Resource Stewardship Monitoring Pilot Project – Work Plan, July 22, 2004

This document is intended to detail the approach and tasks required to implement the Resource Stewardship Monitoring Pilot project for this year. This is a living document and provides a basis upon which to gain input from district, regional and other stakeholders and as such, all comments are welcome. If you wish to provide comments please contact your regional BA2 team representative, Peter Bradford at (250) 356-2134 (peter.bradford@gems1.gov.bc.ca) or Frank Barber at (250) 387-8910 (Frank.Barber@gems6.gov.bc.ca). Resource Stewardship Monitoring is defined as "routine monitoring of on the ground practices to determine if FRPA, Forest Stewardship Plan or other approved resource value objectives or strategies are being achieved and/or can be improved".

The latest version of this workplan can be found, along with additional related materials (e.g., resource stewardship monitoring indicators and protocols, pilot participant contacts etc.) can be found on the FRPA Resource Evaluation program website at: http://www.for.gov.bc.ca/hfp/frep.

The objectives for Resource Stewardship Monitoring are still being refined. Regions and districts (BA2 teams) will decide the final objectives. The draft objectives are:

- Identification of district and regional resource value status, trends and implementation issues
- Assessment and comparison of default and innovative practices, strategies, activities, geographic areas and licensees
- Collection and analysis of data and communication of results for improved decision making and continuous improvement of forest practices

The objectives of the Resource Stewardship Monitoring Pilot Project are:

1. Test the proposed model for integrating Resource Stewardship Monitoring with the provincial FRPA Resource Evaluation Program (FREP); including

- Routine/extensive indicators and protocols
- Site selection criteria
- Quality assurance, including training; and,
- Data collection and analysis (at the district, region and provincial-levels)

2. Test ease of monitoring data collection (protocols) and analysis at the district-level; region and provincial levels, and

3. Test whether the monitoring approach meets district and region Forest Stewardship Plan monitoring needs along with identifying resource value status, trends and implementation issues
4. Continuous improvement of indicators and protocols to ensure they adequately assess whether resource value objectives are being met.

Table A: High-level Resource Stewardship Monitoring Pilot Project Work Plan (tasks) (√= completed)

Task #	Activity		Status	Resp.	Start date	End date	Notes
1.1	Approved Resource Stewardship Monitoring Pilot Project (RSMP) Work Plan (based on this document)	Draft for review and approval by FREWG	√	FREWG	May 10	June 7	FREWG Consensus before proceeding to forming planning and implementation team.
1.2		Draft for pilot planning team	√	Peter	June 7	June 15	
1.3		Final plan approved by FREWG		Peter		June 21	
1.4		Distribution of approved plan to districts, regions and FREWG		Frank		June 22	
2.1	Confirm resource values that will be pilot tested	Confirm values with RVTLs	√	Frank		May 20	1. Stand-level bio 2. Soils 3. Riparian
2.2		Confirm values with FREWG	√	Peter		June 7	
2.3		Confirm values meet district/regional needs	√	RSMPT	June 15	June 30	
3.1	Form Resource Stewardship Monitoring Pilot Team -- RSMPT	FREWG decision on structure and FREWG members	√	FREWG		June 7	FREWG – 2 members
3.2		BA2 members decision	√	Craig, Wayne and Denis	June 7	June 15	Each regional BA2 team -- 1 member

3.3		District members decision	√	Regional BA2 teams	June 15	June 30	Based on participating districts (1/district)
4.1	Communications	With regions	In progress	BA2 – RSMPT reps.	June 1	Mar 31	• Monthly FREP Web site updates • Regional meetings • Roles and resp Note • Extension Note
4.2		With districts	In progress	BA2 – RSMPT reps.	June 1	Mar 31	
4.3		With FREP sponsor	In progress	FREWG	June 1	Mar 31	Monthly email updates
4.4		With JMC		FREWG	June 1	Mar 31	Updates at JMC meetings -- quarterly
4.5		With stakeholders		FREWG	June 1	Mar 31	Monthly FREP Web site updates

