needs for new sites and recommend appropriate equipment, in concert with the ENVISION Oversight Committee and the CIOs.
- N Coordinate and oversee installation of videoconferencing equipment.
- N Develop operating systems and procedures.
- N Provide orientation and training for users.
- N Schedule all point-to-point and multipoint videoconferences involving the Clifton Road facility.
- N Provide product information, training, and technical consultation.
- N Serve as project officer for management of procurement contracts.
- N Monitor daily operations, frequency of usage, and cost effectiveness of the program.

Provide evaluation feedback to the CIOs and Office of the Director, CDC.

N

V. RESPONSIBILITIES

! Information Resources Management Office will:

Provide technical expertise for all communications linkage issues.

N

N Coordinate and oversee the procurement and installation of all communications panel, cable.

N

N Provide technical consultations and support on all applications such as the service, etc.

N

videoconferencing interconnects.

N

N Aid in researching, developing, and evaluating new video and related technologies.

Provide a resource person as a permanent member of the ENVISION Oversight Committee.

The Centers/Institute/Offices

N Designate at each location a primary videoconferencing meeting room (which will

N Provide a single scheduler for videoconferencing meeting rooms and equipment.

Develop internal policies to ensure that meeting organizers from each location initiate necessary reservations to use the room and equipment.

Provide necessary support persons to set up equipment and furniture and to assist

in complex presentations as needed.

V. RESPONSIBILITIES (Continued)! The Centers/Institute/Offices will: (Continued)

- N Pay for dial-up charges, ongoing maintenance costs, and other direct expenses related to the network site(s).
- N Requisition videoconference and peripheral equipment (including related installation and maintenance packages) additional to that provided in the core plan. Purchase these items through existing contracts or other mechanisms established through the ENVISION program. Coordinate these purchases through the ENVISION Oversight Committee and PHPPPO. Fund and support an umbrella maintenance contract by processing a Transfer Adjustment Voucher (TAV) to earmark funds to the ENVISION budget at the beginning of the fiscal year.
- N Fund and support additional, optional, CIO-specific programs and sites as needed or desired (e.g., training centers, State headquarters, etc.).
- N Provide a technical resource person, such as the IRM Coordinator, as a permanent member of the ENVISION Oversight Committee.
- N Provide evaluation and usage data to PHPPPO's program manager as required.

! The Office of the Director, CDC, will:

- N Provide the resources to equip, connect, operate, and maintain the basic core infrastructure necessary to support videoconferencing capability to each CDC site or location.
- N Include in this infrastructure such items as one basic videoconferencing system, room cabling, multiplexer, patch panel, carrier, or network at each CDC campus.

VI. _____

This policy guide is the basis for establishing standards for CDC acquisition strategy and direction for videoconferencing activities.

The CDC videoconferencing standards are generic requirements relating to functionality, integration, consistency and compatibility, support ability, future adaptability, and price

Acquisition requests that are consistent with the CDC videoconferencing standards will be approved by the PHPPO's ENVISION program manager. The PHPPO, with the assistance of equipment and audiovisual peripherals that meet the criteria. This is to assist users in determining which products meet or exceed the CDC videoconferencing standards.

of videoconferencing equipment can be approved for an overriding programmatic functional need or for a research and development pilot project. CDC will reevaluate the standards when

9/30/93 **TRANSMITTAL NOTICE--GENERAL ADMINISTRATION** CDC TN-93.2

MATERIAL TRANSMITTED

Manual Guide--General Administration No. CDC-75, Videoconference (ENVISION) Network

MATERIAL SUPERSEDED

Manual Guide--General Administration No. CDC-75, Videoconference (ENVISION) Network, dated 9/25/91

BACKGROUND

As the ENVISION Program has grown, overall responsibilities have evolved to make the program more effective. New responsibilities for the Centers/Institute/Offices have been presented to and approved by the Principal Management Officials. The attached Guide has been revised to include those additional responsibilities for the Centers/Institute/Offices:

- ! To designate at each location a primary videoconferencing meeting room for the equipment.
- ! To provide a single scheduler for videoconferencing meeting rooms and equipment.
- ! To develop internal policies to ensure that meeting organizers from each location initiate necessary reservations for the room and equipment.
- ! To fund and support an umbrella maintenance contract by processing a Transfer Adjustment Voucher to earmark funds to the ENVISION budget at the beginning of the fiscal year.

Arthur C. Jackson
Associate Director for
Management and Operations

REFERENCE POINT: Public Health Practice Program Office

FILING INSTRUCTIONS:

- !REPLACE the superseded Guide with the attached revised Guide.
- !POST receipt of this Transmittal Notice on the Checklist of CDC Transmittal Notices--General Administration.

DISTRIBUTION: Mailing List No. 1, Code 2

CDC:PHPO:CGreen:9/9/93;MASO:FWestbrook:9/30/93:(404)639-2940

Doc. envision.fl

Spelling verifier used by:TLawrence:9/30/93