

CHARTER
of the
UPPER COLUMBIA BASIN INVENTORY & MONITORING NETWORK
BOARD OF DIRECTORS

Introduction

This charter describes the process used to plan, manage, and evaluate the monitoring program within the Upper Columbia Basin Network in accordance with the intent and purpose of the National Park Service (NPS) Natural Resource Challenge (NRC). The NRC strategy requires the development of an integrated monitoring program that includes short-term tactical monitoring as well as long-term monitoring. This program will provide scientifically sound information for managing park resources and informing the public and will allow managers to confront and mitigate threats to the parks and operate more effectively in regulatory, legal, and political arenas. The Board of Directors represents Superintendents from the 9 parks within the Upper Columbia Basin Network and is charged with oversight of the Network’s vital signs monitoring program.

The Upper Columbia Basin Network is comprised of 9 units of the NPS across 4 States. Procedural and reporting requirements are coordinated at the Network level adhering to guidelines established by the WASO and Inventory and Monitoring (I&M) program.

<i>UPPER</i>	Big Hole National Battlefield
<i>COLUMBIA</i>	City of Rocks National Reserve
<i>BASIN</i>	Craters of the Moon National Monument and Preserve
<i>NETWORK</i>	Hagerman Fossil beds National Monument
	John Day Fossil Beds National Monument
	Lake Roosevelt National Recreation Area
	Minidoka Internment National Monument
	Nez Perce National Historical Park
	Whitman Mission National Historic Site

The Board of Directors will foster an atmosphere of professionalism and cooperation throughout the Network. The Board will provide guidance for the organizational and administrative functions of the Upper Columbia Basin Network Program. The Board is committed to operate in and foster an atmosphere of fairness, trust, and respect throughout the Network. It will pursue a holistic approach in implementing the Network I&M program using scientifically credible standards while addressing needs in all parks.

Board of Directors Membership

The membership of the Board of Directors includes 3 superintendents from the Upper Columbia Basin Network parks. Superintendents shall serve terms of three (3) years. Each year the term of

one superintendent shall expire. The term of each superintendent shall begin on January 1 of any given year and end on December 31. The terms of superintendents is shown in the table below:

Term of Superintendents

YEAR	PARK
2002	HAFO
2002,2003	LARO
2002,2003,2004	CRMO
2003,2004,2005	BIHO
2004,2005,2006	JODA
2005,2006,2007	WHMI
2006,2007,2008	NEPE
2007,2008,2009	CIRO
2008,2009,2010	HAFO
2009,2010,2011	LARO
2010,2011,2012	CRMO
2011,2012,2013	BIHO
2012,2013,2014	JODA
2013,2014,2015	WHMI
2014,2015,2016	NEPE
2016,2017,2018	CIRO

Additional members of the Board of Directors shall include a resource manager or in the case of a park that does not have a resource manager a representative may be designated by the superintendent of the park. All resource managers shall serve a term of two years. The term of resource managers is designated in the table below:

Term of Resource Managers

YEAR	PARK
2002,2003	NEPE/BIHO
2004,2005	HAFO
2006,2007	CRMO
2008,2009	JODA
2010,2011	WHMI
2012,2013	LARO
2014,2015	CIRO

Additional members of the Board of Directors shall include the Pacific West Region I&M Coordinator and the Network I&M Coordinator. The Network I&M Coordinator facilitates meetings and communication to members.

Responsibilities of the Board of Directors

The major responsibilities of the Board of Directors shall be to:

- Promote accountability and effectiveness by reviewing organizational and administrative development of the Upper Columbia Basin Network I&M Program.
- Provide review of the design and implementation of vital signs monitoring to ensure that the program is relevant to natural resource management issues within the parks, as well as the comprehensive Servicewide I&M Program requirements.
- Recommend strategies for leveraging funds and personnel to best accomplish the monitoring objectives.
- Provide review of monitoring plans and network budgets and personnel selections.

Procedures

Board Meetings: Formal Board meetings will occur annually. Additionally, 3 members can jointly request meetings of the Board when determined necessary and appropriate. Formal meetings will require that a written agenda be distributed at least 2 weeks before the meeting. At the end of each meeting, members of the Board responsible for arranging the logistics and agenda for the next meeting will be designated. Telephone conference meetings and electronic mail messages will provide information to all members throughout the year.

Any member who cannot attend or otherwise participate in a meeting of the Board may assign an alternate. A Board member cannot serve as the alternate, or carry the proxy for an absent member.

