CHARTER

Interagency Information Systems Working Group

Timber Regulation and Forest Restoration Program
June 23, 2015

Mission and Background

The Mission of the Interagency Information Systems (IIS) Working Group is to design and implement a comprehensive information technology strategy that seamlessly and securely integrates, to the extent possible, all of the technology needed to achieve Assembly Bill (AB) 1492's objectives. Within this cohesive framework, the Working Group will implement specific technology solutions in response to initiatives identified by the AB 1492 Working Groups, and prioritized by the AB 1492 Leadership Team.

Assembly Bill 1492 (Committee on Budget, Chapter 289, Statues of 2012) created a new one percent tax on wood products sold at the retail level. The tax revenue is intended to support the state's timber harvest regulatory agencies and provide for forest restoration through existing grant programs. The legislature explicitly recognized the role and importance of data management and information technology through the following bill language (emphasis added):

- *Promote transparency in regulatory costs and programs through the creation of performance measures and accountability for the state's forest practice regulatory program and **simplify the collection and use of critical data to ensure consistency with other pertinent laws and regulations.*** PRC § 4629.2(f)
- ***Identify and implement efficiencies in the regulation of timber harvesting between state agencies.*** PRC § 4629.2(g)
- Provide *A summary of any process improvements identified by the administration as part of ongoing review of the timber harvest process*, ***including data and technology improvement needs**. PRC § 4629.9(a)(6)

To achieve the mandates of the bill, the Leadership Team and Working Groups will identify and implement initiatives to address the three accountability areas established by AB 1492. The accountability areas include: (1) Administrative Transparency and Efficiency; (2) Environmental Data Assembly and Sharing and (3) Ecological Performance Measures. Each of these areas is explored in the 2014 Assembly Bill 1492 Annual Report to the Legislative Budget Committee.[1] To effectively respond to the expectations described in these accountability areas, the AB 1492 Leadership Team established four Working Groups: (1) Administrative Performance Measures, (2) Data and Monitoring, (3) Ecological Performance Measures and (4) Interagency Information Systems. All of the Working Groups, under the direction of the AB 1492 Leadership Team, will collaborate closely to achieve the objectives set forth in AB 1492. This IIS Working Group charter focuses specifically on planning, designing, testing and implementing the technology components as an integral part of program delivery for the initiatives developed by the remaining Working Groups.

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[1] http://resources.ca.gov/forestry/docs/AB-1492_Annual_Report_2014_to_Legislature_FINAL.pdf

Duties

1. Develop a strategic approach to integrate/interface and sequence the implementation of the AB 1492 Program information technology solutions.

   Tasks
   a. Develop a comprehensive "roadmap" to document each required technology solution and how it relates to other AB 1492 technology solution components. Incorporate additional technology solutions as they are identified by the AB 1492 Working Groups.
   b. Establish an inventory of existing information technology systems and components currently supporting AB 1492 related activities to determine where existing technology investments can be leveraged.
   c. Develop guiding principles and technology standards that cross-cut and apply to all IT implementations, promoting data sharing, consistent naming standards and other data management best practices.
   d. Using the comprehensive information technology strategy, implement new technology solutions, and to the extent possible, leverage existing technology solutions to effectively and efficiently provide process automation and easy access for public consumption of timber harvesting information.

2. Prioritize, develop and implement technology solutions in response to needs identified by the AB 1492 Leadership and Working Groups. The ability to perform this duty is highly contingent upon effective collaboration between all of the Working Groups to identify concise and comprehensive requirements that must be met and to ensure thorough testing has been conducted to verify that the solution delivers the expected results. The IIS Working Group must adhere to established IT policies, processes, procedures and standards to maximize the probability of successful implementations.

   Tasks identified for this duty are categorized by the accountability areas established in AB 1492.

   Accountability Area - Administrative Transparency and Efficiency

   a. Implement technologies (i.e. tracking system, etc.) to allow for the collection, analysis, and annual reporting of program administrative and implementation data that are needed to demonstrate transparency in administrative performance and efficiency, specifically but not limited to staff time spent, review timelines, and outputs achieved.
      i. Establish capability to automate and/or improve data collection practices, identified by the Administrative Performance Measures Working Group, to better track and account for staff activities funded by the Timber Regulation and Forest Restoration Fund.
      ii. Establish capability to report annually specific information about harvesting plan review activities conducted by the review team agencies which are identified in Public Resources Code (PRC) § 4629.9.

      iii. Establish capability to automatically track the completion of certain steps in the review process and to report compliance and/or discrepancies in meeting timelines in accordance with the Forest Practice Act and Forest Practice rules.

      iv. Establish capability to facilitate interagency communication, including scheduling, so that harvesting plan review activities and data and monitoring processes are streamlined.

