

**CONCEPT DESCRIPTION FOR POTENTIAL PROJECT WEBSITE**  
**-DRAFT FOR COMMENT-**  
**12/18/03**

**Purpose and Audience:** This website would be primarily for use by project members as a convenient location where they could obtain materials and information relevant to the project. The website would be hosted on ERG's server

**Home page:** A brief paragraph summarizing the scope and goals of the project. From the home page, the user can click to access five other pages, as described below.

**About this Project:** Brief description of project background, including history and why the partnership was formed.

**Project Structure and Partners:** Brief description of how the project organization is structured (e.g., steering committee, technical committee, workgroups), who the organizational partners are, and a listing of project members with full contact information.

**Meetings:** Listing of dates and location of all meetings (past, present and upcoming), with downloadable agendas and minutes as these become available.

**Progress/Deliverables:** A table showing key activities/deliverables and their status. Users can click on deliverables to download them as a pdf.

**Relevant Resources:** This page will list resources relevant to the project and provide either downloadable pdfs, where possible, or describe how to obtain the resource. A number of resources are available now or will soon be available- -for example:

- - Desk statement from EPA (in 12/18 meeting packet)
- -Alternatives report outline (in 12/18 meeting packet), to be replaced with the alternative report, once developed.
- -Partnership description and scoping document (to be developed)
- -Summary of flammability standards (in 12/18 meeting packet)
- -EPA's DfE brochure (in 12/18 meeting packet)

**THINGS TO CONSIDER:**

- Will users be restricted to only project members, or will the site be open to anyone who is a member of a partner organization, or should it (like the ICCR website and like DfE's other project websites) be open to any member of the public?
- Should the website as a whole, or any part of the website, be password protected?
- If the project website is restricted, should one or two other websites be created for other users. For example, DfE could have a page for this project on its website and/or AFMA and BIFMA could have an area on their websites for their members to access project information.
- What review process should be used for materials before they are posted on the website?