FREP Report
Implementation & Publication Quality Control Protocol #4

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FREP
Forest & Range Evaluation Program

PREMIER'S AWARD
LEADERSHIP 2007/08

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FREP Report Implementation & Publication Quality Control Protocol #4

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Rationale

To achieve the FREP mission and objectives, reports published under FREP must be scientifically credible, accurate, and meaningful to a broad range of stakeholders and the public. To ensure we meet or exceed the quality standards and expectations of stakeholders, every FREP report must undergo a comprehensive review. This document describes the process for FREP report reviews from project initiation to publication.

1. Pre-Data Collection Review Steps

Task	Description	Responsibility	Estimated Timelines
1 Project Plan and Workplan Peer and Management Review	All project plans and workplans should be peer reviewed. This review should include team members, the resource value team lead, the MFR and (or) MOE policy expert(s), a biometrician, academics and other scientists or specialists as required. The project lead's manager and the manager responsible for the policy area should also be given a copy of the draft workplan to ensure they are made aware of the project.	Project Lead	2-4 weeks
Biometric Review	Sampling design, field methods.		1-2 weeks

2. Data Collection and Analysis Steps

Task	Description	Responsibility	Estimated Timelines
2.1 Field Data Collection and Management		Project Lead	Depends on project scope
2.2 Analysis, Interpretation, and Information Management		Project Lead	

3. FREP Report Development and Review Steps

Task	Description	Responsibility	Estimated Timelines
3.1 Draft Report	Report should include content pieces as described in the FREP Report Style Guide (Appendix 1)	Project Lead	
3.2 Biometric Review	Statistical analysis review, review of data summary, analysis and significance.		1-2 weeks
3.3 Peer and Management Review	All draft reports and analysis should be peer and management reviewed as per workplans. This review must also include the policy expert(s).	Project Lead	1-3 weeks
3.4 Client Review	Individuals or organizations that will likely be affected by the release of the report should have an opportunity to review draft reports where appropriate.	Project Lead	2-4 weeks
3.5 English/ Editorial Review			2-3 weeks
3.6 Informing Public Affairs Bureau	MFR Public Affairs Bureau (PAB) must be notified of upcoming FREP reports to ensure that they have sufficient opportunity to provide communication advice to the Executive and Minister prior to release. Before or after 3.5 depending on author's preference.	QA Specialist	1-2 weeks
3.7 Graphic Layout	All reports need to be laid out according to the FREP Report Style Guide, see Appendix 1.	Project Lead and QA Specialist	1 week
3.8 Management Review	All FREP reports must be reviewed (generally includes a presentation) by the Forest Practices Branch Management Team (BMT), prior to being finalized. The BMT may request managers from other branches attend review where appropriate. Procure ISBN and CIP data from Library and Archives Canada for inclusion in final report. Assistant Deputy Ministers (both Stewardship and Operations Divisions) and Public Affair Bureau reviews in the same meeting recommended.	Project Lead (presents report) and Policy Specialist (attends to provide advice)	1-2 weeks
3.9 Final Report	See Appendix 3	Author(s)	

4. FREP Report - Action Plan Development and Implementation

The steps in the FREP Report Action Plan Development and Implementation (4) process can happen concurrently with FREP Report and Development and Review Steps (among step 3.4 Client Review and step 3.8 Management Review). FREP recommends drafting the Report Action Plan after Peer and Management Review, step 3.3.

Task	Description	Responsibility	Estimated Timelines
4.1 Draft Report Action Plan	Action Plans are developed (see Appendix 4) to ensure that the recommendations in each FREP report are carefully considered for implementation. Management of forest and range resources is a complex process that often involves the balancing of ecological, social, and economic considerations. Many FREP monitoring reports represent a single facet of this process. Based on monitoring data and analysis, authors offer recommendations for consideration to those who develop and implement forest and range management policy, plans, and practices. It is generally considered that authors provide a science-based perspective; while the policy specialist, along with management, attempt to balance social, economic and environmental values. Action plans will be developed in consideration of that balance.	Policy Specialist (leads) with support from author(s)	1-3 weeks
4.2 Present Report and Action Plan to FP Branch Management Team (BMT)	Each FREP report will be presented to the BMT to ensure that the BMT can adequately respond to any content. This will enable the BMT to prepare the organization to deal with potential management issues relating from publication and (or) implementation of report results.	Author (present report) and Policy Specialist (present Action Plan)	1-2 weeks
4.3 Present Report and Action Plan to Chief Forester and ADM of Operations	Most FREP reports will be presented to the Chief Forester and ADM of Operations (CF & ADM Operations) to ensure that they can adequately respond to the report upon its release. Where FREP reports are not presented to the CF & ADM Ops. ahead of time, an email will be sent a minimum of 5 days advising them of report release.	Author (report) and policy specialist (action plan)	1-3 weeks
4.4 Sign off Action Plan, including publication details	The Director of FPB is responsible for approving all FREP Report Action Plans. (see Appendix 4)	FPB Director	1 week
4.5 Action Plan	Implementation of tasks within agreed to timelines.	Policy Specialist	1-12 months
4.6 Report to JMC on Completion of Action Plan items	Reporting out on status of above.	Policy Specialist	Once per year
4.7 Annual Report to JSC and Chief Forester on all Report Action Items	Summary reporting out on all action plans.	FREP Lead or FPB Director	Once per year

5. FREP Report Publication and Distribution Steps

Task	Description	Responsibility	Estimated Timelines
4.4- 5.1 Report sign-off and approved for Publication	(see Appendix 4)	QA Specialist	
5.2 Report Distribution	(see Appendix 5, 6 and 7, and level 3 process map for distribution steps)	QA Specialist	

FREP Report Action Plans

Every FREP report requires an Action Plan. Every Action Plan will require approval by the Director of Forest Practices Branch. This document provides guidance for action plan content and a proposed template. Some recommendations will require relatively simple plans and can generally be implemented as soon as approved by the FP Branch Management Team; while other recommendations will generally require detailed implementation plans and may also require involvement of many internal and external stakeholders in their development. To help people get started, Table 1 lists a partial list of possible action items to be included in Action Plans. We will add to this list with experience (e.g., lessons learned) over time.