b. Implement technology identified by Administrative Performance Measures Working Group to improve the format, scope, transparency and accessibility of information related to the submission, review, approval, implementation, inspection and enforcement of timber harvesting projects.

      i. Establish capability for the on-line submission of timber harvesting plans and similar plans (Plans) per established business rules. This includes the implementation of workflow to automate the integrated review and permitting processes (see Task 2.a.iii above).

      ii. Establish capability for improved public access to Plans and associated documents both while they are under review and after they are approved, facilitating the submission of comments/input throughout the process, based on input from the other Working Groups and stakeholders.

      iii. Implement technology to make other timber harvesting related information more readily available (e.g. stocking reports, exemptions and emergency requests).

      iv. Establish tools to easily post information and improve accessibility to data (e.g. search engines) to make data more useful to all interested parties.

      v. Implement additional technology solutions when identified by the Working Groups, and approved by the Leadership Team, for this accountability area.

Accountability Area – Environmental Data Assembly and Sharing

c. Based on data sources identified by the Data and Monitoring Working Group, develop technology solutions to collect, analyze and report data relevant to forest management and forest conditions in a comprehensive and consistent manner, with the interagency framework (Duty 1.d). Ensure appropriate data is made available to the public per objectives identified in Task 2b (above).

d. Identify and act upon opportunities to integrate information from existing technology solutions, including statewide programs, to increase the availability of geospatial data.

e. Research existing technology applications, and augment as needed, to support a defined pilot on a planning watershed level to assess cumulative impacts and identify opportunities for restoration of habitat for listed anadromous salmonids.

f. Implement additional technology solutions when identified by the Working Groups, and approved by the Leadership Team, for this accountability area.

Accountability Area - Ecological Performance Measures

g. Develop and implement technologies that support the collection, monitoring, management, analysis and reporting of ecological performance indicators, including associated data identified by the Working Groups, for the ecological performance measures that have been selected for implementation.

Work with the AB 1492 Leadership Team to identify existing resources or seek new resources needed to complete the above tasks. Identify any staff resources or budgetary constraints that make it problematic to achieve the level of needed information technology to support the AB 1492 objectives; provide recommendations on what is needed to address these constraints.

Preparation of a Work Plan

Upon establishment, the Interagency Information Systems Working Group will develop a Work Plan. The first Work Plan will address the activities necessary to complete the duties described above in a timely fashion. The Working Group will review the Work Plan at the end of each fiscal year, or other times, as needed, and update it as necessary. All Work Plans will be submitted to the AB 1492 Leadership Team for review and approval. Stakeholder input, primarily the review team agencies, will be solicited on draft Work Plans.

Tentative Major Milestones

Tentative milestones of Duty 1 are within the control of the Interagency Information Systems Working group, but the remaining tasks this Working Group will be performing will be dependent upon (1) the natural interdependencies and work flow of the AB 1492 business processes and (2) the activities and priorities of the other Working Groups. For each initiative undertaken by this Working Group, the objectives, scope, schedule, major milestones, budget and deliverables will be identified during initial project planning activities and will be captured in detailed Work Plans.

Initial tentative major milestones for Duty 1 include:

1. Initiate the formation of the IIS Working Group by July 2015.
2. Complete the initial version of Task 1A – "Develop a comprehensive "roadmap" to document each required technology solution and how it relates to other AB 1492 technology solution components by September 2015.
3. Complete Task 1B – "Establish an inventory of existing information technology systems and components currently supporting AB 1492 related activities to determine where existing investments can be leveraged" by September 2015.

Initial tentative major milestones for Duty 2 include:

4. Plan and schedule the initial initiative(s) identified in the AB 1492 IIS Working Group Roadmap, starting July 2015 and continuing on an ongoing basis.

