



Pacific Island Network Vital Signs Monitoring Plan

Appendix P: Network Charter

Compiled by Bryan Harry (NPS)

Pacific Island Network (PACN)

Territory of Guam

War in the Pacific National Historical Park (WAPA)

Commonwealth of the Northern Mariana Islands

American Memorial Park, Saipan (AMME)

Territory of American Samoa

National Park of American Samoa (NPSA)

State of Hawaii

USS Arizona Memorial, Oahu (USAR)

Kalaupapa National Historical Park, Molokai (KALA)

Haleakala National Park, Maui (HALE)

Ala Kahakai National Historic Trail, Hawaii (ALKA)

Puukohola Heiau National Historic Site, Hawaii (PUHE)

Kaloko-Honokohau National Historical Park, Hawaii (KAHO)

Puuhonua o Honaunau National Historical Park, Hawaii (PUHO)

Hawaii Volcanoes National Park, Hawaii (HAVO)

<http://science.nature.nps.gov/im/units/pacn/monitoring/plan/>

Suggested citation:

Harry, B. 2006. Appendix P: Network charter. *In*: HaySmith, L., F. L. Klasner, S. H. Stephens, and G. H. Dicus. Pacific Island Network vital signs monitoring plan. Natural Resource Report NPS/PACN/NRR—2006/003 National Park Service, Fort Collins, Colorado.

Last revision: 22 November 2005

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Acknowledgements:

This appendix was prepared with assistance from the Hawaii-Pacific Islands Cooperative Ecosystems Studies Unit (HPI-CESU).

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CHARTER
of the
PACIFIC ISLANDS INVENTORY & MONITORING NETWORK
BOARD OF DIRECTORS

INTRODUCTION

The purpose of this document is to memorialize the basic practices that will be used to plan, organize, manage, evaluate and modify the efforts of the Pacific Islands Inventory & Monitoring Network (Network) in its pursuit of the intent and purposes of the National Park Service Natural Resource Challenge with respect to the inventory and monitoring of natural resource ecosystem health within the Network.

The Network is comprised of eleven units of the National Park Service. They are: Haleakala National Park (HALE), Hawaii Volcanoes National Park (HAVO), Kalaupapa National Historical Park (KALA), Puuhonua o Honaunau National Historical Park (PUHO), Puukohola Heiau National Historical Site (PUHE), Kaloko-Honokohau National Historical Park (KAHO), Ala Kahakai National Historical Trail (ALKA), and USS Arizona Memorial in Hawaii (USAR), National Park of American Samoa in Samoa (NPSA); War in the Pacific National Historical Park in Guam (WAPA); and American Memorial Park in the Commonwealth of the Northern Mariana Islands (AMME).

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 I&M Program using scientifically credible standards while addressing needs in all parks.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

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

- Promote accountability and effectiveness for the I&M Program by reviewing progress and quality control for the Network and oversee spending of Network funds.
- Provide guidance to the Technical Committee and natural resource staffs of the network parks in the design and implementation of vital signs monitoring and other management activities related to the Natural Resource Challenge.
- Decide on strategies and procedures for leveraging network funds and personnel to best accomplish the inventory and monitoring and other natural resource needs of network parks.
- Consult on hiring of new personnel using funding provided to the network and from base funds and other sources.
- Seek additional funding from other sources to leverage the funds provided through the Servicewide program.
- Solicit professional guidance from and partnerships with other individuals and organizations.

MEMBERSHIP

The Board of Directors is comprised of park superintendents of the eleven park units that comprise the Pacific Islands Network. The Pacific West Region I & M Coordinator and the Network Coordinator are ex officio members of the Board.

PROCEDURES

Board Meetings: Any member can call Meetings of the Board, but there will be at least one formal meeting annually. Formal meetings will require a written agenda distributed at least one week before the meeting. At the end of each meeting those members of the Board who are to arrange the logistics and agenda for the next meeting will be designated. Telephone conference meetings, to deal with a small number of discussion or decision topics, may also be called by any member. Simple matters can be resolved via electronic mail amongst all members.

