



Existing Vegetation Technical Guide Implementation Management Team

Communication and Training Working Group Charter

Authority: EVTG Implementation Management Team charter (May 2, 2014) delegates the Implementation Management Team the authority to charter technical working groups to assist with the implementation effort.

Business Need: Effective implementation of the revised Existing Vegetation Technical Guide (EVTG) will require communications and outreach to user and stakeholder groups throughout the agency and with partner organizations. Users will need training materials to implement the guidance in the technical guide.

Scope: The Communications and Training Working Group will address two focus areas necessary to enable effective implementation of the revised technical guide:

- A. Develop, implement, and evolve a stakeholder communication and outreach program** consisting of three main tasks:
 - 1) **Development and implementation of a communication and outreach plan** that addresses communication goals, general targeted audiences, and specific communication messages that are applicable to the existing vegetation technical guide implementation.
 - 2) **Development of user community briefing material** appropriate for the identified targeted audiences. These briefing materials should be generally available for core team and steering team members to present ad hoc to various stakeholder groups.
 - 3) **Monitoring and identifying stakeholder communication and outreach needs** to determine the current level of awareness of the revised technical guide and identify appropriate communication methods and materials needed to inform various target audiences.
- B. Develop and coordinate a training program** consisting of three major components:
 - 1) **Assessment of the training requirements** to implement the technical guide based on the specific tasks and workflows included in the sections and appendices of the technical guide.
 - 2) **Assessment of existing training material and a gap analysis of training needs** based on requirements. Existing training material has been developed at RSAC, GSTC, and NIMAC for activities that are closely related to implementation of the technical guide. These materials could be used “as is” for some training or easily modified for technical guide applications. New training material will need to be developed to specifically address the needs for technical guide implementation identified in the GAP analysis of existing training material.
 - 3) **Development of a training program** that addresses key agency and stakeholder segment training needs necessary to effectively implement the EVTG. The key stakeholder segments and training needs identified to date include:

- Agency leadership that need awareness material sufficient to understand the general approach and the level of effort and required to successfully complete vegetation classification, mapping, and/or inventory projects.
- Vegetation classification, mapping, and/or inventory project team members, such as vegetation ecologists/classification specialists, inventory specialists, and remote sensing GIS specialists that need training material sufficient to thoroughly understand the processes used to classify, map and integrate inventories of existing vegetation.
- Vegetation classification, mapping, and/or inventory journey-level resource professionals with skills and experience that need training material sufficient to actually complete the required work processes consistent the guidance in the EVTG.

Additional work items may be assigned by the Implementation Management Team who will determine the need to update the description of the Working Group’s scope in a modification or amendment to this Charter.

Key Stakeholders: Within the Forest Service key stakeholders include: National and regional GIS coordinators, national and regional remote sensing coordinators, national and regional vegetation ecologists, resource inventory and monitoring coordinators, information management directors, geospatial information officer, deputy area program leads, Geospatial Service and Technology Center, Remote Sensing Applications Center, National Inventory and Monitoring Applications Center, field level practitioners (e.g., range, timber, wildlife, recreation, soils, fire and fuels, GIS coordinators/resource information managers).

The partner agency and organization list of key stakeholders will look substantially like the Forest Service list with adaptation to the partner's organizational structure.

Assumptions/Constraints: Briefing materials already exist for this project, and this effort builds from those materials. Similarly, training material for related agency activities already exist and this effort will utilize those materials and coordinate training efforts related to EVTG processes.

Operations: Members of the Working Group will establish their own operating procedures. Leadership will be determined by work group members and is expected to rotate through work group members. The Working Group Leader, in consultation with the designated IMT liaison, will provide quarterly briefings to the EVTG IMT. Contractor assistance to the Working Group will be provided consistent with available funding for the implementation effort.

Approved By: Jim Alegria Date: 10/7/2014
 Jim Alegria, EVTG IMT Leader