

FRPA Resource Evaluation Program: Review Standards for FRPA Resource Evaluation Reports

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Contents

Purpose of the Review Standards	1
Types of Reviews.....	1
Review Standards	2
Project Plans.....	2
Evaluation Reports.....	3
Evaluation Follow-up Reports	3
For More Information.....	4

Purpose of Review Standards

Review standards for reports published under the FRPA Resource Evaluation Program (FREP) are necessary to fulfil the program's communication objectives. Those objectives are:

1. to communicate the purpose and benefits of FREP to partners and the public;
2. to encourage acceptance, financial support, and participation in FREP by internal and external partners;
3. to communicate FREP activities and evaluation results to partners and the public; and,
4. to facilitate continuous improvement of the FRPA by communicating evaluation results and recommending follow-up actions to the JMC and the Program Sponsor (Chief Forester).

To achieve these communication objectives, evaluation reports published under the FREP must be scientifically credible, accurate, beneficial, and meaningful to a broad range of stakeholders and the public. Ensuring these quality standards are met requires that each evaluation report undergo a comprehensive review that is planned for at the outset of the evaluation project.

Types of Reviews

Evaluation reports that may require review include project plans, evaluation reports, and evaluation follow-up reports. These documents may require the following types of review:

1. **Peer review.** A peer review is necessary to ensure scientific credibility of evaluation reports. To fulfil peer review requirements, evaluation team members, resource value team members, and other selected specialists and academics should review draft evaluation documents.
2. **Biometrics review.** Review of draft evaluation documents by a biometrician is required to ensure the evaluation methodologies, sampling scheme, proposed data analysis, and data interpretation are scientifically credible, statistically valid, and clearly presented.
3. **Client review.** The audience for evaluation reports should have an opportunity to review draft reports to ensure they accurately reflect field evidence and provide maximum benefit. This requires review of the organisation, format, clarity, accuracy and usefulness of draft reports by the affected FRPA policy specialists and affected licensees (whose practices are subject to evaluation).
4. **Management implications review.** A management implications review of draft evaluation documents is required to ensure evaluation plans and reports achieve FREP priorities, and proposed recommendations are beneficial, feasible, cost-effective, and consistent with the resource capacities of government. Depending on the specifics of the document, a review of the management implications should be completed by the

FREP Working Group (FREWG), the FRPA Joint Management Committee (JMC), and in certain cases the FREP Sponsor (in consultation with the Practices Advisory Council if desired).

5. **Review by Communications Branch.** As required, the Communications Branch will be informed of the timing of reports, and will have an opportunity to review final reports and provide communications advice to the Executives and Minister(s) before the reports are released.

By incorporating comprehensive reviews of draft documents into both the planning and reporting of evaluations, FREP evaluation reports will achieve the program's communication objectives. All evaluation documents will be available to the public via the FREP web site. In addition, key evaluation documents will be distributed directly to internal and external stakeholders via e-mail.

Review Standards

The following tables clarify, for project plans, evaluation reports, and evaluation follow-up reports, the review responsibilities and general timelines for each reviewer.

Project Plans

The Evaluation Team Leader develops the project plan for an evaluation project. The project plan includes: the scope of the evaluation; the indicators and methodologies to be used to select the sample and gather data; the evaluation period; the geographic area; evaluation team members, tentative dates and timelines for fieldwork, consultation, and reporting; and, the proposed logistical arrangements and project budget.

Reviewer	Review responsibilities	Timeline
Peers	Conduct peer review of draft 1 of project plan. Peers must include evaluation team members, must include selected resource value team members, and may include selected specialists and academics depending on the scope, complexity, and originality of the approach.	4 weeks
Biometrician	Conduct a biometrics review of draft 1 of project plan.	4 weeks
Clients	Conduct a client review of draft 2 of project plan. Clients include affected FRPA policy specialists and affected licensees.	3 weeks

Evaluation Reports

The Evaluation Team Leader drafts the evaluation report based on analysis conducted by the evaluation team. The report will: (a) describe the evaluation scope, indicators, methodologies, sample, evaluation period, and, geographic area; (b) present an analysis of the data gathered by the team; and, (c) present conclusions and recommendations.

Reviewer	Review responsibilities	Timeline
Peers	Conduct a peer review of draft 1 of evaluation report. Peers include evaluation team members, selected resource value team members, and selected specialists and academics.	4 weeks
Biometrician	Conduct a biometrics review draft 1 of evaluation report.	4 weeks
Clients	Conduct a client review of draft 2 of evaluation report. Clients include affected FRPA policy specialists and affected licensees.	3 weeks
Management (FREWG)	Conduct a management implications review of draft 3 of evaluation report, and provide advice on policy implications and endorsement to JMC.	3 weeks
Management (JMC)	Conduct a management implications review of draft 4 of evaluation report and either endorse report or require revisions to recommendations	3 weeks
Communications Branch	If requested, review final evaluation report in order to prepare communications advice to the Executives and the Minister(s).	1 week

Evaluation Follow-up Reports

The Resource Value Team Leader drafts the evaluation follow-up report, based on analysis and input of the resource value team. This report will outline proposed actions by government to address recommendations of the evaluation team. Actions may include development of or revisions to legislation, policy, guidance, or training.

Reviewer	Review responsibilities	Timeline
Peers/clients	Conduct a peer review of draft 1 of evaluation follow-up report. Peers include resource value team members, evaluation team members, selected specialists and academics, and FRPA policy specialists.	4 weeks
Management (FREWG)	Conduct a management implications review of draft 2 of evaluation follow-up report, and provide review advice to JMC.	2 weeks
Management (JMC)	Conduct a management implications review of draft 3 of evaluation follow-up report, and provide approval advice to FREP sponsor.	2 weeks
Management (FREP sponsor)	In consultation with PAC if desired, conduct a management implications review draft 4 of evaluation follow-up report, and require revisions or approve report.	2 weeks

For More Information

For more information on the FRPA Resource Evaluation Program, please visit our web site at <http://www.for.gov.bc.ca/hfp/frep> or contact any member of the FRPA Resource Evaluation Working Group:

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