

June 1, 2012

FREP 2012/13 Work Plan / Improvement Plan

Introduction: This document is the 2012/13 FREP Improvement Plan / Work Plan. The contents of this document are based on results of the communication survey, annual continuous improvement session, ongoing partner/stakeholder feedback, the draft 2011-2013 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 help 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

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| <ol style="list-style-type: none">1. Collecting and analyzing high quality monitoring data that is fully relevant to resource professionals and natural resource management decision makers2. 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.3. Ensuring continuous improvement of a high-quality program that is effective and efficient as possible and provides maximum value for resources invested.4. People – recognition, skill and knowledge development opportunities |
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FREP 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

<i>Strategic Theme - Program Leadership</i>			
<i>Issue Description</i>	<i>Specific Task(s)</i>	<i>Responsibility</i>	<i>Timeline</i>
Strategic Plan	<ul style="list-style-type: none"> ○ Review and Update the FREP Strategic Plan 	Peter	March 31, 2013
Reinforce the ADM Stewardship role	<ul style="list-style-type: none"> ○ Publish the 2012 ADM's FREP report ○ ADM's sign off of updated FREP Strategic Plan ○ Meet with ADM to update re: FREP progress, issues and success 	Peter	By March 31, 2013
Enhance Regional Manager, District Manager and Operations Managers engagement and awareness	<p>Meet/call all regional management teams at least once in 2012, discussing:</p> <ul style="list-style-type: none"> - individual district needs, staff contributions, and opportunities for improvement - awareness and engagement in FREP - building engaged leadership from district management 	Peter and Nancy	Ongoing
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 in Jan – March 2013 	Victoria FREP staff and team leads	Ongoing
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 	Victoria FREP staff and team leads	Ongoing
Continue building trust and relationships with our clients and partners	<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. 	All FREP authors – primarily RVTLs	Ongoing

<i>Strategic Theme – Continuous Improvement and Critical Reflection</i>			
<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”	<ul style="list-style-type: none"> ○ Review all FREP Reports and Action Plans to see if recommendations have been followed 	Barry	Winter 2012
External Program Review	<ul style="list-style-type: none"> ○ Develop a plan for external expert consultation/review of program 	Barry (Nancy)	March 31, 2013

	<p>management (e.g., FP Board)</p> <ul style="list-style-type: none"> ○ Complete Marla Weston data Audit protocol if resources are available 		
Continue the focus on the “FREP Quality Culture” and promote quality management and NQI awareness	<ul style="list-style-type: none"> ○ Standing RSM call topic (quality tip of the month) ○ Publish quality related FREP Extension Note ○ Complete review of NQI level 4 criteria (and/or Order of Excellence criteria and ensure we are meeting requirements) ○ Annual CI Session (face to face if possible) ○ QA survey ○ Communication Survey ○ Active participant of the NQI-BC COP ○ Present and promote NQI to other government agencies 	Barry (Peter)	Ongoing
Full transparency of all indicators, protocols, data and publications	<ul style="list-style-type: none"> ○ Check that all indicators, protocols, data and publications are on the FREP website ○ Ensure FREP website and SharePoint site are up to date ○ Ensure SharePoint site effective and efficient source of information for team leads and district staff 	Barry and Jessie	Ongoing
Continue development of the landscape-level biodiversity indicators	<ul style="list-style-type: none"> ○ Complete develop of LLBD monitoring indicators and methods ○ Pilot in MRVA areas - -Merritt and Burns Lake 	Nancy (Barry)	Nov - Dec 2012
Continue developing the climate change monitoring project with UBC	<ul style="list-style-type: none"> ○ Active participant in FFEI climate change team and FLNRO climate change team ○ Manage Laurie Kremsater project ○ Consider FREP extension product 	Frank	Ongoing
Develop and promote opportunities for local district data analysis and interpretation	<ul style="list-style-type: none"> ○ Template, methods and technical support (e.g., training through Live Meeting) for data analysis and interpretation for biodiversity, water quality, riparian 	Nancy	Ongoing
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 	Barry	Dec 2012
Multi-Resource Value Assessment (MRVA)	<ul style="list-style-type: none"> ○ Conduct Merritt TSA MRVA data collection, analysis and reporting ○ Conduct Nadina TSA MRVA data collection, analysis and reporting ○ First Nations, government staff and management and stakeholder review and input into draft reports ○ Test non-timber sector uses of water quality, riparian and CHR protocols 	Nancy and Peter	Jan 2013

