

June 10, 2013

FREP 2013/14 Work Plan / Improvement Plan

Introduction: This document is the 2013/14 FREP Improvement Plan / Work Plan. The contents of this document are based on results of the 2012 communication survey, annual continuous improvement session, ongoing partner/stakeholder feedback, the FREP 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 opportunities5. Phase 1 and 2 of the Natural Resource Sector integrated monitoring project (separate work plan) |
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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>			
Issue Description	Specific Task(s)	Responsibility	Timeline
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 ○ ADM leadership in NRS Integrated Monitoring Initiative 	<p>Jessie, Nancy, Peter Peter</p> <p>Peter, Nancy</p>	<p>Sept. 2013 March 2014</p> <p>Ongoing</p> <p>Ongoing</p>
Continue enhancement of Regional Manager, District Manager and Operations Managers engagement and awareness	<p>Meet/call all regional management teams and District Manager Communities of Practice and the Joint Area Leadership Team (JALT) at least once in 2013, 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 - NRS Integrated Monitoring Initiative - MRVA updates 	<p>Peter and Nancy</p> <p>NB – use as opportunity for Barry and Jessie</p>	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 (on hold for 2013 – unless budget allows for travel and work load permits) ○ Advocate for a face to face CI session in Jan – March 2014 	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 (Excellence Canada Quality Assessment) ○ Communications Team (client review team) ○ IMS Team ○ Resource Value co-leads ○ NRS Integrated Monitoring 	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, FP Board members, 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>			
Issue Description	Specific Tasks	Responsibility	Timeline

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 2013
External Program Review	<ul style="list-style-type: none"> ○ Develop a plan for external expert consultation/review of program management (e.g., FP Board) ○ Data audit protocol if resources are available 	Peter, Barry (in current work plan but not for action until 2014 or 2015 when we have sufficient capacity and resources)	March 31, 2015
Continue the focus on the “FREP Quality Culture” and promote quality management and Excellence Canada (EC) awareness	<ul style="list-style-type: none"> ○ Standing RSM call topic (quality tip of the month – Q-tip) (Q-tips mix of operational issues and quality drivers) ○ Publish quality related FREP Extension Note ○ Complete review of EC 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 EC-BC COP ○ Present and promote EC to other government agencies 	Barry Barry , Peter Barry Peter Peter, Barry	Ongoing Minimum of bi-weekly Quality meetings – BE and PB
FREP Process Maps	<ul style="list-style-type: none"> ○ Refamiliarize/update ourselves with process mapping skills ○ Review of all process maps – prioritize for updating. Consider process maps as a critical succession preparedness tool. ○ As a minimum, update the following process maps: FREP publications (including approval template), CI session, RSM calls, ADM’s Award ○ As a minimum, create new process maps for: landscape level biodiversity, MRVA (by value), Stephanie Wilkie Award 	Peter, Barry and appropriate subject matter experts	All by March 31, 2014

Strategic Theme – Communication of monitoring results

<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>

Publish monitoring results	<p>As a minimum, publish a “FREP results” extension note (and/or report for the following resource values/topics):</p> <ul style="list-style-type: none"> ○ Riparian results 2005-2012 (Peter T) ○ Water Quality (3 docs) (Dave M) ○ ADMs Report (Jessie) ○ 30 MRVA posters (Jessie) ○ FREP Year in Review (Barry) ○ SDM TSA summaries (Frank) ○ CHR Ext. Note (Peter, Carly, Nicole and Kathleen) ○ Soils (2) - Tech Note and TAS Ext. Note (Stephane) ○ Visuals Ext. Note FRPA-FRPA (Jacques) ○ 30 MRVA reports ○ Minimum of 3 expanded MRVA (target 6) <p>As a minimum, publish:</p> <ul style="list-style-type: none"> ○ YouTube video (Frank) ○ Narrated PowerPoints for as many ENs/Reports as possible 	Resource Value Team Leads	All by March 31, 2013
Client Review	<ul style="list-style-type: none"> ○ All FREP publications to have a completed client review (document in sign off template) 	Frank, Peter	Ongoing
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
NRS Integrated Monitoring Project	<ul style="list-style-type: none"> ○ Lead Working Group ○ Project Plan ○ Charter ○ Baseline of monitoring initiatives ○ Needs assessment ○ Gap assessment ○ Draft integrated monitoring framework 	<p>Peter</p> <p>Jessie, Peter</p> <p>Peter</p> <p>Jessie, Peter, Nancy, team</p>	<p>June 1, 2013</p> <p>July 30, 2013</p> <p>Sept 2013</p> <p>March 2014</p>
2013 Communication Survey	Complete survey and report out	Peter	March 31, 2014

