

# **MORICE & LAKES IFPA**

## **Data Technical Advisory Committee**

### **TERMS OF REFERENCE**

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#### **PURPOSE**

The role of the Data Technical Advisory Committee (Data TAC) is to provide practical guidance to the Technical Committee regarding data management standards, procedures, infrastructure, formats, and applications as it relates to delivering Innovative Forest Practices Agreement (IFPA) projects, indicator reporting and monitoring, and sustainable forest management plan development.

This includes working with Ministry of Sustainable Resource Management (MSRM) and other partners outside of the IFPA to establish a system of shared data management, a separate governance, initial standards, etc. for the Northwest data sharing network (NWDSN).

#### **MEMBERSHIP**

The Data Tac shall be comprised of members appointed by managers of management entities (i.e. company division, forest district, MSRM, etc.) responsible for data management (See current participant list in this document). This will normally be individuals responsible for acquiring, organizing, loading, and/or analyzing spatial and tabular forest management data and shall include:

- Minimum of one representative from each of the IFPA Proponents.
- Minimum of one representative from other participants in the data sharing network.
- Minimum of one representative from MSRM Skeena Region,
- Minimum of one representative from each Forest District.
- Minimum of one representative from each region of the Timber Sale Program.
- Other expertise as determined by managing entities or Data Tac (i.e. provincial MSRM representation).

Managers may appoint members to a maximum of two per management entity, excluding domain experts not available from management entities.

#### **CHAIR**

A committee member will act as chair of the Data Tac. The chair will be rotated on an annual basis commencing September 1.

#### **FUNCTION**

Members of the Data Tac will:

- Work with the broader DSN participants to establish a collaborative Northwest data management framework. This includes but is not limited to:
  - Set up a governance model including board of directors.
  - Secure initial funding for the data sharing network.
- Work with the Technical Committee as a sub-committee, with the IFPA consultants, and other IFPA participants to ensure that the data sharing network will support IFPA data needs.
- Work with the Technical Committee as a sub-committee, with the IFPA consultants, and other participants to develop common standards, procedures, and formats, for spatial and tabular data that will support IFPA and other regional data needs.

- Recognize the responsibility and accountability of members for active and constructive participation in data sharing development and implementation.
- Undertake all matters in relation to data and its management and related activities and results as directed by management entities.
- Work within their own organizations to ensure that data management and data sharing commitments are met, including but not limited to the following;
  - Data standards, procedures, and formats for shared data is adhered to;
  - Sufficient resources are allocated to meet DSN commitments;
  - Sufficient funding is allocated to meet agreed to DSN commitments.
  - Seek opportunities for continual improvement in managing data.

**PROCEEDINGS**

The proceedings of the Data Tac will be governed by the following principles:

- The intent of the team is to operate with agreement amongst all committee members, where agreement is defined as the lack of strong opposition. Members will act reasonably to achieve agreement and where complete agreement is not possible; decisions will be made as outlined elsewhere in this section of the Terms of Reference.
- For voting purposes, a member will be considered an operation, office or District regardless of how many individuals are at a meeting.
- Individuals who attend a meeting to provided expertise would not be considered a voting member.
- Decisions of the Data Tac will be carried by general agreement, where general agreement is defined as 80% of the committee members present provided those members constitute a quorum. Members in a 20% or less minority position on a given decision may request one opportunity to restate their case for consideration by the majority, and to have a decision reconsidered by the membership. Such a request will not cause a decision to be delayed to a subsequent meeting, and unresolved dissenting positions will accompany recommendations to management entities or other IFPA committees.
- Decisions regarding the cost of developing or implementing the DSN will be the sole responsibility of the persons with budget authority within participating managing entities.
- A quorum of the Data TAC consists of a majority of members, unless revised by a majority of members.
- Only members who are participants in The Morice/Lakes IFPA could vote on decisions that relate specifically to the IFPA.
- Any member of the Data TAC may appoint an alternate to attend a meeting in that member's stead.
- The chairman shall provide all members with at least two weeks notice of the time, place and proposed business of a meeting of the team.

**Current Participants: Northwest Data Sharing Network**

Organization	Representatives	Member type	Telephone	E-mail
Houston Forest Products Company (HFP)	Jaret Van Der Geesen	IFPA	(250) 845-2322	jaret_van_der_giessen@weldwood.com
West Fraser Mills Ltd - Fraser Lakes Sawmills Operation	Tom Olafson	IFPA	(250)699-6736	Tom.Olafson@westfraser.com
Canadian Forest Products (Canfor)	Barry Watson	IFPA	(250) 845-5272	Bwatson@mail.canfor.ca
	Jim McCormack	IFPA	(250) 845-5225	JmcCormack@mail.canfor.ca
L&M Lumber Ltd	Andy Fraser	IFPA	(250)699-6736	Afraser

				@avison.bc.ca	
	Stuart Sinclair	IFPA	(250) 567-2111	ssinclair@hwy16.com	
Babine Forest Products Company	Karen Perkins	IFPA	(250)699-6736 (250) 692-4570	karen_perkins @weldwood.com	
Pacific Inland Resources	Paul Schwarz	Non IFPA	(250) 847-2656	paul.schwarz @westfraser.com	
	Bonnie Potulicki	Non IFPA		bonnie.potulicki @westfraser.com	
Office of the Wet'suwet'en	Andy George	Non IFPA	250-847-3630	AGeorgejr @wetsuweten.com	
	Francois Depey	Non IFPA		Francois @wetsuweten.com	
Ministry of Sustainable Resource Management Skeena Region	Don Morgan	IFPA	250-847-7500	don.morgan @gems7.gov.bc.ca	
	William Elliott	IFPA		william.elliott @gems5.gov.bc.ca	
	Liz Saunders	IFPA		Liz.Saunders @gems6.gov.bc.ca	
Information Management Branch	Elaine Dawson	Non voting	(250) 356-5927	elaine.dawson @gems3.gov.bc.ca	
Ministry of Forests Prince Rupert Forest Region	Laura Bolster	Non Voting	(250) 847-7500	laura.bolster @gemsx.gov.bc.ca	
Ministry of Forests Bulkley Cassiar District					
Ministry of Forests Lakes Forest District					
McGregor Group	Nina Baksh	Non Voting	(250) 612-4053	nina.baksh@themcgregor group.com	