Alternates and Quorums: Any park superintendent who cannot attend or otherwise participate in a meeting of the board may assign an alternate. A park superintendent from the Network may not serve as the alternate, or carry the proxy of, another park superintendent. Five Board members constitute a quorum.

Decision Making: All decisions will be made by consensus. Consensus is defined as an outcome that all Board members can live with even 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 Regional Director. All decisions will be documented with responsible individuals and deadlines identified, as appropriate. Such decisions will be distributed to all Board members as well as the Regional I&M Coordinator.

Strategic Plan: A strategic plan covering the scope and goals of the Network I&M program and its relationship with other NPS programs and the I&M efforts of other land and resource managers will be developed by the Technical Committee and approved by the Board no later than January 2002. It will cover a period of five years. It will be reviewed annually and revised as needed. It will form the basis for the Annual Work Plan.

Monitoring Plan: A monitoring plan that identifies what will be monitored, where it will be monitored and how it will be monitored shall be prepared by the Technical Committee and approved by the Board. The initial monitoring plan will be completed no later than January 2003.

Annual Work Plan: Working with appropriate subgroups and others the Network I&M Coordinator will present a proposed Annual Work Plan to the Board for discussion, modification and approval no later than November 15 each year. The Annual Work Plan will identify specific accomplishments and products, responsible individuals and deadlines, I&M program budget and to which park or office funds are assigned, and additional and potential funding sources (both NPS and others).

Annual Report: Working with appropriate subgroups and others the Network I&M Coordinator will present a proposed Annual Report to the Board for discussion, modification and approval. The Annual Report will detail specific accomplishments and products, lessons learned, coordination with others 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 December 31 of each year.

Five Year Program Review: Beginning at the end of fiscal year 2006 and every five 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: Available I&M program funds will be distributed to Network parks and offices as directed through the Annual Work Plan. All I&M program funds must be strictly accounted for using a discrete PWE code and disclosed in the Annual Report Appendix. Using these funds for purposes other than the I&M program and/or in a manner contrary to direction by the Board constitutes cause for their reassignment to another Network park or office. Additionally, other funds contributed by parks, other NPS programs and other sources will be carefully tracked and reported on.

Staff hired under this program will be supervised and administratively supported by the park or office at which they are stationed. Except for less than permanent technician positions, selection of an individual who will serve more than one park requires the concurrence of those parks that will be served by the position.

SUBGROUPS

A standing Technical Committee comprised of natural resource managers and scientists, including scientists from outside of the NPS who work in the parks and are familiar with park issues, will be formed to provide technical assistance and advice to the Board. The Board will approve its composition as well as its charter and the Network I&M Coordinator will chair its meetings and coordinate its efforts. It will be responsible for:

- Compiling and summarizing existing information about park resources.
- Developing materials for and summarizing the findings and recommendations of any scoping workshops held to develop a Network monitoring strategy.
- Participating in the identification of monitoring objectives and development of the Network Strategic Plan.
- Assisting in the selection of indicator species, communities, and processes.
- Evaluating initial sampling designs, methods and protocols.
- 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 Technical Committee will be presented to the Board for discussion and approval or modification.

The Board may form a standing Information and Education Committee comprised of interpretation, education and public affairs staff at a later date. No other standing committees are anticipated or authorized.

When needed the Board, Technical Committee, or Network I&M Coordinator may form groups of specialists to work on a particular task or a particular sub-program area. No such group will be formed without inclusion of a specific “sunset” provision.

Each year the Board and the Technical Committee will prepare a budget for the travel, per diem and any other costs associated with the conduct of their meetings. These costs will be summarized in the Annual Work Plan.

