

Analysis Band Charter

2008

Revised February 2008

Mission:

The Analysis Band (AB) mission is to identify current and emerging resource information needs and develop analytical solutions in compliance with national program direction. 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 will only be accomplished by close communication and cooperation with all FIA units and partners.

Process:

The AB will develop an annual plan of work that will be accomplished through inter-band and intra-band task teams. The AB will convene, charter, and facilitate task teams to achieve programmatic objectives through supervision, control, and accountability.

Band-Member Philosophy:

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

Structure:

Chartering Authority: National FIA Management Team

Membership:

Core Band (CB): The CB is comprised of one analysis group leader from each FIA region: Will McWilliams (Leader, NRS), Ray Sheffield (SRS), John Shaw (RMRS), and Sally Campbell (PNWRS)

Full Band: Core Team Program Manager Liaison, Core Band members, other members of FIA analysis teams as needed¹, national QA lead, national analyst, state representatives (one member from each NASF region), NFS representative (Renate Bush), S&PF representative (Jim Steinman), national indicator leads, and other agency representatives as needed (e.g. BLM, NRCS, etc).

Staffing:

- Core Team Program Manager Liaison (Dennis)
- Core Band members (Sally Campbell, John Shaw, Will McWilliams, and Ray Sheffield)
- National Indicator Leads (Beth Schulz (veg), Chris Woodall (down woody material), Suzy Will-Wolf (lichens), John Coulston (O₃), Hobie Perry (soils), Bill Bechtold (crowns), and Manfred Mielke (damage))
- National Analyst (Brad Smith)
- National QA lead (Phyllis Adams)
- State representatives (Joey Gallion (IN), Tom Wardle (CO) and Weihuan Xhu (TX))
- NFS representative (Renate Bush)
- S&PF representative (Jim Steinman)
- Other members of FIA analysis teams as needed²
- Other agency representatives as needed (e.g. BLM, NRCS, etc)

Roles:

Core Team Program Manager Liaison: The Core Team Program Manager Liaison is initially chosen by the FIA Core Team (CT) to be the same Station as the Leader of the Core Band and then rotated every 2 years with primary responsibility to communicate, set priorities for annual plan of work action items, ensure implementation of action items, and primary point of contact/representative with CT, MT, and inter-band communications.

Core Band Members: 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. Share responsibilities with Core Band Leader for communication and coordination as needed, as well as make

¹ The Core Band retains the authority to include or exclude members as needed.

² The Core Band and PM liaison retains the authority to include or exclude members as needed.

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 Band'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 (e.g. urban forest analysis).

Decision-making:

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 Core Team members with ties broken by the Core Team Program Manager Liaison.

Communications (Conference Calls and Meetings):

The AB maintains a goal of holding quarterly conference calls and one face-to-face meeting each year. Face-to-face meetings will rotate among the four regional FIA regions. Conference Calls will consist of an hour of full-band discussion followed by a CB meeting to facilitate forward progress. Follow-up Core Band calls will be held as needed.

Meeting Minutes will be taken and distributed to the Full Band following all calls and meetings, and also will be posted on the Band website (Webmaster is Barb Johnson, NRS). Note-taker assignments will rotate among the four FIA regions. The Core Band 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
There is no retribution for following these rules
Everyone is responsible for enforcing the ground rules

Measures of Success:

At the completion of tasks, CB and MT members will evaluate the Team's products and processes. Task teams will deliver high quality products in a timely way that meets or exceeds expectations. Timing is mandated by national timelines.