Table 1. Suggestions for Action Plan Options

Primary Goal of Report	Action Items Possibilities
RECOMMENDATIONS Informing professional reliance, future FSP approvals and amendments and (or) enhancing knowledge and information sharing RECOMMENDATIONS Informing or initiating government policy, legislation and (or) guidance change	**Include in every Implementation Plan** • CF and ADM of Operations distribution cover letter • Send report and report summary out to FREP Listserv • Post on FREP Web Site • Present to JMC and PFIT and other committees as required **Possible options for including in Action Plans** • No immediate action – need additional study/information • Include in Chief Forester's annual FREP report • Present to regional silviculture committees (e.g. SISCO) • Prepare and distribute extension note on how to improve a certain practice e.g., culvert placement. • Send to district staff for discussion with licensees through "communities of practice" • Publish in Forrex or other science-based journal (e.g., LINK, JEMS, etc) • Publish in ABCFP (and (or) other associations) electronic or paper journals • Prepare Q & A

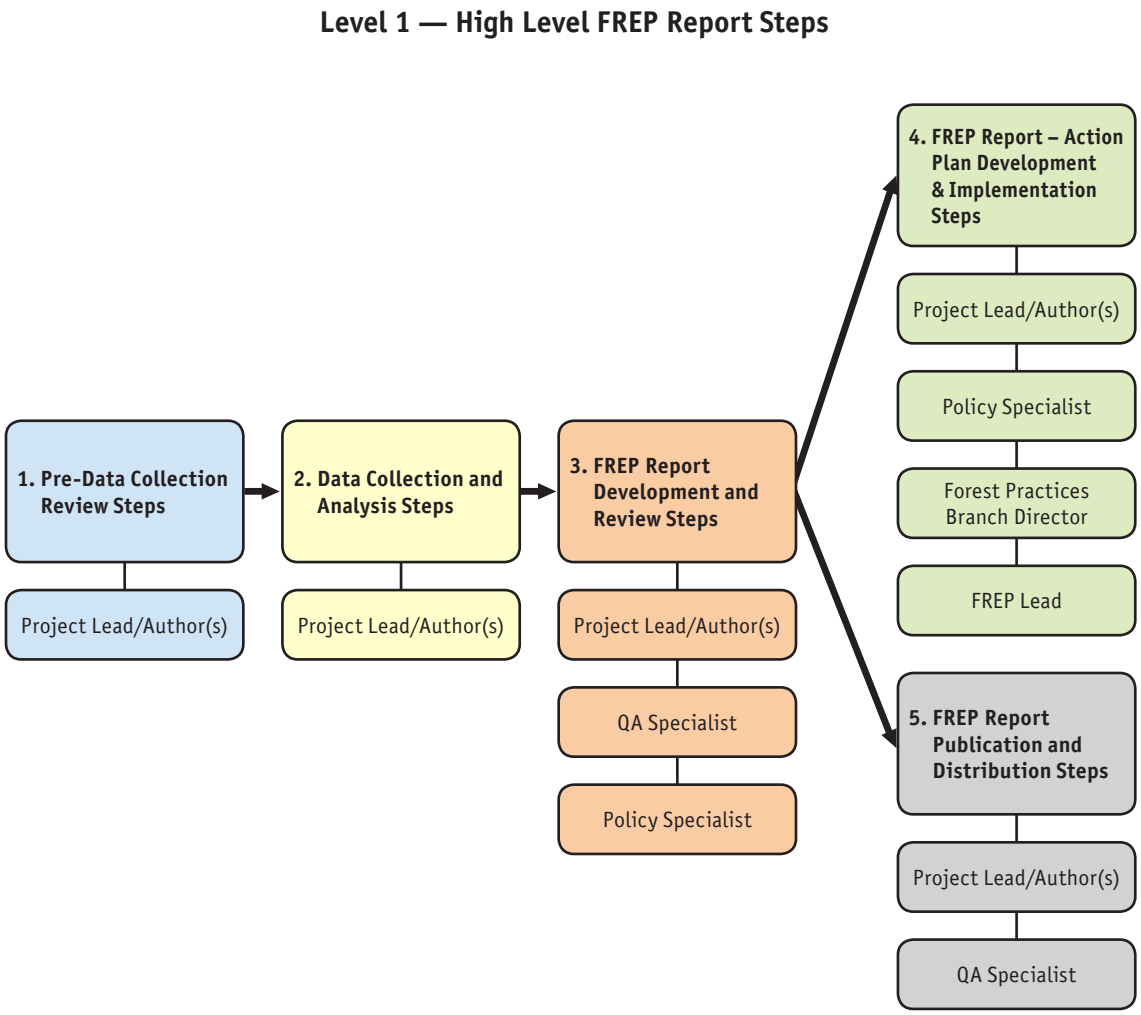

Figure 1. FREP Report Implementation Quality Control Protocol Level 1 Process Map - Overview.