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 focus on reaching operational resource managers and decision makers.	Victoria FREP team with district communications volunteers	By Dec 31, 2012
Publish monitoring results	As a minimum, publish a “FREP results” extension note (and/or report for the following resource values/topics): <ul style="list-style-type: none"> ○ Riparian (Peter T) ○ Wildlife (Kathy P) ○ SLBD / LLBD (Nancy D) ○ Water Quality (Dave M) ○ YouTube video (Frank) ○ ADMs Report (Peter) ○ 8 Regional posters (Victoria team) ○ “poster” extension notes (Nancy and Peter) ○ FREP Year in Review (Barry) ○ SDM district reports (Frank) ○ CHR (Peter) ○ Soils (Stephane) ○ Uses of FREP (Peter, Nancy, Jessie) ○ Compilation of Monitoring Initiatives (Peter) ○ Visuals FRPA-FPC (Jacques) ○ Forage (Doug/Rick) ○ Embedded map service (Barrie and Jessie) 	Resource Value Team Leads	All by March 31, 2013
Engage industry in collaborative communication to enhance use of results and build program support	Enhance communication with licensees at multiple levels: <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 through 2-3 RVTL Road Shows ○ Increase licensee-specific data analysis and reporting 	Victoria FREP team	Ongoing
Timely delivery of FREP results and services	Update FREP publication tracking document including responsibilities, accountabilities, key dates and expectations (on SharePoint)	Barry	Quarterly
Enhance communication with senior management	Attend 1-2 senior management committees per year, ADM update and (or) send update (twice a year) to region, district managers to enhance communication and awareness of “what’s been happening”	Peter/Nancy/Frank	Ongoing

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	Jessie and Barry	Ongoing
Build support and linkages with other inter-agency initiatives	Work with CE project teams – use of protocols, data sharing	Nancy and Peter	Ongoing
Implement recommendations from 2011 communication survey	Post results of 2011 survey on website – along with progress on action items	Peter	Dec 2012
Engage ABCFP as key communications partner	Engage ABCFP in the FREP communications strategy / plan	Peter	Ongoing

<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"> ○ Contact supervisors and let them know the top 10% for data quality ○ Ensure individual recognition for tasks such as producing the FREP calendar, reference streams etc. 	Barry and Nancy	Ongoing
Continue to improve and promote current recognition and fun events	<ul style="list-style-type: none"> ○ ADM Award of excellence ○ FREP photo contest ○ Limerick contest ○ Loon Tale Challenge ○ Ongoing “thank you” via RSM calls, emails and letters of recognition ○ FREP calendar or similar ○ Stephanie Wilkie Award 	All FREPs	Ongoing
Premiers Award application	<ul style="list-style-type: none"> ○ Discuss and consider an application to Premier’s Award for 2012 	Victoria team	Fall 2012

<i>Strategic Theme – Program Development and Implementation</i>			
<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 Improvement Plan and follow task accomplishments	Victoria FREP team	June 2012 Ongoing
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 	Victoria FREP team	Spring 2013

	changes		
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	Nancy	Summer 2011
Data QA	<ul style="list-style-type: none"> ○ Conduct QA site visits in 2012 if funding permits ○ Validation/verification of one sample per value assessed in each district 	Barry (trainers, RVTLs)	Field season and fall
Training	<ul style="list-style-type: none"> ○ Develop and deliver 2012 training plan ○ Evaluate 2012 training – focus on improvements for 2013 	Frank (RVTLs)	Field season
Stand Development Monitoring	Complete SDM district templates for districts with more than 20 clean SDM samples	Frank, Wendy and Jessie with SDM team	Dec 2012
Recreation Value	Draft trail indicators and protocol	Bill Marshall	March 31, 2013

<i>Strategic Theme – Clarity of Program Priorities</i>			
<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>
Strategic Plan	<ul style="list-style-type: none"> ○ Review and update 2011-2013 FREP Strategic Plan ○ RED input and support and ADM input and signoff of strategic plan 	Peter	March 31, 2013