Table B: Detailed Resource Stewardship Monitoring Pilot Project Work Plan (tasks) (√= completed)

Task #	Activity		Status	Resp.	Start date	End date	Notes
5.1	Refine funding requirements based on work plans for each pilot	Individual cost items (e.g., travel, training, layout and design of protocols, meetings etc.)	In progress	RSMPT	June 15	Aug 15	
5.2		Reallocate funding if necessary and as able within existing constraints		FREWG	Aug 15	Mar 31	
6.1	Determine site selection criteria (sampling protocol criteria)	Determine regional and district objectives for monitoring	√	BA2 reps and FREWG	June 1	July 1	
6.2		Extension note from Wendy on "random selection"	In draft	Wendy	May 15	July 1 (draft) Aug 31 (final)	
6.3		Determine site selection criteria for sampling at each pilot district	In progress	RSMPT with DMST	July 1	Aug 31	

7.1	Develop checklists (protocols)	Complete RVTL led component (indicators)	In progress	RVTLs with DMST	May 1	Aug 6	Linked to tasks under 9.1 to 9.3
7.2		Develop “administrative ” component	In progress	DMST with RSMPT	June 1	June 6	
7.3		Develop “BA2” component		RSMPT – regional reps.	June 15	July 15	
7.4		Pre-test pilot protocols and refine as required	In progress	RSMPT	July 15	Aug 15	
8.1	Quality Assurance	Define QA components and responsibilities including training, data collection field checks, etc.		RSMPT	June 1	July 1	
8.2		Define staff training needs	In progress	RSMPT	June 15	Oct 15	
8.3		Develop training schedule	√	RSMPT	July 15	Aug 1	
8.4		Conduct QA site visits		Regions	Sept 15	Nov 30	

8.5		Conduct QA on data analysis and reports		RSMPT and RVTLs	Nov 30	Feb 15	
8.6		Implement training					
9.1	Develop and test data collection, storage and transfer (district, region FREP) Data management system for pilots may be Access data base so that data can be loaded into permanent data system.	Form Data Mgmt. System Team (DMST)	√	DMST Frank (lead), Shirley, Denis, Greg…		June 10	See Frank for detailed workplan. Also see tasks under #7 Under electronic data collection tools will need to determine requirements, develop and test system, purchase tools, train and implement
		Determine requirements	In Progress	DMST	June 10	Dec 31	
		Develop data management system		DMST	May 1	Dec 31	
		Electronic data collection tools	On hold until Sept.	DMST	Sept. 7	Dec 31	
10.1	Data collection in districts	Begin data collection		District staff	Sept. 15	Nov 30	
11.1	Analyze checklist data collected	District submit completed protocols to FP Branch (upon completion of each site)		District staff	Sept. 15	Dec 31	Data analysis primarily used to determine final usefulness of the data collected refine data system

11.2		Data entry and analysis		RVTLs and FREWG	Sept 15	Dec 31	requirements and help assess and refine protocols and methods. If random site selection, data can be used for analysis of site data.
11.3		Peer review of and analysis		District and regional staff	Dec 31	Jan 31	
12.1	Evaluate success of pilots	Develop meta-evaluation criteria and tools	In Progress	RSMPT and FREWG	June 1	Aug 4	Meta-evaluation plan and criteria will be posted on web site
12.2		Analysis of written and verbal feedback (from pilot participants)		RSMPT	Dec 1	Dec 31	
12.3		RSMPT and FREWG workshop		FREWG and RSMPT		Feb 10	tentative
13.1	Report on pilot success	Draft report		RSMPT	Feb 2	Feb 15	
13.2		Peer review of report		RSMPT	Feb 15	Feb 28	All participants involved in peer review
13.3		Final report and recommendations		FREWG	Feb 28	Mar 11	

13.4		JMC and sponsor presentation		FREWG		Mar 14	
14.1	Pilot close out	Distribution and storage of data, reports and other information		FREWG	Mar 15	Mar 31	
14.2		Draft RSM implementation strategy		FREWG with RSMPT	Feb 1	Mar 31	
14.3		Recognition of participants		Sponsor		Mar 31	