

DRAFT 1.0 – April 14, 2011

FREP 2011/12 Work Plan / Improvement Plan

Introduction: This document is the 2011/12 FREP Improvement Plan / Work Plan. The contents of this document are based on results of the annual quality survey, communication survey, annual continuous improvement session, ongoing partner/stakeholder feedback, the strategic plan, Ministry Service Plan and program resources (people and budget). This document will be updated if new priorities emerge from Executive, or program resources change. All versions will be kept to ensure accountability.

FREP Mission: To be a world leader in resource stewardship monitoring and effectiveness evaluations; communicating science-based information to enhance the knowledge of resource professionals and inform balanced decision making and continuous improvement of British Columbia's forest and range practices, policies and legislation.

FREP Objectives -- FREP is a long-term commitment by government to:

1. Assess the effectiveness of forest and range legislation in achieving stewardship objectives
2. Determine whether forest and range practices are achieving government's objectives, with a focus on biological function and social values (visual quality and cultural heritage)
3. Identify forest and range resource value status and trends, and
4. Identify opportunities for continued improvement of British Columbia's forest and range practices, policies and legislation.

Key FREP Focus Areas **aligned with FREP strategy which is currently under revision**

1. Collection of high-quality, statistically valid monitoring and evaluation data for the 11 FRPA resource values
2. Effective communication of our monitoring and evaluation results, and
3. Ongoing improvement of FREP through maximizing program effectiveness and efficiency.

FREP Strategic Plan Six Strategic Themes (in alignment with the six quality drivers from the National Quality Institute):

- Program Leadership
- Continuous Improvement and critical reflection
- Communication of monitoring results
- Program Development and Implementation
- People Focus
- Clarity of program priorities

Strategic Theme - Program Leadership

Issue Description	Specific Task(s)	Responsibility	Timeline
Finalize FREP Strategic Plan	<ul style="list-style-type: none"> ○ Finalize FREP Strategic Plan once new mission, vision, mandate of MFLNRO has been set and resources have been allocated 	Peter (Strategic Plan Team)	Spring 2011
Continue the Chief Forester's role in FREP and communicate this role to clients and partners	<ul style="list-style-type: none"> ○ Publish the 2012 Chief Forester FREP report ○ Chief Forester sign off of revised FREP Strategic Plan 	Chief Forester Chief Forester	Spring 2012 Spring 2011
	<ul style="list-style-type: none"> ○ Support the Chief in presenting the Strategic Plan to the Minister's Practices Advisory Committee and MFLNRO Executive 	Peter	Ongoing
	<ul style="list-style-type: none"> ○ Develop draft FREP performance measures and ADMs letter of support for consideration by ADMs 	Peter	April/May 2011
	<ul style="list-style-type: none"> ○ Meet with CF to review annual work plan 	Peter and (or) JD	April/May
Continue efforts to enhance Regional Manager, District Manager and Operations Managers engagement and awareness	<p>Meet/call all regional management teams at least once in 2011 and request a second call in the fall/winter of 2011 focus on discussing:</p> <ul style="list-style-type: none"> - individual district needs, staff contributions, and opportunities for improvement - awareness and engagement in FREP - reversing the district culture of "leading FREP from the staff" – build engaged leadership from district management 	Peter /Frank/Nancy	Spring 2011 Fall/winter 2011
Ensure key program leads have face to face time with districts to help build relationships	<p>Seek opportunities for FREP Branch staff to meet and work with district staff:</p> <ul style="list-style-type: none"> ○ FREP Training & mentoring ○ FREP Victoria staff help a minimum of one district with field data collection ○ Advocate for a face to face CI session for February 2012 	Victoria FREP staff and team leads	Ongoing
		Peter (district staff)	Fall 2011
Continue focus on developing dispersed leadership for those involved in FREP (linkage to People Focus -- staff development opportunity)	<p>Seek opportunities for district and regional leadership on individual tasks and projects:</p> <ul style="list-style-type: none"> ○ Training Team ○ FREP CI Session ○ QMT (NQI Quality Assessment) ○ Communications Team ○ IMS Team ○ Resource Value co-leads 	Frank Thomas Thomas Peter Thomas Steve L (cultural) Jim D (karst) Alex W (SDM)	Ongoing
Continue building trust and relationships with our clients and partners	<ul style="list-style-type: none"> ○ Focus on program integrity through communication of transparent and non-judgemental reporting and implementation of the 14 recommendations from the November 2011 communications survey 	All FREP authors – primarily RVL Team Leads	Ongoing

	<ul style="list-style-type: none"> ○ Conduct annual quality survey ○ Conduct annual communication survey ○ Deliver presentations to PAC, SISCO and a minimum of one other large format group such as NSC, CSC, ABCFP etc. 	Thomas Peter RVTLs and Peter	Fall/winter Fall/winter Ongoing
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Strategic Theme – Continuous Improvement and Critical Reflection

