



FRPA JOINT MANAGEMENT COMMITTEE MEMORANDUM

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To: MOFR Regional Executive Directors
Gary Townsend, Exec. Dir. Ops. Div., MOFR
MOFR District Managers
MOFR HQ Branch Directors

MOE Environmental Stewardship Managers
Scott Benton, Environmental Stewardship Div., MOE
Stewart Guy, Ecosystems Br. MOE

Re: Guidance to Government Staff in Providing Information in Support of FRPA Implementation

The Joint Management Committee (JMC) has approved the attached document, *Helpful Hints for Government Staff in Providing Information in Support of FRPA Implementation*, for distribution to staff. Please share this document with staff who are involved in providing information to assist implementation of FRPA.


This document provides a framework for staff when considering the development of FRPA guidance documents, as it is important that such information be provided in a manner that is consistent with our new results-based model.

The Joint Management Committee thanks the Provincial FRPA Implementation Team (PFIT) for their contribution to development of this document.

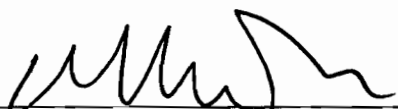
Thank you for your assistance in distributing the attached document. If there are any questions related to the document, please contact:

Charlie Western – Telephone: 250-387-8306; e-mail: Charlie.Western@gov.bc.ca or

Rodger Stewart – Telephone: 250 398-4549; e-mail: Rodger.Stewart@gov.bc.ca .



Ralph Archibald
Director, Forest Practices Branch
Co-Chair, Joint Management Committee
Ministry of Forests and Range



Rod Davis
Director, Ecosystems Branch
Co-Chair, Joint Management Committee
Ministry of Environment

Attachment

pc: Shirley Turcotte, Coordinator, Joint Management Committee

Charlie Western, Chair, PFIT, (For distribution to PFIT members)

Rodger Stewart, Rgn Mgr, Env. Assmt & Major Projects, Environmental Stewardship Div., MOE

Helpful Hints for Government Staff in Providing Information in Support of FRPA Implementation

Joint Management Committee
April 24, 2006

Many staff in government have a responsibility to provide information in support of FRPA implementation, including support for those persons who prepare or adjudicate FSPs, and who carry out practices in accordance with legal requirements.. It is important that information be provided in a way that is consistent with the culture shift to FRPA.

The following principles and questions are provided for your consideration in drafting any information that will or could be used to support FRPA implementation. We ask that the information and guidance being prepared be “tested” against these prior to release in whatever form is appropriate to the situation.

Subject Matter

- Is the topic area a priority now for developing and providing information?
- Is the information new and something that warrants sharing, or is there a need to update a previous document?
- Has similar information been developed elsewhere?
- Will providing this information affect other districts, regions, agencies? Does it pertain to a local situation only, or is it of broader interest to the region or province?

Audience

- Is there a compelling need to compile and distribute this information? Who needs to have access to the information, and why?
- Have you clearly identified the intended audience? Have you confirmed that your intended audience needs this information?
- Are you trying to assist the plan preparer, plan reviewers or approvers in making informed decisions about risk?
- Are you trying to support agreement-holders who will be carrying out forest or range practices?
- Does the information support:
 - preparation of results and strategies, with measurable or verifiable outcomes, steps or practices in respect of a particular established objective, and that include the situations or circumstances that determine where in a forest development unit the outcomes, steps or practices will be applied?
 - decisions of agreement holders and the resource professionals they employ or consult in preparing plans or undertaking practices requirements?
 - MOFR staff who support the delegated decision-maker by reviewing submitted plans?
 - increased scientific or technical understanding of the resource values?

- an increased understanding of associated potential risks to these values, and information for reducing these risks?
- clarification of the intent of legislative provisions, for consistency in general understanding and implementation? In this case, the author(s) should be staff who are very familiar with the principles of statutory interpretation.

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Authorship

- Have you been asked or authorized to provide this information?
- Are you the right person, with the right qualifications of expertise and experience (related to science and/or the principles of statutory interpretation), to be providing the information? Alternatively, have you contacted the right people to contribute information to the team/work group?
- Have you determined the most appropriate network of people to assist with development of the information? • Have you provided comprehensive, up-to-date scientific references to back up the information in the guideline/document?

To-do's for the Writing

- Distinguish between what is inside the legal regime and what is outside.
- Distinguish between what is the science (and present this information objectively), and what is government (public) policy.
- Get the “tone” right. For example: This is information for consideration, not direction that would include words like “must do” or “should follow”. This information cannot add to legal obligations.
- Write in a way that will be useful to your audience.

Review and Approval Process

- Has the information been reviewed and validated by independent experts who were not directly involved in the development of the information?
- Has the information followed any formal required review process, to ensure the information has been validated, and is presented clearly, in a way that will be useful to the intended audience?
- Does the review process require ministry approval and sign-off of government/public policy considerations, or for consistency, as for example in the process for release of FRPA Bulletins?

Publication/Distribution

- Determine the most appropriate communications tool for the information, e.g., e-mail, memo, Bulletin (using the existing formal review process), Administrative Guide, etc.
- Have any communication protocols been developed?