

NATIONAL FIA DATA ACQUISITION CORE BAND CHARTER

October 25, 2007

Purpose/Mission: The efficient development and implementation of core national data collection procedures for FIA data, the coordination of change proposals and task teams, and to share information and experience, across bands to foster continuous improvement of the FIA program.

Background: FIA is committed to increasing the level of consistency in a core inventory program by developing a system that is truly consistent from the planning, data collection, photo interpretation, information management, compilation, analysis, and reporting stages. This can only be accomplished by close communication and cooperation among the FIA work units. The Data Acquisition Band (DAB) will focus on developing, testing, and documenting standard approaches to collecting core FIA data. While the focus is primarily on data acquisition, the DAB will need to interact with other bands on FIA issues including the Techniques, Information Management, and Analysis bands.

Structure: The DAB retains the membership of the full band but has two sub-components comprised of the Core Band and the Full Band. The Core Band is responsible for facilitating projects through supervision, resource allocation, and accountability. The full band members provide vision, expertise, advice and participation on task teams for DAB projects.

Membership:

Core Band – the Core Band is comprised of the one FIA data collection leader from each of the four FIA Units.

Full Band – The Full Band is composed of the four core band members, Core Team Program Manager, State representatives, National QA lead, and core field guide editor. Unit QA staff and liaisons from other bands will be brought in as needed but are not full members of the band.

Roles:

Core Band Members: facilitate the implementation of band priorities, assigns tasks to regional staffs; solicits assistance on task teams from other bands or cooperators on the Full Band. Core members share responsibilities with the Core Band leader when needed and make decisions on change proposals and other national questions after consultation with the full DAB.

Core Band Leader: A Core Band/Full Band leader will be picked from one of the four FIA units. The band leader has responsibilities for organizing band meetings issues and priorities, being a liaison between the DAB CT, MT, and the other bands. The first band leader will serve a 2 year term with subsequent terms lasting one year.

Full Band Members: Full Band members provide advice and consultation on DAB projects and issues of high priority for the DAB's annual plan of work. The Full Band participates in formulating band issues and positions on present and future proposals. It is proposed to the Core Team that the non-core members of the band be reevaluated every 2 years with members being rotated at the discretion or advice of the Core members, PM, and individual agencies controlling those members.

Core Team Program Manager: acts as a liaison and primary point of contact between the DAB and the Core Team and Management Team as well as interband communications. The PM acts as an advisor to the DAB and helps set priorities for annual plans of work as well as ensuring the implementation of action items. The first Core Team PM will serve a 2 year term with subsequent terms lasting one year. The PM in this position should be from the same unit as the Core Band Leader.

Decision making – Decisions made by the Full and Core Band will be by consensus. If consensus cannot be reached the decision will be made by the Core Team members and subsequently by the Core Team Program Manager. Decisions that relate to budget, resources, and FIA specific policies will be made by the Core Team members. Members should assign a proxy to attend meetings or make decisions in their absence.

Meetings – Meetings will be held as needed but at least once a year. Conference calls will be held once a month or as needed. Meetings are attended by Full Band members and invited guests as needed. Meeting location will rotate between each of the four units.

Logistics – Facilitator will be the band leader. Note taker will rotate among the non-facilitators.

Communications:

Internal – Conference calls and emails

External – Calls and emails as well as invitations to conference calls and meeting.

Success Measures/Evaluation:

Number of tasks processed and completed and timelines met

Accomplishments in line with FIA national goals

Feedback from other bands and Core Team

Products:

Continuing versions of the Core National Field Guide

Priority tasks identified in the work plans.

Review and implementation of change proposal.

Resources:

Time commitment for monthly calls or assignments

Staff from all of the units to help in task team assignments

Core Team, DAB, and other bands

Barb Conkling (Field Guide Editor)

DAB Core Band Priorities 2008

Core Field Guide

- Review change proposals within the Core Band with input from full band membership.
- Submit feedback to proposals on time.
- Assign personnel to task teams for issues that might arise from proposals.
- Review changes and submit comments if/as needed.
- 3 months before the next version of the field guide is out, Core Band does final review of changes with comments from Full Band.
- Field guide editor incorporates changes in the manual.
- Full review by band.
- Incorporate changes.
- Post Manual

QA Scoring Program

- Form task team with the National QA lead as the leader
- Schedule meeting with Unit QA personnel to review NRS QA scoring program and other programs if applicable.
- Team reviews present work and other options; comes to consensus on scoring protocol
- Results presented to the full DAB and reviewed.
- Recommendations incorporated into product.
- Final version presented by task team
- Submit to Core Team and other bands for review

National Training Program

- Schedule meeting with Unit QA personnel to compare pre-field training.
- Assign personnel to task team
- Review of recommendations by Core Band
- Present and review by Full Band
- Final version by task team
- Implement

National Data Collection Safety Program (Not sure what form this task will take)

- Preliminary meeting of the full bands to scope out and define the task.
- Representatives from each station and all cooperators that participate in the field work meet to build a charter.

