

# Information Management Band Charter

**NAME:** Forest Inventory and Analysis (FIA) Information Management Band (IMB)

**LAST REVISED:** 13 March 2020

## **1 MISSION**

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Provide leadership and resources in order to deliver a fully documented national system to plan, collect, store, compile, process, report, and distribute FIA data in order to promote standardization and consistency for all IM business processes.

- Support the Data Acquisition Band (DAB) in the planning, pre-field, collection and quality checks of data by providing IM systems [Examples are listed in section 5 below] to support these activities
- Support the Analysis Band (AB) and Techniques Research Band (TRB) by providing IM systems to facilitate the preparation of the data for reporting and analytical studies

## **2 MEMBERSHIP STRUCTURE**

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### **Core Band**

- FIA regional IM Group Leads
- FIA representatives from National Operations Program as needed
- Individual Subject Matter Experts (SME's) on national projects from regional IM staff as needed

### **Information Management (IM) Band**

- FIA Information Management staff
- FIA National Operations Program staff
- FIA Core Band members
- Core Team FIA Program Manager Liaison (chosen by the FIA Core Team)
- State representatives (1 for each FIA region)
- Representatives from FS National Forest Systems and State & Private Forestry
- Representatives from other agencies, as needed

## **3 GUIDING PRINCIPLES:**

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The IM Band will follow these guiding principles during the development of products:

- Introduce more rigorous and formal processes for FIA systems support
- Move towards integrated, national IM production and data distribution systems
- Standardizing the regional IM data processes nationally whenever possible

## **4 CHARTERING AUTHORITY**

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National FIA Program Management Team

## **5 IM PRODUCT SUPPORT TO FIELD EQUIPMENT AND IN-HOUSE APPLICATIONS**

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- Personal Data Recorders (PDR) program Mobile Information Data Acquisition System (MIDAS)
- Compilation systems National Information Management system (NIMS) migrating to the new Universal Information Management System (UNIMS)
- Documentation

- Appropriate Quality Assurance review of all supported products
- Decisions on Change Proposals

## **6 ROLES**

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### **Core Band Leader**

- One of the IM group leaders
- Rotating position – 2-year term

### **Recorder**

- Chosen from the Core Band to take notes to share with the Core Band and for distribution as needed
- Position will rotate among Core Band members, as determined by team. Will review priority list, active task list, and action item list from previous meetings

### **Core Band:**

- Conduct strategic planning in support of the national band structure, make strategic decisions for the FIA program, and solve IM band issues
- Convene, charter, and facilitate task teams to achieve programmatic objectives through supervision, control and accountability.
- Identify resources for implementation of priorities (via task teams)
- Assign tasks to regional staffs
- Solicit assistance on task teams from other FIA bands and other non-FIA members of IM Band
- Share responsibilities with Core Band Leader for communication and coordination as needed
- Make decisions on change proposals and other national questions following consultation with other members of IM band
- Implement Operational plans in support of the FIA strategic plan and any approved requirements from DAB, AB and TRB

### **IM Band**

- Implement nationally consistent IM systems according to the strategic vision from Core Band
- Develop an annual plan of work that will be accomplished through inter-band and intra-band sub teams.
- Responsible for staying informed so that they can review and comment in a timely manner on issues put before them for decisions

### **Core Team Program Manager Liaison**

- Serves as communication link between the IM Band and the FIA Core Team and Management Team
- Ensures priorities for IM annual plan of work action items align with goals of the national FIA program

## **7 DECISION METHODOLOGY**

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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 IMGL's with ties broken by the Core Team Program Manager Liaison.

## **8 COMMUNICATIONS**

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Meeting minutes will be taken and distributed to the IM Band following all calls and meetings, and will be posted on the IM Band Pinyon folder.

### **Conference calls**

- Core Band will hold bi-monthly conference calls; more often if necessary
- IM Band will hold monthly conference calls. Calls will be led by Core Band Leader. Calls will consist of an hour of full IM Band discussion followed by a Core Band meeting to facilitate forward progress. Follow-up Core Band calls will be held as needed
- The Core Band will report on task team progress and products to the FIA Core Team and FIA Management Team as required

### **Meetings**

In-person meeting(s) of the IM Band or teams formed by the band will be held as needed and resources allow.

## **9 GROUND RULES**

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- Hierarchical structure and relationships are removed.
- All are stewards of the whole.
- We shall show mutual respect and honesty.
- What we agree is confidential, stays confidential.
- There is no retribution for following these rules.
- Everyone is responsible for enforcing the ground rules.
- Members can ask for an extension on a decision in to gather more information or input from other colleagues.
- We commit to have good, open communication within and between Bands.

## **10 RESOURCE REQUIREMENTS**

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- Ability of the Core Band to assign FIA IM staff to task teams as needed.
- Need to have National QA Coordinator engaged in order to perform appropriate QA as stated under Products.
- Time for various conference calls; time and money to attend meetings

## **11 DURATION/TIME CONSTRAINTS**

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- All products are to be delivered within the schedule agreed to by the Core Team Program Manager Liaison and Core Band
- Timelines reviewed periodically and adjusted for unforeseen circumstances.

## **12 REPORTING:**

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- Progress and final products will be communicated/delivered to the Program Managers as appropriate.
- IM Band accomplishments published yearly near the end of the Fiscal Year prior to the annual National All Band/All Portfolio meeting.

### **13 SUCCESS MEASURES/EVALUATION**

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Delivery of a high-quality product on time that meets or exceeds the expectations for this team.

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