<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>
Continue demonstrating how FREP is making a difference – “closing the loop”	○ Review all FREP Reports and Action Plans with RVTLs for changes that have occurred as a result of FREP	Thomas, RVTLs	June 2011
	○ Publish summary of FREP findings and recommendations	Peter	Winter 2011
External Program Review (follow up from February 2007 FP Board review of FREP)	○ Develop a plan for external expert consultation/review of program management (e.g., FP Board)	Peter	June 2011
	○ Complete Marla Weston data Audit protocol if resources are available	Frank /Thomas	March 2012
	○ Update FREP evaluation questions	Frank	March 2012
Continue the focus on the “FREP Quality Culture” and promote quality management and NQI awareness	○ Standing RSM call topic (quality tip of the month)	Thomas	Ongoing
	○ Publish quality related FREP Extension Note	Thomas	Fall 2011
	○ Prepare NQI level 4 assessment and application	Thomas	Spring 2011 April 2011
	○ Hold Annual CI Session (face to face if possible)	Thomas Thomas	Winter Fall/winter
	○ Conduct Annual QA survey	Peter	Fall
	○ Communication Survey	Thomas and Peter	Ongoing
	○ Active participant of the NQI-BC COP	Thomas and Peter	Ongoing
	○ Present and promote NQI to other government agencies		Ongoing
Full transparency of all indicators, protocols, data and publications	○ Check quarterly that all indicators, protocols, data and publications are on the FREP website	Thomas	Quarterly
	○ Distribute all FREP extension materials through the FREP Listserv	Thomas	As published
	○ Work with ABCFP and Forrex to broaden extension audience	Peter	Ongoing
Continue development of the landscape-level biodiversity pilot	○ Develop LLBD monitoring framework (indicators and methods)	Nancy	March 2012
	○ Pilot with at least one district	Nancy	March 2012
Continue developing the climate change monitoring project with UBC	○ Develop monitoring framework (indicators and methods)	Frank	March 2012
	○ Active participant in FFEI climate change team	Frank	Ongoing
Develop and promote opportunities for local district data analysis and	○ Template, methods and technical support (e.g., training through Live Meeting) for data analysis and interpretation for	Nancy	Spring/summer Spring/summer

interpretation	biodiversity <ul style="list-style-type: none"> ○ Template, methods and technical support (e.g., training through Live Meeting) for data analysis and interpretation for water quality ○ Template, methods and technical support (e.g., training through Live Meeting) for data analysis and interpretation for riparian 	Dave Peter T	
Refine dates for completion of field season, final data entry and data QA	<ul style="list-style-type: none"> ○ Refine business process to ensure data available for analysis by November 15 	Thomas	Spring/Summer

Strategic Theme – Communication of monitoring results

<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>
Communications Plan	Update the FREP communications Plan to reflect lessons to date, new relationships etc.	Peter	By Fall 2011
Publish monitoring results	<p>As a minimum, publish the following extension products in 2011</p> <ul style="list-style-type: none"> ○ Riparian Report and Extension Note (2 in total) ○ Wildlife documents - -conceptual model, badger and goshawk (6) and several other priority species documents (2) ○ Three regional SLBD reports and extension notes (6) ○ Water quality report and extension note (2) ○ Overview YouTube video for at least six resource values (6) ○ YouTube video for the CF FREP report (1) ○ Key FREP training videos for YouTube Publish (4) ○ 2012 Chief Forester Report incorporating feedback from communication survey and comments on 2011 report – ensuring CF Report is a valuable public accountability and professional reliance tool (1) ○ 2011 CF Report summary poster (1) ○ FREP Year in review (1) ○ PAB News release (1) ○ SDM extension Note, and two TSA reports with Extension Notes (OK and Strathcona) (5) ○ 2012 FREP calendar (1) ○ CHRV results extension note (1) ○ FREP samples map (1) ○ Soils report and Extension Note (2) 	<p>Peter T</p> <p>Laura</p> <p>Nancy</p> <p>Dave</p> <p>Thomas, Frank, Peter and RVTLS</p> <p>Peter</p> <p>Peter</p> <p>Thomas</p> <p>Peter</p> <p>Frank (with Wendy, Alex and Stefan)</p> <p>Thomas</p> <p>Peter and Steve L</p> <p>Nancy</p> <p>Stephane, Shannon and Chuck</p>	<p>May</p> <p>May</p> <p>June</p> <p>July/August</p> <p>May onwards</p> <p>May onwards</p> <p>May onwards</p> <p>April</p> <p>May</p> <p>May</p> <p>2011/12</p> <p>Fall 2011</p> <p>Winter 2011</p> <p>Fall 2011</p> <p>Winter 2011</p> <p>Fall 2011</p>
Engage industry in collaborative communication to enhance use of results and build program support	<p>Enhance communication with licensees at all levels (Executive, Branch, Regions and Districts)</p> <ul style="list-style-type: none"> ○ Review and enhance PFIT (or replacement committee) involvement ○ Meet with forest industry associations at least once ○ Meet with local district licensees ○ Increase licensee-specific data analysis 	<p>Peter</p> <p>Peter</p> <p>District staff</p> <p>Nancy</p>	Ongoing