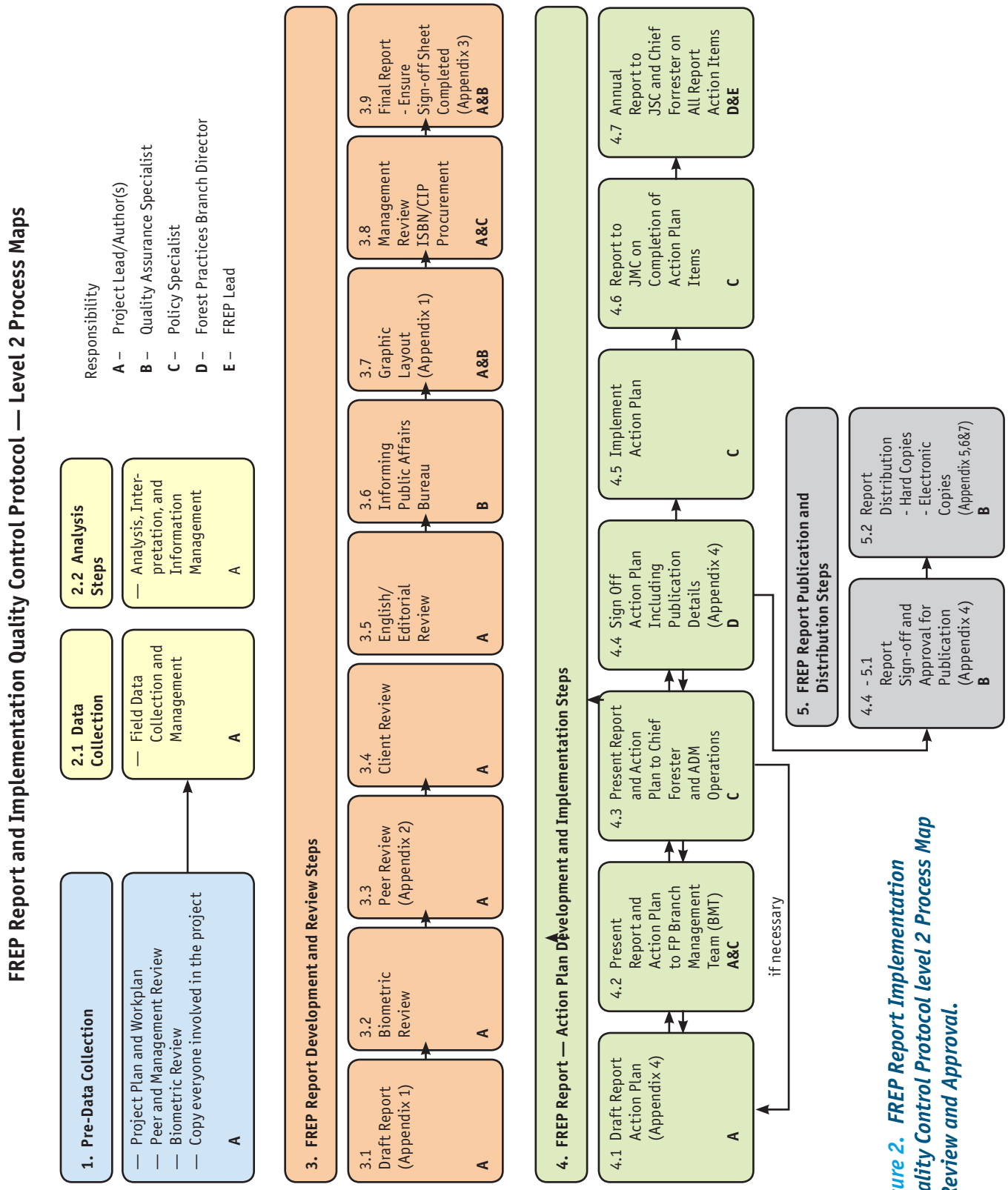

Figure 2. FREP Report Implementation Quality Control Protocol level 2 Process Map – Review and Approval.

