

Analysis Band Charter

2020

Revised February 2020

Mission:

The Analysis Band (AB) mission is to identify current and emerging stakeholder resource information needs and develop analytical solutions in support of the FIA Strategic Plan. The AB will focus on developing national peer reviewed analytical procedures for synthesis of core FIA data, full reporting templates, analytical QA procedures, and identification of emerging issues. This can only be accomplished by close communication and cooperation with all FIA units and partners.

Process:

To accomplish its mission, the AB will convene, charter, and facilitate task teams which will be under their supervision and control, and accountable to the AB. The AB will develop an annual accomplishments report and an annual plan of work for each coming year that will be carried out by these inter-band and intra-band task teams. These reports will be formatted according to provided templates.

Band-Member Philosophy:

The Core Analysis Band (CAB) has responsibility for facilitating project completion through supervision, control, and accountability. Other AB members provide vision, advice, and task team membership for completing the Band's mission (see below for details).

Structure:

Chartering Authority: National FIA Management Team (MT), which consists of the 4 regional FIA Program Managers, the Operations Program Manager, national FIA program manager, national FIA program lead, other national FIA leadership, NFS representatives, state representatives, and others, is the AB's chartering authority.

Membership:

Core Analysis Band (CAB): The CAB is the strategic leadership of the AB, and is comprised of one analysis group leader from each of the 4 FIA regions; NRS, SRS, RMRS, and PNWRS. Duties as CAB leader rotates between the 4 FIA regions every 2 years.

Full Band: CAB members, Program Manager Liaison, other members of FIA analysis teams as needed, national QA lead, national analyst, state representatives (one member from each NASF region), NFS representatives (such as national and regional NFS analysts and coordinators), S&PF representatives, national indicator leads (where still relevant), and other agency representatives as needed (e.g. BLM, NRCS, etc).

Staffing:

- CAB members (4 regional analysis team leads)
- Other members of FIA analysis teams
- Program Manager Liaison (rotating through the FIA regions every 2 years)
- National Indicator Leads
- National Analyst
- National QA lead
- State representatives
- NFS representatives including NFS FIA Regional Coordinators
- S&PF representatives
- Other agency representatives as needed (e.g. BLM, NRCS, NPs, tribal representatives, etc.)

Roles:

Core Band Members: The CAB members provide strategic leadership to the AB, identify resources for implementation of priorities (via task teams); assign tasks to regional staffs; and solicit assistance on task teams from other bands and other non-FIA members of full AB. They share responsibilities with CAB Leader for communication and coordination as needed, as well as make decisions on change proposals and other national questions following consultation with full band.

Full Band Members: Full band members provide advice and consultation on AB projects and issues of high priority for the AB's Annual Plan of Work, facilitate information sharing, assist in formulating the Band's vision, identify emerging issues, and aid in posturing for future research opportunities.

Program Manager Liaison: The Program Manager Liaison is to be from the same Research Station as the leader of the CAB and then rotated every 2 years at the start of the fiscal year. The Program Manager Liaison's primary responsibilities are to communicate with the AB, set priorities for annual plan of work action items, ensure implementation of action items, and primary point of contact/representative with FIA Core Team, MT, and inter-band communications. See the end of this document for the rotation schedule for fiscal years 2020 through 2027.

Core Team: The FIA Core Team (CT) consists of the rotating leads of each of the technical bands, (Analysis Band, Data Acquisition Band, Information Management Band, and Techniques Research Band) and portfolio leads, with the Operations Program Manager as the liaison. So, the CAB is a CT member.

Decision-making:

It is the responsibility of all AB members to keep themselves informed so that they can review and comment on issues put before them for decisions in a timely manner. Decisions will be made by consensus, meaning that all members support the decision. If consensus is not possible, a vote will be taken by the four CT members with ties broken by the Program Manager Liaison.

Communications (Conference Calls and Meetings):

The AB maintains a goal of holding monthly or quarterly conference calls and possible face-to-face meeting(s) of the AB or teams formed by the AB, each year. Conference calls will consist of an hour of full-band discussion followed by a Core Band meeting to facilitate forward progress. Follow-up CB calls will be held as needed.

Meeting Minutes will be taken and distributed to the AB following all calls and meetings, and also will be posted on the Band Pinyon folder. Note-taker assignments will rotate among the four FIA regions. The CAB will report on task team progress and products to the CT and MT as required.

Ground Rules:

- Hierarchal structure and relationships are removed
- All band members are stewards of the whole
- We shall show mutual respect and honesty
- What we agree is confidential, stays confidential
- Everyone is responsible for enforcing the ground rules
- The ability of the AB to meet its mission depends on the accountability of band members

Measures of Success:

At the completion of tasks, CAB and MT members will evaluate the Team’s products, processes and annual accomplishment reports. Task teams will deliver high quality products in a timely way that meets or exceeds expectations. Timing is guided by national timelines.

Core Analysis Band Leadership and Core Team Program Manager Liaison rotation:

Oct. 1, 2019 – Sept. 31, 2021	(fiscal years 2020 and 2021)	SRS
Oct. 1, 2021 – Sept. 31, 2023	(fiscal years 2022 and 2023)	PNWRS
Oct. 1, 2023 – Sept. 31, 2025	(fiscal years 2024 and 2025)	RMRS
Oct. 1, 2025 – Sept. 31, 2027	(fiscal years 2026 and 2027)	NRS