Working Group Membership and Leadership

The Working Group will be composed of staff from the review team agencies. The AB 1492 Leadership Team has selected a Chairperson from the California Natural Resources Agency. The review team agencies will select a Vice Chairperson for the Interagency Information Systems Working Group. The Vice Chairperson will chair meetings of the Working Group in the absence of the Chairperson. The AB 1492 Leadership Team requests each agency to assign at least one staff person and a back-up person to the Working Group. It has been determined that the State Water Resources Control Board will represent the Regional Water Quality Boards on this Working Group.
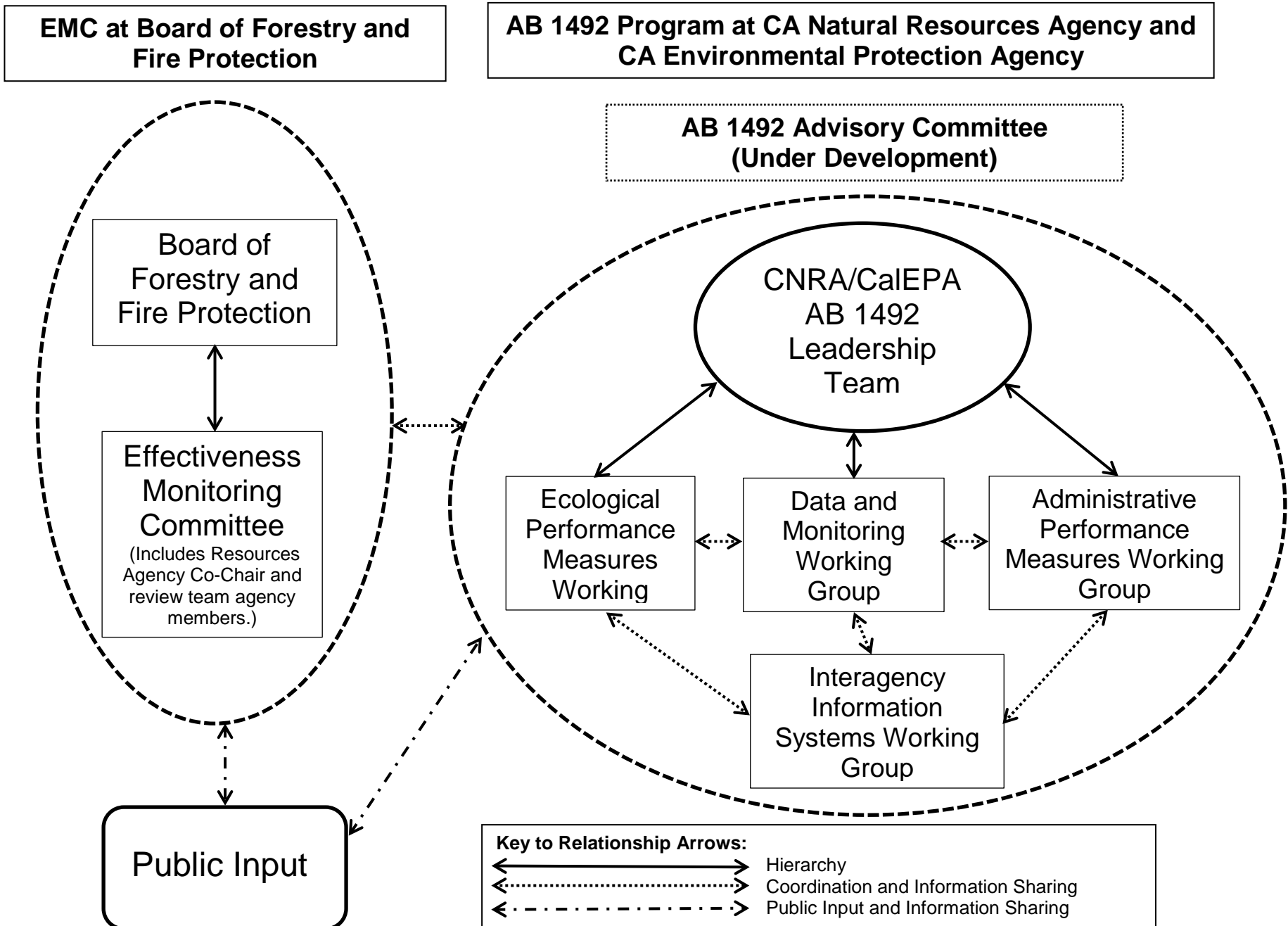
Subcommittees

The Working Group may establish subcommittees as needed to accomplish its work. The subcommittees will operate with well-defined scopes of responsibility and clearly articulated tasks.

Consultation

When additional expertise is needed to assist the Working Group and/or its subcommittees in completing their work, assistance may be requested from the review team agencies technology staff, or from other state and federal agencies, professional information technology service providers, and/or educational institutions.

Review and Modification of this Charter

The AB 1492 Leadership Team is responsible for the approval of this charter and its maintenance and modification over time. The Leadership Team will provide comments on the draft charter before its initial approval and any time it makes significant changes to the charter. The Leadership Team will review the charter at least annually to determine if any modifications are warranted.

EMC at Board of Forestry and Fire Protection

AB 1492 Program at CA Natural Resources Agency and CA Environmental Protection Agency

AB 1492 Advisory Committee (Under Development)

Board of Forestry and Fire Protection

Effectiveness Monitoring Committee
(Includes Resources Agency Co-Chair and review team agency members.)

CNRA/CalEPA AB 1492 Leadership Team

Ecological Performance Measures Working

Data and Monitoring Working Group

Administrative Performance Measures Working Group

Interagency Information Systems Working Group

Public Input

Key to Relationship Arrows:
Hierarchy
Coordination and Information Sharing
Public Input and Information Sharing

Figure 1. Organizational Framework for AB 1492 Program Structure and its Relationship to the Board of Forestry and Fire Protection and its Effectiveness Monitoring Committee.