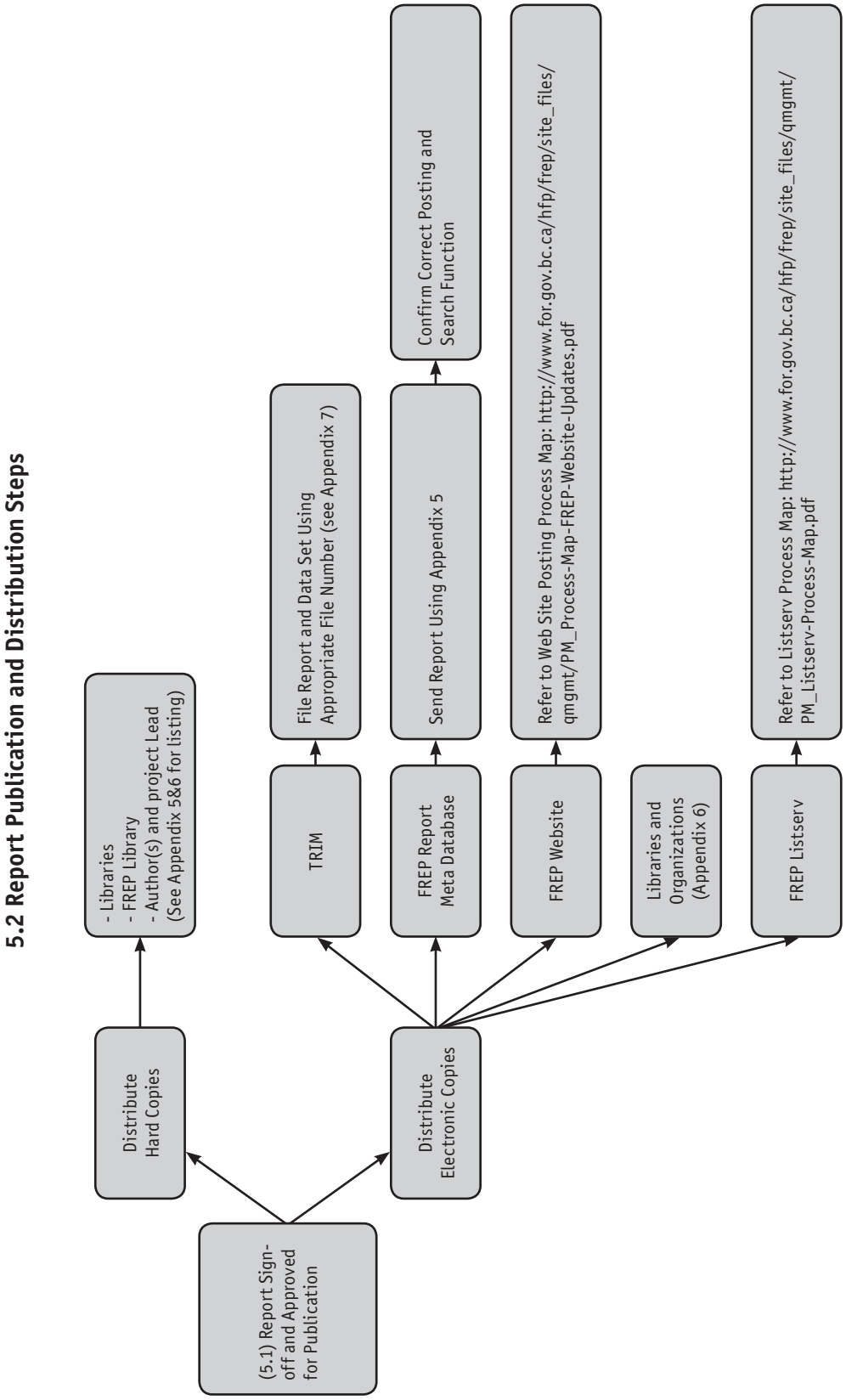

Figure 3. FREP Report Implementation Quality Control Protocol Level 3 Process Map – Report Publication

Appendix 1. FREP Report Style Guide

For additional information pertaining to scientific document preparation, English usage and grammar, and referencing, see *The Style Guide and Author's Manual*, Ministry of Forests and Range, Forest Science Program 2008 http://www.for.gov.bc.ca/hfd/pubs/Docs/Mr/Mr041.pdf.

FREP Scientific Reports contain three major divisions:

- the Front Matter (or preliminaries),
- the Body (text), and
- the Back Matter (end matter or reference matter).

In general, the Front Matter serves as a guide to the contents of the publication and the Back Matter is reference material. The Body (text) itself should contain all the information that a reader needs to understand the author's argument.

The standard components of each major division of a FREP Report and the order in which they appear are illustrated below. This style guide is meant to provide design guidelines for the preparation and publication of FREP Reports.

Front Matter

Front Cover – Includes the report number, the title of the report, the authors' names (no credentials) the Premiere's logo, the BC sunrise logo, the FREP program identifier and the FREP vision statement. Contains a blind folio.

Title Page – Includes the MFR branch identifier, the FREP program identifier, the full title of the Report (including subtitle, if any), the authors' names (no credentials), the FREP mission statement, the Premier's logo (black & white) and the BC sunrise logo (black & white). Contains a blind folio.

Copyright Page – The Copyright page is always a verso (left-hand) page, backing the title page, and contains a blind folio. This page contains the qualifying statement, the copyright notice, the publishing history (year of first publication and year of subsequent editions), the publisher's address, the authors' contacts and affiliations, and the cip (Cataloguing and Publication) data. The date of each edition appears in the copyright notice. The date in the copyright notice must be the actual year of publication (the copyright date on the copyright page must correspond to the date on the title and cover pages).

The following Qualifying Statement must be included in all FREP Reports: *"Management of forest and range resources is a complex process that often involves the balancing of ecological, social, and economic considerations. This evaluation report represents one facet of this process. Based on monitoring data and analysis, the author(s) offer the following recommendations to those who develop and implement forest and range management policy, plans, and practices."*

The procurement of CIP (Cataloguing and Publication data) must be done once the FREP report is totally complete and desktopped. It is the responsibility of the desktop publisher

to procure the cip data from the Legislative Library. The desktop publisher provides an output file (pdf) of the 1st 10 pages of the finalized report. The cip data is sent back to the desktop publisher for inclusion on the copyright page of the final report. This process requires approximately 7 business days.

Abstract – The Abstract, like the Executive Summary, contains an abbreviated account of the contents of a publication. The Abstract should be no more that 200 words long, and be suitable for reprinting in a journal or a collection of abstracts. It should include information to help someone find the publication through an online search–information such as scientific and common names used in the text, keywords that represent the main topics covered in the document, and terms used in the document's title. The Abstract must be self-contained and should not include bibliographic information, table or figure references, or experimental data.

All scientific and technical publications in the Forest & Range Evaluation Program series should include an Abstract. The Abstract should be prepared after the report is finished. Reports may contain both an abstract and an executive summary.

Executive Summary – The Executive Summary, similar to the Abstract, contains an abbreviated account of the contents of a publication. Its purpose is to help readers determine whether the information in the publication is useful to them. However, the Executive Summary is distinctly different from the Abstract in its style and intended use.