All decisions will be made by consensus. Consensus is defined as an outcome that all Board members can live with if not ideal from any one viewpoint. If the Board cannot reach a consensus decision, the matter with all viewpoints represented, will be referred to the Associate Regional Director of Resources and Science. All recommendations will be documented with responsible individuals and deadlines identified, as appropriate. Meeting minutes will be distributed to all Board members, the Superintendents of all Network parks and Science Advisory Committee members.

Science Advisory Committee Membership

A Science Advisory committee comprised of natural resource managers and subject matter experts, both within and outside the NPS, will be formed to provide technical assistance and advice to the Board and network parks. The committee will include the Network I&M Coordinator, Resource Managers from each of the 8 parks, and the Pacific West Region I&M Coordinator. In addition, scientists with knowledge of sampling procedures, monitoring techniques and statistical methods will serve as reviewers, evaluating conceptual designs, monitoring strategies and ecological relevance of monitoring proposals. The composition of the Science Advisory committee will be approved by the Board and the Network I&M Coordinator

will chair its meetings and coordinate its efforts. Responsibilities of the Science Advisory committee include:

- Advising network parks in the development of the Network Monitoring Plan and identification of monitoring objectives by:
 - Compiling and summarizing existing information about park resources and the findings and recommendations of any scoping workshops.
 - Development of a network monitoring strategy.
 - Selection of vital signs such as indicator species, communities, and processes.
 - Evaluating initial sampling designs, methods and protocols to assure they are scientifically credible.
- Reviewing annual data reports and interpretation as well as participating in the preparation of the Annual Work Plan and Annual Report.
- Developing materials for and facilitating the Five Year Program Review.

The products and recommendations of the Science Advisory committee will be presented to the Board for discussion, modification, and final approval. The Board may form a standing Information and Education Committee comprised of interpretation, education, and public affairs staff at a later date.

When needed, the Board, the Science Advisory committee, or the Network I&M Coordinator may form groups of specialists to work on a particular task or a particular sub-program area.

Each year the Network I&M Coordinator, with the assistance of the Science Advisory committee, will prepare a budget to be approved by the Board of Directors for the travel, per diem, and any other costs associated with the conduct of meetings. These costs will be summarized in the Annual Work Plan.

Monitoring Plan: A monitoring plan that identifies the management and scientific issues facing each park, the vital signs to be monitored, where they will be monitored, and why they will be monitored shall be prepared by the Science Advisory committee and approved by the Board. In addition, the monitoring plan will specify the overall sampling design, staffing plan, and data management strategy.

Annual Work Plan: The Network I&M Coordinator will present a proposed Annual Work Plan to the Board for discussion, modification, and approval no later than January 31 of each year. The Annual Work Plan will identify specific projects, responsible individuals and deadlines, I&M program budget, anticipated accomplishments and products, to which park or office funds are assigned, and additional and potential funding sources (both NPS and others).

Annual Report: The Network I&M Coordinator will present an Annual Report to the Board for discussion, modification, and approval. The Annual Report will detail specific accomplishments and products, lessons learned, coordination with other projects supported by alternate funding sources, and a budget summary. A detailed accounting of the utilization of all I&M program funds assigned to each park and office will be appended to the Annual Report. This Annual

Report will be widely distributed and posted at appropriate websites on the Internet. The Annual Report will be released no later than January 31 of each year.

Five Year Program Review: Beginning at the end of fiscal year 2009 and every 5 years thereafter, the Network will undertake a comprehensive program review to be conducted by national and regional NPS specialists as well as qualified independent specialists from other agencies and organizations. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management, fiscal management, and staffing. The program review shall provide the principal basis for any significant changes in program direction as well as reassignment of resources to any park or office.

Funding: The Upper Columbia Basin Network is scheduled to receive inventory funds in FY 2001, 2002 and 2003. The Upper Columbia Basin Network is scheduled to receive monitoring funds in FY 2004.

Coordination

To be most effective, the Board will need to maintain a close working relationship with the Resource Manager of each park in the network, members of the Science Advisory committee, the Pacific West Region I&M Coordinator and the Network I&M Coordinator. Board meetings are open to all of the above. Board members are encouraged to participate in and/or keep informed with respect to the work of the Science Advisory committee. The Network I&M Coordinator will be expected to provide regular briefings (by memoranda, electronic mail or telephone conference) to the Board.