<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"> ○ For special contributions by individuals contact their supervisors and acknowledge contributions – keep casual/informal (e.g., short email) 	Barry, Nancy, Frank, Jessie and Peter	Ongoing
Continue to improve and promote current recognition and fun events	<ul style="list-style-type: none"> ○ ADM Award of excellence ○ FREP photo contest ○ Loon Tale Challenge ○ Ongoing “thank you” via RSM calls, emails and letters of recognition ○ FREP calendar or similar ○ Stephanie Wilkie Award 	Barry Jessie Frank Peter Barry Kathleen	Ongoing
Premiers Award application	<ul style="list-style-type: none"> ○ Discuss and consider an application to Premier’s Award for 2013 	Victoria team	Fall 2013
Recognition event for all our key contractors	<ul style="list-style-type: none"> ○ TB determined (lunch, RSM call and CI session recognition) 	Victoria team	Fall 2013

<i>Strategic Theme – Program Development and Implementation</i>			
<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>
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
Landscape-level biodiversity	<ul style="list-style-type: none"> ○ Complete develop of three core LLBD monitoring indicators, methods and updating module ○ Post data as soon as ready on SharePoint ○ Incorporate LLBD into MRVA ASAP ○ Membership on Old Growth working Group 	Barry, Nancy	July 2013 Ongoing
Stand-level Biodiversity baseline	<ul style="list-style-type: none"> ○ Update baseline for across the province, with priority focus on BECs with low baseline numbers 	Nancy	March 31, 2014 (funding dependant)
Climate Change Adaptation	<ul style="list-style-type: none"> ○ Continue climate change monitoring project with UBC (if funding) ○ Kristine Weese as member of integrated monitoring team 	Frank Kristine	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
Multi-Resource Value	<ul style="list-style-type: none"> ○ Complete MRVA 1 reports for all TSA 	Nancy and Jessie	July 2013

Assessment (MRVA)	<ul style="list-style-type: none"> with sufficient data ○ Post all MRVA reports to SharePoint as ready ○ Document MRVA stewardship scoring methodologies 		August 2013
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
Refine 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 	Victoria FREP team	Fall 2013
IMS support to field staff	<ul style="list-style-type: none"> ○ Ongoing support 	Frank	Ongoing
IPAD pilot	<ul style="list-style-type: none"> ○ Pilot test use of IPADS for entering water quality data – trail, assessment, report out 	Frank, Brian (Barry)	Field Season
Data QA	<ul style="list-style-type: none"> ○ Conduct a minimum of 6 QA site visits in 2013 ○ Validation/verification of one sample per value assessed in each district ○ Model to validate UTM's 	Dean/Derek/Brian Jessie Barry	Field season and fall
Training	<ul style="list-style-type: none"> ○ Develop and deliver 2013 training plan ○ Evaluate 2012 training – focus on improvements for 2013 	Frank (RVTLs)	Field season
Stand Development Monitoring	<ul style="list-style-type: none"> ○ SDM content for MRVA reports ○ TSA Summary Reports ○ Field supplement posted as a PDF ○ Refinement of SDM MRVA to incorporate species diversity or other appropriate indicators 	Frank Frank and Harry Frank Frank with Ralph	June 15 Ongoing June 30 Oct 2013
Multi-sector sampling methodologies	<ul style="list-style-type: none"> ○ Documentation of non-forest sector sampling methodologies 	Barry, Jessie, Derek, Brian	March 31, 2014
Risk ranking	<ul style="list-style-type: none"> ○ Explore options on how to risk rank areas/values to allow for stratified random sampling 	Nancy	March 31, 2014
Field cards and protocols	<ul style="list-style-type: none"> ○ Maintain inventory of field cards and ensure adequate supply ○ Distribution of cards ○ Coordinate updates 	Frank	Ongoing

<i>Strategic Theme – Clarity of Program Priorities</i>			
<i>Issue Description</i>	<i>Specific Tasks</i>	<i>Responsibility</i>	<i>Timeline</i>
FREP Strategic Plan	<ul style="list-style-type: none"> ○ Review and Update the FREP Strategic Plan based on the NRS Integrated Monitoring Framework. Include communication plan component. 	Peter	March 31, 2014