The Executive Summary may vary from one to several pages in length. A good summary outlines briefly the purpose of the work, the key findings, the conclusions, and the recommendations (if any). If a report is relatively short (e.g., fewer than 10 pages in length), an executive summary is not necessary. Unless the report is fewer than 10 pages, all scientific and technical publications in the Forest & Range Evaluation Program series should include an Executive Summary.

The Executive Summary should be written after the report is finished.

Acknowledgements – When preparing a FREP Report, it is appropriate to acknowledge financial or technical assistance to a research project or assistance in preparing a report. It is recommended to confirm with the agency or individuals to be credited that they agree to being recognized for their contributions.

The Acknowledgements sections should also include the contributions of all illustrators, as well as giving credit for images and any excerpted material used in the text. Routine tabular or graphic work need not be acknowledged.

Table of Contents – The Table of Contents is a mandatory component of all FREP Reports. It must include the exact headings and subheadings (first- and second-order headings) and beginning page number of each section of the publication. To minimize cluttering, the Table of Contents need not include parenthetic material or third-order headings unless it is absolutely necessary to do so for clarity.

If a Report consists of papers or chapters written by different authors, include the name of each author in the table of contents, along with the title of each piece.

If there are more than two appendices in the document, list them under the heading "Appendices"–by number, title (do not include parenthetical items), and page number. The list of Appendices is placed before the lists of tables and figures in the Table of Contents.

Unless otherwise limited by design, the Table of Contents in FREP Reports should begin on a recto (right-hand) page.

Lists of Tables and Figures – Treat lists of tables and figures the same as the Table of Contents, but run them on from the Table of Contents page, listing the tables first.

List each main caption (first sentence or phrase only; not additional sentences or parenthetical material that might be part of the full captions) exactly as it appears in the text, along with its text page number.

Body

Introduction – The Introduction may be quite brief, presenting the problems and main objectives of the investigation, referring to related work and pertinent literature, describing methods and materials, and noting the scope and limitations of the work.

Conversely the Introduction may be more detailed, setting the scene, context, or background for the subject matter.

Materials and Methods – The Materials and Methods section describes the methods of problem solving, sampling, statistical analysis, and materials used.

All descriptions of procedures, including procedures for analyzing data, must be sufficiently detailed to allow replication of the work.

Subheads such as "Site Description," "Field Methods," or "Statistical Analysis" may be used to arrange the information in this section.

Results – The Results section summarizes the findings of the study. It includes only the data directly related to the study. Other supporting data may be included in the Appendices if necessary.

If the relevant data appear in the form of tables and figures, refer to them in the text, but avoid repeating information both in the text and in tabular or graphic form.

Discussion – The Discussion section examines the meaning of the study findings, shows relationships among the recorded facts, and notes any exceptions or lack of correlation. Tables and figures can be useful to emphasize important points.

The Discussion section sometimes includes the author's conclusions, but more often the conclusions have a separate heading (see next section below).

Conclusions – The Conclusions section comes at the end of the report body. It may contain both Discussion and Recommendations, but if the conclusions are detailed, they should appear under their own heading. This section of a FREP Report can also be untitled "Conclusions and Recommendations".
Concluding sentences should be clear and concise, and the points should be listed in order of importance. Summarize the significance of the work, its implications, and possible applications.

Back Matter

Bibliography – The bibliographic section in FREP Reports is headed by "References" (listing both the published sources cited in text and any other relevant published sources the author consulted while preparing the report).

The Bibliography includes references for all preceding text and back matter, including supportive material found in the Appendices.

Appendices – Appendices are not essential in every FREP Report publication, but they have many uses. The Appendices may contain detailed, lengthy tables and associated reference materials (such as lists) that are not essential to the text but provide supportive information.

Appendices should be numbered in the order they are mentioned in the text.

The first Appendix starts on its own new page, usually recto. Subsequent Appendices (if any), each begin on a new page, but can be either recto or verso.

Each Appendix has a caption at the top of the page. Set the word "Appendix" in uppercase at the top of the page, flush with the left margin, and follow it with the number and caption. Capitalize only the first word and all proper nouns. Do not use a period at the end of the caption unless there is more than one sentence.

Glossary – A Glossary is useful and can be included if the text contains many technical or scientific terms that require explanation. The Glossary allows the reader to refer to a definition easily and quickly without having to search back through the text.

To help you decide whether a Glossary is necessary or not, consider the following:

- The needs of your audience (will you be using many terms that are new or unfamiliar?);
- The number of terms needing definition (if few, definitions might be better placed in footnotes); and
- The length of the document (in a short document, definitions might be better placed in footnotes).

Each word in the Glossary should appear in boldface the first time it occurs in the text.

General guidelines for writing a Glossary:

- List words (or terms) in alphabetical order. Glossary styles vary, so it is important to be consistent in the approach you choose.
- List words that begin with numbers (e.g., "20/20") as though the number were written out (therefore, "20/20" would be listed after "trial" and before "2,4-D").
- Put all terms in lowercase, unless they include proper nouns (e.g., "Bräcke mounder"; "Douglas-fir"; "Rocky Mountain elk").
- For common acronyms or abbreviations, spell out the full term and parenthetically state the acronym or initialism. Then, where the spelled out term is listed, provide the full definition.
- For example: fte See full-time-equivalent. Full-time-equivalent (fte) Describes a position that . . .
- Do not cut and paste definitions from online dictionaries or glossaries into your customized glossary. Definitions must be rewritten in your own words and, if necessary, have them reviewed by peers or subject matter experts. Alternatively, if you do wish to use particular definitions from existing print or online glossaries, obtain (as you would for any copyrighted material)
- Permission to do so and cite the source in a footnote.