The Pacific West Region I&M Coordinator will provide professional supervision to the Network I&M Coordinator with direct input from the Science Advisory committee. The Science Advisory committee will participate in annual performance evaluations.

Meeting and Office Location

The office of the Network I&M Coordinator and Network Data Manager will be located in Moscow, ID.

Partnerships

The Network I&M program may evolve to include other land and resource managers (e.g. Federal, State, or Tribal) in the Upper Columbia Basin Network area. The Monitoring Plan will identify where it may be advantageous or desirable to expand Board membership to include non-NPS participants. In no case will this be done without unanimous approval of the Board as well as approval by the Associate Regional Director of Resources and Science.

Reporting

Minutes of Board and Science Advisory committee meetings will be circulated by the Network I&M Coordinator to all network park superintendents, resource managers and the Pacific West

Region I&M Coordinator. Copies of the Annual Work Plan, Annual Report and Monitoring Plan will be circulated to all network park superintendents, resource managers and the Pacific West Region I&M Coordinator. The Network I&M Coordinator will be responsible for maintaining the administrative record.

Amendment

The Board may make amendments to this charter at any time. All Board members will be provided a 30-day advanced notice of any proposed amendments before they will take effect.

Amendment

To the Charter of the UPPER COLUMBIA BASIN INVENTORY & MONITORING NETWORK

Amendment 1.

This amendment designates a Point of Contact for the Upper Columbia Basin Network Databases as follows:

I. UCBN Point of Contact Justification

The National Park Species database ("NPSpecies") is one of a suite of Service-wide databases developed by the Inventory and Monitoring Program. NPSpecies is designed to document the occurrence of vertebrate and vascular plant species in national park units, and to substantiate these occurrence records by scientifically credible, high-quality references, vouchers, and observations. The master version of NPSpecies is a password-protected, web-based system; this is accompanied by a PC-based version that can be run from an individual computer using Microsoft Access.

The National Park Service, Service-wide Inventory and Monitoring Program has requested that parks designate Points of Contact (POC) for managing NPSpecies data for each park. This agreement establishes the NSAN Data Manager as the POC for all 8 park units within the Upper Columbia Basin Network. The NSAN Network Coordinator will fulfill this responsibility until a Network Data Manager is hired in FY04. As of early 2003 network staff are continuing to populate the database and verify information. By the end of FY 2005 it is anticipated that a good first iteration of vascular plant and vertebrate species lists will be completed for most network parks. At this point the lists can be reviewed and certified.

II. UCBN NPSpecies Point of Contact Responsibilities

Following is a description of NPSpecies Point of Contact responsibilities.

1. Manage web-based NPSpecies access. The POC will acquire login and password codes for all network park staff needing access to NPSpecies via the Internet, and will ensure that the appropriate level of database permissions and control are granted (e.g., read only, read-edit, or read-edit-delete access). The POC will cancel permissions in the event staff employment, duty station, or responsibilities change.

2. Provide orientation, training, and technical support to park staff on NPSpecies use. The POC will instruct NPSpecies users on the overall structure and function of NPSpecies (both web-based and local versions), provide explanations and documentation on its use; and assist with questions users may have on how to query or manipulate NPSpecies data.

3. Convert legacy data sets into formats compatible with NPSpecies. The POC will work with park staff to locate data sets containing NPSpecies-related information, and to merge any appropriate portions of these data sets into NPSpecies.

4. *Ensure that voucher data obtained by WASO from national data mining efforts is accurately converted to NPSpecies and reviewed.* As WASO staff obtains park-specific data from national and regional museums and herbaria, the POC will ensure that these data are accurately converted to NPSpecies and that these data are made available for review by park-based staff.

5. *Ensure any new NPSpecies-related data collected from I&M or park projects are incorporated into NPSpecies.* The POC will work with I&M cooperators and park resource management staff to ensure that NPSpecies is properly updated to reflect any new data collected in the course of park research or management projects.

6. *Ensure that sensitive data are designated as such, and that access to these data are restricted to the appropriate level.* The POC will request that park resource management staff identify those species that may be vulnerable to disturbance if information from NPSpecies on their location or status is made available outside the park unit, or outside the National Park Service. The POC will ensure that these sensitive records are appropriately coded in NPSpecies and that distribution of the data is limited appropriately.

