

Terms of Reference

FREP Quality Assurance Working Group

Version 2.0 May 19, 2005

FREP Background/Context

The objective of the FRPA Resource Evaluation Program (FREP) is to determine if forest and range policies and practices in British Columbia are achieving government's objectives for FRPA resource values, with a priority on environmental parameters and consideration for social and economic parameters, where appropriate. This will be accomplished by:

- Evaluating the status or trends of resource values and ecosystems, and determining causal factors;
- Determining whether resource values are being managed in a sustainable manner through standard or alternative forest practices; and
- Recommending options for changes to forest and range policies, practices and legislation, where required.

There are two integrated primary components of FREP – intensive evaluations and resource stewardship monitoring. Intensive evaluations are carried out at the provincial and regional level to assess the status and trends of resource values. Resource stewardship monitoring (RSM) is carried out primarily at the district and regional levels (in consultation with regional BA2 teams). RSM consists of overview type monitoring of on-the-ground forest practices to assess whether resource value objectives and/or Forest Stewardship Plan (FSP) results and strategies are being achieved, and whether the results and strategies can be improved (RSM is distinctly different from C&E). Resource stewardship monitoring provides valuable information on the status, trends and implementation issues related to specific local resource values. In addition, monitoring the effectiveness of FSP results, strategies and related practices will provide information to help improve evidentiary requirements for future FSPs. Two key FREP documents – the *FREP Strategy* and the *RSM Framework* – describe the various components of FREP, define roles and responsibilities under the program, and outline the continuous improvement cycle for business processes.

To ensure the integrity and usefulness of data collected during resource stewardship monitoring and intensive evaluations, it is important that to have quality assurance and quality control mechanisms in place. This will provide for internal data consistency and obtain external recognition and validation. The FREP Quality Assurance Framework will ensure that both the program and individual projects meet high standards for quality.

To ensure that all aspects of the FREP meet high quality standards, the FREP QA work group will develop and distribute the following products:

- A background paper on the FREP Quality Assurance Framework. This paper will discuss the purpose of the framework, provide definitions for quality, present the results of a comprehensive literature review, outline the conceptual framework, and list common tools and techniques for quality assurance;
- An "Implementation Strategy". The strategy will cover the quality control processes and tools used to implement the FREP Quality Assurance Framework;
- Several Quality Control Protocols will be produced to support and facilitate the implementation process."

The FREP Quality Assurance Working Group

The FREP Quality Assurance Working Group will develop the Quality Assurance Framework and supporting Quality Control Protocols to meet the needs of the program at a district, regional and provincial level. Most importantly, the working group will develop a Quality Requirement Standard and an Implementation Strategy for quality assurance.

Working Group Membership

- Agathe Bernard
- Peter Bradford
- Denis Collins
- John Crooks
- Susan Hoyles
- Ken Soneff
- Dave Wilford
- Thomas Chen (Lead)

Working Group Roles and Responsibilities, and Reporting Relationships

Thomas Chen will lead the Quality Assurance Working Group. The working group will report to the FRPA Resource Evaluation Working Group (FREWG) and will communicate with Resource Value Team Leaders, Regional Stewardship Monitoring Teams, and Regional BA2 Teams, when appropriate.

The Team Leader will be responsible for:

- Producing the draft Quality Assurance Framework
- Documenting the various versions of the draft Quality Assurance Framework
- Finalizing the text/content of the Quality Assurance Framework
- Producing a background paper on the FREP Quality Assurance Framework
- Developing and guiding the Implementation Strategy
- Producing the draft Quality Control Protocols
- Documenting the various versions of the draft Quality Control Protocols
- Finalizing the text/content of the Quality Control Protocols.

Team Members will be responsible for:

- Contributing team discussion and feedback
- Developing the Quality Requirement Standard and Implementation Strategy
- Assisting to produce and review Quality Control Protocols
- Completion of various agreed upon tasks (e.g., feedback and review comments).

FREWG will be responsible for:

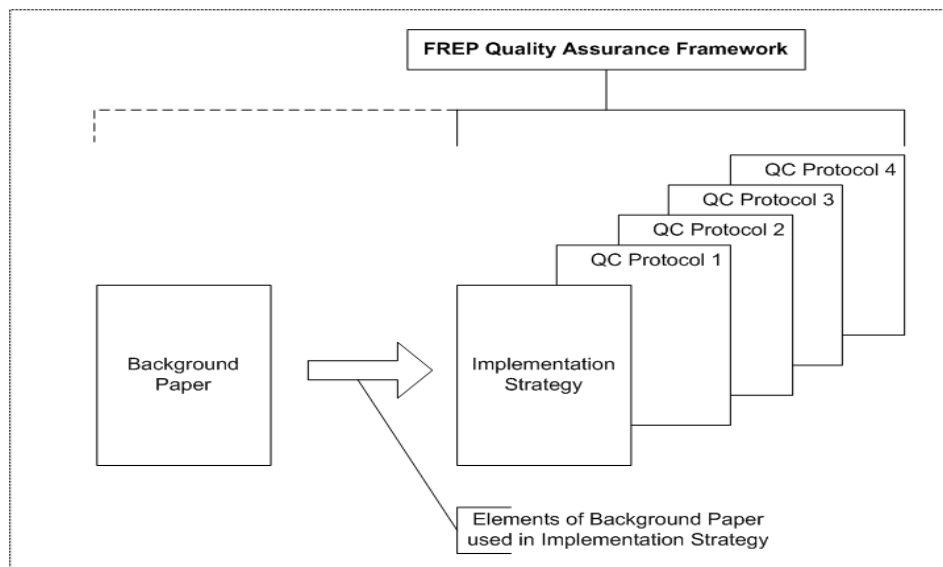
- Producing and distributing the final products.

Working Group Deliverables and Timelines

The following is a list of specific deliverables, timelines and responsibilities for the Quality Assurance Working Group:

Deliverable	Timeline	Responsibilities
Formation of team	February 2005	Team Leader
Approval of terms of reference	May 31, 2005	Team
Adopt revised table of contents (generated from draft 3)	May 19, 2005	Team
Provide feedback to draft 4 of the QAF report (background paper?)	June 10, 2005	Team
Draft 5 of FREP QAF – background paper	June 15, 2005	Team Leader
1 st Quality Control Protocol – data collection feedback	June 15, 2005	Team
Produce draft Implementation Strategy	June 24, 2005	Team
Feed back on draft 5 of FREP QAF background paper	June 24, 2005	Team
Feedback on draft Implementation Strategy	June 30, 2005	Team
Establish Quality Requirement Standard and Acceptable Quality Level	June 30, 2005	Team
Final draft of QAF background paper	July 1, 2005	Team Leader
Final draft of Implementation Strategy	July 30, 2005	Team Leader
Other Quality Control Protocols	July 2005 & on-going	Team

FREP QAF Overview



Principles of Working Group Membership

The following is a set of core principles for those participating, or contributing to, the Quality Assurance Working Group:

- Commitment to the objectives of FREP as specified in the *FREP Charter and the Resource Stewardship Monitoring Charter*;
- Full participation in the responsibilities of the working group as specified in this Terms of Reference;
- Willingness to commit the time required for at least six months;
- Willingness to objectively consider all team members' views;
- Willingness to interact and communicate with other team members in an open, honest and respectful manner; and
- Committed to the working group decision-making process and principles.

Decision Making

The Quality Assurance Working Group will strive to operate by consensus and collaboration. Decision making will be through a process of problem identification, assembling of facts, brainstorming, evaluating solutions, obtaining commitment to solutions, and continuous improvement.