Back Cover – Includes the report number, the title of the report, the authors' names (no credentials), the BC sunrise logo, the FREP logo, the words "National Quality Institute Certified", the copyright notice, organization name, link to website. Contains a blind folio

For additional information pertaining to scientific document preparation, English usage and grammar, and referencing, see *The Style Guide and Author's Manual*, Ministry of Forests and Range, Forest Science Program 2008 http://www.for.gov.bc.ca/hfd/pubs/Docs/Mr/Mr041.pdf.

Appendix 2. Guidelines for Peer Review

Introduction

Assuring the scientific merit of the program's publications is essential to maintaining the program's credibility and recognition by the scientific and resource management community. To gain scientific credibility, a publication must demonstrate that scientific standards were strictly adhered to and that the experimental design, data collection, and analysis were all appropriate and carefully executed. Credibility of a publication is further enhanced when the document receives an external, impartial review by those who have recognized expertise in the topic area.

Peer review benefits the research authors by providing competent technical quality assurance that the study design, analysis, data collection protocols, results and conclusions are well founded and therefore stand up to the scrutiny of the scientific community. This in turn enhances the reputation and credibility of the researcher. Peer review benefits Forest and Range Evaluation Program clients by providing assurance that the content of a publication is scientifically sound, balanced, and impartial.

For the Forest and Range Evaluation Program's publication, rigorous peer review is mandatory. In this appendix, some guidelines and criteria are listed below for the author's consideration. Peers should review at the stages of project proposal (step 1) and during drafting of the report (step 3.4).

Step 1 - General Peer Review Guideline for Project Proposal

Project Proposal Review

Project proposals are reviewed before they are approved. This is usually done by subcommittee discussion, although it may be supplemented by two or three referee reports. A comprehensive review occurs if large amounts of funding are requested, the area of research is controversial or decisions involved are likely to lead to strategic commitment to a line of research for a long period of time.

Project Document Review

Document or manuscript reviews are a means of improving manuscripts and obtaining advice and assistance from colleagues. Depending on the type of manuscript being reviewed, reviews ensure that projects or reports meet some or all of the following criteria:

- ☐ Scientific excellence
- ☐ Technical accuracy
- ☐ Statistical validity
- ☐ Innovative problem solving
- ☐ Adequate description of methods and procedures

- ☐ Presentation of significant new data or significant new interpretation of existing data
- ☐ Relevance to high impact forest management issues
- ☐ Acceptability of solution to client(s)
- ☐ Provision for extension
- ☐ Availability of funding

Reviewer Qualifications

Project manuscript reviews should be carried out by a minimum of three reviewers, all of whom must be qualified in the program area and meet the following criteria:

- ☐ Qualified: Knowledgeable in their field - Understanding of proposed study or research question
- ☐ Application: Knowledgeable of geographic area of application
- ☐ Independent: No direct affiliation with author(s)

Step 3.4 — General Peer Review Guideline for Draft Report and Action Plan

There is no set of absolute standards that, if observed, will automatically ensure the quality of a particular study or research. However, there are general (and generally measurable) standards for high-quality research that are widely appreciated in the FREP community and beyond. These standards are applied in judging the quality of FREP's research.

- ☐ **The evaluation question should be well formulated.**

SMART Principles for FREP Evaluation Questions

- ☐ **S**pecific: Is the question specific (i.e., focused, bound, tied to specific deliverables, and have forest management applications)?
- ☐ **M**easurable: Is the question measurable (i.e., tied to specific deliverables, with measurable indicators)?
- ☐ **A**greed: Is the question agreed to (i.e., internal and external stakeholder involvement, links to corporate performance measures)?
- ☐ **R**ealistic: Is the question realistic (cost and funding, available expertise, timeframe)?
- ☐ **T**ime bound: Is the question time bound, or can it be made time bound (i.e., start and end dates for completion of all deliverables)?

Evaluation question formulation is recognized as a strength of FREP's research style. For research to be useful, a question must be formulated in a way that ensures it can be, if not solved, at least addressed with a substantial measure of success. Research addressing a practical question (see SMART criteria above) must formulate it within as full a context as possible, to avoid coming up with answers that are suboptimal, naïve, or infeasible. So long as the broadly formulated question remains tractable, the research is potentially more useful, more valuable, and, perhaps, enduring. An improved formulation of the question can become a major research output.

- **The research approach should be well designed and well executed.**

The selection of the research approach is closely tied to evaluation questions, and the approach must be appropriate to the evaluation question. For some types of research, clearly defined formal methodologies are appropriate — e.g., regression analyses, validated models, or survey protocols. The selection of a methodology or combination of methodologies should be buttressed by data and information about the soundness of that approach for the evaluation question on which it is being brought to bear.

Where no clear formal methodologies apply, the analytic approach should always be described, and it should be defended if it is at all novel or controversial. The introduction of a new method or the application of an old method to a new evaluation question obligates the researcher to be prepared to argue its advantages over alternative methods. Obviously, well-designed research does not guarantee high quality. The research approach must also be executed well. High-quality research should display rigor, technical prowess, and creativity in its execution.

- **The data and assumptions should be sound.**

Data and assumptions are key inputs to the research. Data-generation methods and database fields should be clearly specified, and the data should be properly screened and manipulated. The research team should indicate with what confidence data can be used and believed. Information presented as factual should be correct and verifiable.

