Information Management Band Charter

NAME: Forest Inventory and Analysis (FIA) Information Management Band (IMB)

LAST REVISED: 13 March 2020

1 MISSION

Provide leadership and resources in order to deliver a fully documented national system to plan, collect, store, compile, process, report, and distribute FIA data in order to promote standardization and consistency for all IM business processes.

- Support the Data Acquisition Band (DAB) in the planning, pre-field, collection and quality checks of data by providing IM systems [Examples are listed in section 5 below] to support these activities
- Support the Analysis Band (AB) and Techniques Research Band (TRB) by providing IM systems to facilitate the preparation of the data for reporting and analytical studies

2 MEMBERSHIP STRUCTURE

Core Band
- FIA regional IM Group Leads
- FIA representatives from National Operations Program as needed
- Individual Subject Mater Experts (SME’s) on national projects from regional IM staff as needed

Information Management (IM) Band
- FIA Information Management staff
- FIA National Operations Program staff
- FIA Core Band members
- Core Team FIA Program Manager Liaison (chosen by the FIA Core Team)
- State representatives (1 for each FIA region)
- Representatives from FS National Forest Systems and State & Private Forestry
- Representatives from other agencies, as needed

3 GUIDING PRINCIPLES:

The IM Band will follow these guiding principles during the development of products:

- Introduce more rigorous and formal processes for FIA systems support
- Move towards integrated, national IM production and data distribution systems
- Standardizing the regional IM data processes nationally whenever possible

4 CHARTERING AUTHORITY

National FIA Program Management Team

5 IM PRODUCT SUPPORT TO FIELD EQUIPMENT AND IN-HOUSE APPLICATIONS

- Personal Data Recorders (PDR) program Mobile Information Data Acquisition System (MIDAS)
- Compilation systems National Information Management system (NIMS) migrating to the new Universal Information Management System (UNIMS)
- Documentation
- Appropriate Quality Assurance review of all supported products
- Decisions on Change Proposals

6 Roles

Core Band Leader
- One of the IM group leaders
- Rotating position – 2-year term

Recorder
- Chosen from the Core Band to take notes to share with the Core Band and for distribution as needed
- Position will rotate among Core Band members, as determined by team. Will review priority list, active task list, and action item list from previous meetings

Core Band:
- Conduct strategic planning in support of the national band structure, make strategic decisions for the FIA program, and solve IM band issues
- Convene, charter, and facilitate task teams to achieve programmatic objectives through supervision, control and accountability.
- Identify resources for implementation of priorities (via task teams)
- Assign tasks to regional staffs
- Solicit assistance on task teams from other FIA bands and other non-FIA members of IM Band
- Share responsibilities with Core Band Leader for communication and coordination as needed
- Make decisions on change proposals and other national questions following consultation with other members of IM band
- Implement Operational plans in support of the FIA strategic plan and any approved requirements from DAB, AB and TRB

IM Band
- Implement nationally consistent IM systems according to the strategic vision from Core Band
- Develop an annual plan of work that will be accomplished through inter-band and intra-band sub teams.
- Responsible for staying informed so that they can review and comment in a timely manner on issues put before them for decisions

Core Team Program Manager Liaison
- Serves as communication link between the IM Band and the FIA Core Team and Management Team
- Ensures priorities for IM annual plan of work action items align with goals of the national FIA program

7 Decision Methodology

Decisions will be made by consensus, meaning that all members support the decision. If consensus is not possible, a vote will be taken by the four IMGL’s with ties broken by the Core Team Program Manager Liaison.
Meeting minutes will be taken and distributed to the IM Band following all calls and meetings, and will be posted on the IM Band Pinyon folder.

Conference calls
- Core Band will hold bi-monthly conference calls; more often if necessary
- IM Band will hold monthly conference calls. Calls will be led by Core Band Leader. Calls will consist of an hour of full IM Band discussion followed by a Core Band meeting to facilitate forward progress. Follow-up Core Band calls will be held as needed
- The Core Band will report on task team progress and products to the FIA Core Team and FIA Management Team as required

Meetings
In-person meeting(s) of the IM Band or teams formed by the band will be held as needed and resources allow.

Ground Rules
- Hierarchal structure and relationships are removed.
- All are stewards of the whole.
- We shall show mutual respect and honesty.
- What we agree is confidential, stays confidential.
- There is no retribution for following these rules.
- Everyone is responsible for enforcing the ground rules.
- Members can ask for an extension on a decision in to gather more information or input from other colleagues.
- We commit to have good, open communication within and between Bands.

Resource Requirements
- Ability of the Core Band to assign FIA IM staff to task teams as needed.
- Need to have National QA Coordinator engaged in order to perform appropriate QA as stated under Products.
- Time for various conference calls; time and money to attend meetings

Duration/Time Constraints
- All products are to be delivered within the schedule agreed to by the Core Team Program Manager Liaison and Core Band
- Timelines reviewed periodically and adjusted for unforeseen circumstances.

Reporting:
- Progress and final products will be communicated/delivered to the Program Managers as appropriate.
- IM Band accomplishments published yearly near the end of the Fiscal Year prior to the annual National All Band/All Portfolio meeting.
13 **SUCCESS MEASURES/EVALUATION**

Delivery of a high-quality product on time that meets or exceeds the expectations for this team.

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