	and reporting		
Timely delivery of FREP results and services	Update FREP publication tracking document including responsibilities, accountabilities, key dates and expectations (on SharePoint)	Thomas with RVTLs	Quarterly
Enhance communication with senior management	Attend 1-2 per year senior management committees such as ODMT/OLT, FSDMT, each RMT, CF update and (or) send update (twice a year) to region, district managers, Chief Forester and ADM Operations to enhance communication and awareness of “what’s been happening”	Peter/Nancy/Frank RVTLs	Ongoing
Describe what has changed as a result of FREP	Publish a summary of FREP Extension Note -- including values added component	Peter and RVTLs	Fall/Winter 2011
SharePoint and web site review	Update the SharePoint site and FREP website to reduce unnecessary duplication and (or) redundant information, ensure all content and linkages current	Thomas	Twice a year
Extension to the public and ENGOS	<ul style="list-style-type: none"> o Develop strategic plan to engage the public and ENGOS (e.g., Sierra Club, EcoTrust, Rain Forest Solutions) 	Peter and RVTLs	Fall 2011
Build support and linkages with other inter-agency initiatives	<ul style="list-style-type: none"> o Work with MOE CEM project o Update RMCP and discuss opportunities for linkage 	Nancy and Peter Peter	Ongoing
Implement recommendations from communication November 2010 survey	<ul style="list-style-type: none"> o Work through all 14 recommendations to ensure they are delivered on 	RVTLs, Thomas, Peter	Ongoing -- ASAP
Engage Forrex and ABCFP as key communications partners	<ul style="list-style-type: none"> o Meet with Mike Larock and Chris H to help in development and implementation of communications plan 	Peter	Spring/summer

<i>Strategic Theme – People Focus</i>			
<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>
Identify outstanding contributions from individuals within FREP	<ul style="list-style-type: none"> o Contact supervisors and let them know the top 10% for data quality o Ensure individual recognition for tasks such as producing the FREP calendar, reference streams etc. 	Thomas	Ongoing
Identify other options for recognitions	Brainstorming session(s) with RVTLs, district/regional staff to identify and implement new recognition opportunities	RVTLs and field staff	Fall
Work with ABCFP to APB to promote FREP	Articles in association publications, web postings and other extension products		Ongoing
Continue to improve	<ul style="list-style-type: none"> o CF Award of excellence 	All FREPs	Ongoing

and promote current recognition and fun events	<ul style="list-style-type: none"> ○ FREP photo contest ○ Limerick contest ○ Loon Tale Challenge ○ Ongoing “thank you” via RSM calls, emails and letters of recognition ○ FREP calendar 		
Premiers Award application	<ul style="list-style-type: none"> ○ Discuss and consider an application to Premier’s Award for 2011 	Thomas and team	Fall 2011

Strategic Theme – Program Development and Implementation

<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>
Continue to actively seek efficiencies and improvements in FREP activities at branch, regions, and district levels by seeking advice of field staff, RVTLs and others	Develop 2011 Improvement Plan and follow task accomplishments	Thomas and Peter	April 2011
Develop guidelines for interpretation and flexibility of FREP performance measures	<ul style="list-style-type: none"> ○ Define mandatory targets and designed flexibility ○ Provide ongoing advice and support re: budget and performance measure changes 	Nancy, Peter, Frank	Spring
Seek students and school programs for data analysis and statistics support and (or) other FREP support	Investigate opportunities for graduate student projects or co-op (projects focused on the use and analysis of FREP data)	Peter and Thomas	Summer 2011
Optimize use of FREP data	<ul style="list-style-type: none"> ○ Seek all opportunities for use of FREP data to meet multiple needs - - inside and outside of government ○ Work through a minimum of two case studies on use of FREP data for certification needs 	RVTLs and Thomas Nancy	Ongoing
Data QA	<ul style="list-style-type: none"> ○ Conduct QA site visits in 2011 focusing on riparian and water quality – minimum six districts 	Thomas, trainers, RVTLs	Field season

Strategic Theme – Clarity of Program Priorities

<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>
All tasks under this theme are within the Leadership category and Program Development and Implementation category.			