Major assumptions underlying a study must be explicitly identified and defended. Assumptions can mask uncertainties that affect the validity of findings and the expedience of recommendations. High-quality research often enhances the robustness of its results by varying assumptions in order to analyze alternative scenarios. (Biometric review section here?)

- **The findings should be useful and advance knowledge.**

Findings represent new knowledge that must be integrated with existing knowledge. They can be useful in a number of ways tofor FREP's major audiences. For decision makers, high-quality findings bear importantly on a particular decision. Or they may contribute to an ongoing debate, helping to frame or inform the discussions in a policy area. For policy specialists and subject matter experts, findings have empirical value and augment previous knowledge. They may also suggest that a theory can be held with more confidence, needs refinement, or must be rejected.

- **The implications and recommendations should follow logically from the findings and be explained thoroughly.**

Based on its findings, author(s) and policy specialist(s), as a team, derives implications and may develop recommendations. These critical research activities represent much of the "think" in a "think tank." High-quality research thoroughly explores the implications of its findings. It examines where the new knowledge and old knowledge are congruent and where they are not; it examines whether existing theories and conceptual frameworks have been strengthened or must be modified. To recommend a course of action is a highly accountable step. Because of the nature of FREP's mission, the actions of its clients and stakeholders will affect the resources or well-being of many millions of individuals — even entire nations or the world. For this reason, recommendations must follow logically from a study's findings and implications and be strongly supported by them.

- **The documentation should be accurate, understandable, cogent, and temperate in tone.**

Peer review also applies to the way in which research is documented. Documentation includes paper-based documents, oral presentations, and Web-based formats. The standards apply to both textual and graphical elements. Accuracy is particularly salient as a prima facie indicator of the quality and credibility of research. High-quality research documentation must include all necessary caveats. FREP's audiences need to know the confidence with which they can regard the accuracy of what is presented.

Much research is rich and complex in its findings and implications and may present numerous recommendations. Cogent documentation makes apparent what is most important and brings it to the foreground. High-quality documentation should make research understandable to its intended audiences. Understandable documentation is well expressed and well organized and may integrate text with graphical or pictorial elements to illuminate complex and novel ideas. High-quality research documentation should be temperate in tone. It should sound neither so flat as to appear unengaged nor so emotional as to appear partisan. Almost all FREP research participates in at least two intersecting sets of discussions: one among analysts and the other among decision makers. A temperate tone is best suited to both communities, as well as to wider audiences, such as the general public.

- **The research should demonstrate understanding of previous related studies.**

High-quality research should build on and contribute to other research. The relationships between a given study and its predecessors should be rich and explicit. The research team's understanding of past research should be evident in many aspects of its work, from the way in which the problem is formulated and approached to the discussion of the findings and their implications. Failure to demonstrate an understanding of previous research lowers the perceived quality of the research and its products despite any other good characteristics they may possess.

- **The research should be relevant to the client and other stakeholders.**

FREP's research has a strong focus on practical issues, and its research style involves frequent interactions with its clients, who are recognized as an important source of expertise.

Nevertheless, because FREP conducts its research in the public interest, a high-quality study must also be relevant to other stakeholders in the policy domain. Interaction with a broad set of stakeholders can help to ensure the relevance of the research and the practicality of its recommendations.

- **The research should be objective, independent, and balanced.**

FREP is trusted in part because its research is respected for its objectivity. Objectivity is valued in science as a contributor to analytic success, and it often helps to improve the likelihood that research will be used. Often, it is FREP's reputation for objectivity, in combination with other aspects of quality, that results in its research becoming influential.

Independence refers to intellectual independence, not financial independence, which FREP usually cannot claim. In part to counter any inference that its research may be biased by its relationship to research clients or funding source, FREP has instituted strong policies and mechanisms to ensure intellectual independence. FREP has a rigorous quality assurance process, its researchers commit themselves to seeking and using critical assessments of their work in all phases, and it routinely publishes its peer-reviewed research in the public domain. All FREP research faces the challenge of addressing both scientific perspectives and policy perspectives. FREP research seeks balance among competing perspectives by treating them fairly, portraying them accurately, and weighting them according to merit.

Peer review guidance modified/extracted from RAND: http://www.rand.org/standards/standards_general.html

Appendix 3. FREP Report Review & Sign Off Checklist

Author or project lead should fill in the report review and sign off checklist available at: https://www.shafrerpoint.forests.gov.bc.ca/frep/Lists/FREP%20Publication%20Tracking/Allitemsg.aspx (internal only)

Date of starting review:_____

Title of Report:_____

Author(s):_____

For each of the following, please indicate **dates & individuals** who performed review:

Biometric Review (2-4 weeks): Due Date:_____

_____

_____

Peer Review (3-6 weeks): Due Date:_____

_____

_____

Client Review (optional, 2-3 weeks): Due Date:_____

_____

_____

English/Editorial Review (1-2 weeks): Due Date:_____

_____

_____

Management Review (3-6 weeks): Due Date:_____

_____

_____

Public Affair Bureau Review (1-2 weeks): Due Date:_____

_____

_____

Chief Forester and ADM Operations Briefing (1-2 weeks): Due Date:_____

_____

_____

After completion of required reviews, please return this sheet, along with final report, to Thomas Chen, FREP Quality Management Specialist. Thank you.