COORDINATION

To be most effective, the Board will need to maintain a close working relationship with the Chief of Natural Resources of each park in the network, members of the Technical Committee, and the Regional and Network I&M Coordinators. 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 Technical Committee. The Network I&M Coordinator will be expected to provide regular briefings (by memoranda, electronic mail or telephone conference) to the Board.

PARTNERSHIPS

The Network I&M program may evolve to include other land and resource managers (federal, state, territory) in the Pacific Islands Network area. The Strategic Plan will identify the conditions under which Board membership may be expanded to include non-NPS participants. In no case will this be done without unanimous approval of the Board as well as approval by the Pacific West Regional Director. However, we may invite other land management agencies to I & M Board meetings at any time for their expertise and prospective which will also work toward building partnerships.

REPORTING

Minutes of Board and Technical Committee meetings will be circulated by the Network I&M Coordinator to all members and the Regional I&M Coordinator. Copies of the Annual Work Plan, Annual Report and Strategic Plan will be circulated to all members and the Regional 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. The Regional I&M Coordinator will be provided a 30 day advanced notice of any proposed amendments before they will take effect.

CHARTER APPROVAL SIGNATURES

Karen Susten
Superintendent, American Memorial Park

2/23/01
Date

Donald W. Reaser
Superintendent, Haleakala National Park

2-6-01
Date

Jim Martin
Superintendent, Hawaii Volcanoes National Park

2-27-01
Date

Douglas A. Leaty
Superintendent, Kalaupapa National Historical Park

3-26-01
Date

Terrell H. Bell
Superintendent, Kaloko-Honokohau National Historical Park

2/28/01
Date

Karen A. Stoll
Superintendent, National Park of American Samoa

1/12/01
Date

Terrell H. Bell
Superintendent, Puuhonua o Honaunau National Historical Park

2/28/01
Date

Daniel F. Kawana
Superintendent, Puukohola Heiau National Historical Site

02/28/01
Date

Kathleen J. Billings
Superintendent, USS Arizona Memorial

3/1/01
Date

Karen Susten
Superintendent, War in the Pacific National Historical Park

2/23/01
Date

Bryan Jarry
Superintendent, Pacific Islands Support Office

1/11/01
Date

Amendment 2.

This amendment designates a Point of Contact for the Pacific Islands Network (PACN) Databases as follows:

I. PACN 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 PACN Data Manager as the POC for all 11 park units within the Pacific Islands Network. 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 reviewed and certified.

II. PACN 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 Pacific Islands 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 11 park units within PACN. As POC for each park the PACN 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 PACN Data Manager and individual park staff and NPSpecies data will be readily accessible and available to park personnel. The PACN 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 PACN Data Manager as the park POC. It is anticipated that most parks within the network will want the PACN 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 PACN Data Manager will keep track of POC designations for network parks if they change in the future.

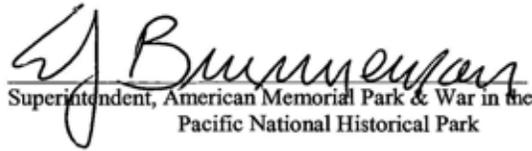
Passed by Board of Directors: 12/3/2003

Charter Amendment 2 Approval Signatures



Superintendent, Ala Kahakai National Historical Trail

12/03/03
Date



Superintendent, American Memorial Park & War in the Pacific National Historical Park

11.06.03
Date



Superintendent, Haleakala National Park

12/3/03
Date



Superintendent, Hawaii Volcanoes National Park

11/28/03
Date



Superintendent, Kalaupapa National Historical Park

12/03/03
Date



Superintendent, Kaloko-Honokohau National Historical Park & Pu'uhonua O Honaunau Nat'l Historical Park

12/03/03
Date



Superintendent, National Park of American Samoa

10/20/03
Date



Superintendent, Puukohola Heiau National Historical Site

12/03/03
Date



Superintendent, USS Arizona Memorial

12/03/03
Date



Superintendent, Pacific Area Office

12/03/03
Date