7. *Ensure that species lists are reviewed by appropriate individuals and certified.* The completeness and accuracy of species-list data in NPSpecies will be assessed by qualified reviewers (park staff or other) on a regular basis (DO #11B: Ensuring Quality of Information Disseminated by the National Park Service). The POC will be responsible for ensuring this review and certification process is undertaken and completed.

8. *Ensure that new species vouchers destined for entry into ANCS+ are also entered into NPSpecies.*
Data associated with species vouchers are now compatible between ANCS+ and NPSpecies. The POC will coordinate with parks so that, to the extent possible, voucher data are entered directly into NPSpecies then exported electronically to ANCS+, thus avoiding duplication of data entry.

9. *Ensure that species nomenclature used for park species lists is referenced and accepted by leading authorities, and, to the extent possible, is compatible among network parks.*

10. *Ensure that all sources of NPSpecies records are documented, and that additions, changes or deletions to records are substantiated and performed with the concurrence of park staff.*

Successful NPSpecies development and administration depends on ongoing coordination and good communication between the POC and park staff. A close working relationship between the POC and park resource management and curatorial staff will be emphasized at all times.

III. NPSpecies Point of Contact Designation

By this agreement, the Upper Columbia Basin Network, Inventory and Monitoring Program Data Manager is designated as the NPSpecies 'Point of Contact' (POC) on NPSpecies issues and management for each of the 8 park units within NSAN. As POC for each park the NSAN Data

Manager will meet the responsibilities listed under Section II of this agreement. A centralized effort at the network level helps ensure high quality control standards and relieves park resource management staff from many of the ongoing tasks related to NPSpecies database management. Database work will be closely coordinated between the NSAN Data Manager and individual park staff and NPSpecies data will be readily accessible and available to park personnel. The NSAN Data Manager will serve in the POC role for each park until such time that park species list development and certification is complete. At this juncture individual parks will have the choice of taking over the role of POC or continuing with designation of the NSAN Data Manager as the park POC. It is anticipated that most parks within the network will want the NSAN Data Manager to continue as their POC over the long-term. However, some park units with sufficient natural resource staff and expertise may desire to take over the POC role and on-going data base maintenance and quality control once individual park species lists have been developed and certified. In this case a park may request that the POC designation be changed. The NSAN Data Manager will keep track of POC designations for network parks if they change in the future.

Passed by Board of Directors: 10/1/2003

Amendment 2.

This amendment recognizes that Minidoka Internment National Monument, located in Jerome, ID has become a part of the Upper Columbia Basin Inventory and Monitoring Network. Minidoka Internment National Monument (MIIN) will be represented on the Board of Directors by a representative chosen by the superintendent at Hagerman Fossil Beds National Monument.

Passed by Board of Directors: 10/1/2003

Amendment 3.

This amendment recognizes that Craters of the Moon National Preserve has become a part of the Upper Columbia Basin Inventory and Monitoring Network. The new designation for the park unit is Craters of the Moon National Monument and Preserve. Representation on the Board of Directors remains the same with the superintendent at Craters of the Moon National Monument and Preserve serving on the Board of Directors and the resource manager at Craters of the Moon National Monument and Preserve serving on the science advisory committee.

Passed by Board of Directors: 10/1/2003

Amendment 4.

This amendment recognizes a change in the designated location for annual board meetings (page 5, 6th paragraph). The Meeting and Office Location heading will be changed to the Network I & M Office Location. The following paragraph will be substituted for the existing wording: "The office of the Network I & M Coordinator and Network Data Manager will be located in Moscow, Idaho." All references to the location of the annual board meetings will be removed.

Passed by Board of Directors: 10/1/2003

Amendment 5.

This amendment recognizes that new due dates have been established for the completion of the Upper Columbia Basin Network Monitoring Plan. The Draft Phase 1 report will be due to CCSO on 6/01/04 and the final Phase I report is due to WASO on 10/01/04. The Draft Phase 2 report will be due to CCSO on 6/01/05 and the final Phase I report is due to WASO on 10/01/05. The Draft Phase 3 report will be due to CCSO on 8/01/06 and the draft Phase 3 report is due to WASO on 12/15/06. The final Monitoring Plan will be due to WASO on 10/1/07. The content of the phases are described in the Memo and its attachment to Regional Directors dated 2 May 2002 from Abigail Miller, Associate Director, Natural Resource Stewardship and Science /s/ Abigail Miller.

Passed by Board of Directors: 10/1/2003