Appendix 4. Template for FREP Report Action Plans

Fillable MS Word templates are available at: http://www.for.gov.bc.ca/hfp/frep/site_files/qmgmt/FREP-QCP4-Appendices-3&4-Nov25-2008.doc

Date: 30 June 2008 (Report dated April 2008)

Author(s): Nancy Densmore and Amanda F. Linnell Nemec

Report Title: Sampling Intensity for Stand-level Biodiversity Surveys

Branch Specialist: Nancy Densmore

FREP Report Review and Sign Off Sheet completed: ☑ YES ☐ NO

Report Recommendation #	Agreed to Action(s)	Responsibility	Due Date
The number of tree species found on site to be compared with the baseline data number of species only when similar sampling intensity between baseline and cutblock-level monitoring sample.	Modelling of baseline/ FREP sample to align.	Nancy	To be done for each full analysis - done for 05/06 data.
There is a high variability of data for tree and CWD indicators - single cut-block assessment not recommended.	Concentrate on BEC or district level roll ups of data.	Nancy	Has been incor-porated into reporting and communication.
If high levels of dispersed retention, increase the number of harvest area plots within the individual cutblock.	Put this recommenda-tion into monitoring protocol.	Nancy	Done - for 2008 Protocol.

Action Plan Approved by:

Forest Practices Branch Director: _____ Date: _____

Report is ready to publish?: ☐ YES ☐ NO If no, the following further steps are required:

_____

_____

Appendix 5. Ministry of Forests and Range Library Submission Template

A hard copy and electronic copy is to be sent to Ministry Library.
E-copy goes to for.prodres@gov.bc.ca

Report or Paper Title:
Keyword(s) for search (3 to 5?):
Resource Value:
Author(s):
Date of Publication (mm/dd/yy):
Abstract:
Data set (attachment):

Queen's Printer Examples:

For Web only (not for sale)

NAME: Slaughter and Poultry Processing Industries Code of Practice

URL: http://www.env.gov.bc.ca/epdiv/ema_codes_of_practice/slaughter/index.html

DATE POSTED: - Jan. 16/08

SUMMARY: This Code of Practice has been amended to allow the co-mingling of domestic sewage with the industrial waste stream, to provide clarification of registration requirements, and includes minor administrative changes regarding the submission of plans.

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Appendix 6. List of Libraries and Organization for Distribution

Organization	Country
British Columbia Institute of Technology	
Kwantlen University College	
Nicola Valley Institute of Technology	
Royal Roads university	
Simon Fraser University	
Thompson Rivers University	
University College of the Fraser Valley	
University of British Columbia	
University of Northern British Columbia	
University of Victoria	
Vancouver Island University	
Trinity Western University	
College of New Caledonia	
Selkirk College	
Thompson Rivers University - Williams Lake Campus	
University of Alberta	
Lakehead University	
Université Laval	
Université de Moncton	
University of New Brunswick	
Library and Archives Canada	
Library of Congress	USA
Pacific Forestry Centre	
FPInnovations - Paprican Division	
The British Library	United Kingdom
Swedish University Of Agric Sciences	Sweden

Organization	Country
National Agricultural Library	USA
Scion National Forestry Library	New Zealand
Oregon State University	USA
FAO Library (United Nations)	Italy
Bureau of Land Management	USA
Forintek Canada Corp	
Weyerhaeuser	USA
Finnish Forest Research Institute Library Metla	Finland

Appendix 7. TRIM File Numbers

FOR-23500-50/208F (Ad hoc reports) - ADHOC

FOR-23500-52/208F (Biodiversity: final reports and datasets) - BI

FOR-23500-54/208F (Cultural heritage:final reports and data sets) - CHR

FOR-23500-56/208F (Range:forage: final reports and data sets) - RANGE

FOR-23500-58/208F (Recreation: final reports and data sets) - RE

FOR-23500-60/208F (Resource features: final reports and data sets) - RF

FOR-23500-62/208F (Riparian: final reports and data sets) - RI

FOR-23500-64/208F (Soils: final reports and data sets) - SO

FOR-23500-66/208F (Timber: final reports and data sets) - TI

FOR-23500-68/208F (Visual quality: final reports and data sets) - VQ

FOR-23500-70/208F (Water quality: final reports and data sets) - WQ

FOR-23500-72/208F (Wildlife: WHA: final reports and data sets) - WI

Appendix 8. Publication Requirements

	Peer Review	English Edit	Graphics Layout	Management Approval	PAB	QCP 4 sign-off sheet
1. Report	required	required	required	required	required	required
2. Report summary		required	required	required		
3. Newsletter	required	required	required	required	required	
4. Extension note	required	required	required	required	required	required
5. Chief Forester report	required	required	required	required	required	required
6. Year-in-Review	required	required	required	required	required	

1. Reports	FREP Reports are peer-reviewed, scientifically valid and statistically rigorous documentation of the results of monitoring and evaluations. Typical FREP reports will be posted along with a report summary, data and action plan. This information will be distributed to stakeholders
2. Report summaries	FREP Report Summaries (formerly Extension Notes) are generally 2-4 page summaries of FREP reports.
3. Newsletters	FREP Newsletters are brief (approximately 2 pages) publications used for stakeholder communication. Generally, these are non-technical documents.
4. Extension notes	Extension notes will report, in 2-8 pages each, the results of FREP pilots, interim learnings based on FREP assessments and analysis, etc.
5. Chief Forester report	Chief Forester Report is the Chief Forester's perspective and suggested "considerations for professionals" based on FREP findings. Published on an annual basis.
6. Year-in-Review	FREP's year end summary of progress, projects, achievements and expenditures.
Discussion Papers	FREP Discussion Papers stimulate discussion and feedback on various aspects of FREP requiring broad input. They are detailed documents that provide an opportunity for stakeholders to provide their feedback in the development of FREP. Discussion papers will be released as needed.