

CHARTER  
INFORMATION RESOURCE MANAGEMENT WORKING TEAM  
NATIONAL WILDFIRE COORDINATING GROUP

I. BACKGROUND

This Team is formed as a Working Team of the National Wildfire Coordinating Group (NWCG). The National Wildfire Coordinating Group was formed in January 1974 to expand operational cooperation and coordination of the aforementioned Departments and the National Association of State Foresters. The Team chartered here is one of a number of support teams established by the NWCG to analyze specific problem areas in fire management and recommend solutions.

II. NAME

The name of this Team is the Information Resource Management (IRM) Working Team of the National Wildfire Coordinating Group: hereinafter referred to as the Team.

III. AUTHORITY

This Team is established pursuant to the Memorandum of Understanding establishing the National Wildfire Coordinating Group, March 16, 1976, signed by the Secretary of Agriculture and the Secretary of the Interior.

IV. MISSION

To identify policy-level information issues that affect, or are likely to affect, interagency fire management activities and to provide advice to NWCG members on how to address those issues through information and communication systems.

V. OBJECTIVE

Provide oversight and foresight on significant information issues likely to help interagency fire management's goals. The oversight and foresight should frame seemingly technical items in terms of interagency management goals and objectives of NWCG.

VI. ORGANIZATION

The Team is under the direction of the National Wildfire Coordinating Group. A member of NWCG is assigned overview responsibility for the Team's activities. It is through this Group member that the Team relates to the Group.

VII. MEMBERSHIP

The number of members on this Working Team shall not exceed eight (8), including the Team Chairman. The membership shall consist of Federal agencies, and regional State

representatives. Replacement members are selected by the Team Chairman from a roster supplied by NWCG. The Chairman may select the replacement if the list contains two or more names.

## VIII. TEAM CHAIRMAN AUTHORITIES AND RESPONSIBILITIES

The Team Chairman has the following authority and responsibilities once the objectives, work plan, meeting and location are approved by the NWCG Liaison:

- is authorized to convene meetings and schedule agenda items once they are approved on an annual basis by the NWCG Liaison.
- may make specific work assignments to Team members or appoint, task groups from outside Team membership, to work on specific projects as approved by the NWCG Liaison.
- will distribute copies of the Team minutes within 30 days after a meeting to Team members, NWCG Liaison, and the Executive Secretary.
- represents the Team in presenting recommendations to NWCG, and, as deemed appropriate by the NWCG Liaison, in contacts with outside individuals or groups.
- may recommend to NWCG Liaison the need for further resources and authorities if they become evident.
- keeps Executive Secretary advised annually as to approved meeting dates and locations.

## IX. MEETINGS AND REPORTS

A. Meetings: At least one annual meeting will be held to prepare annual operational plans and to identify areas of investigation. Meetings will be scheduled and agendas will be provided in advance to members of the Team and to the NWCG Liaison. Meeting locations and times will be established one year in advance. The NWCG Liaison will provide guidance and have final responsibility for appropriateness of agenda and meeting sites. Five Team members will normally constitute a quorum, but the Team may meet with fewer members at the discretion of the NWCG Liaison and concurrence of the NWCG Chairman. Individuals from outside the Team membership, having needed expertise, will be asked to participate when appropriate.

Sub-groups within or outside the Team membership may meet at the discretion of the Team Leader when approved by the NWCG Liaison and in concurrence with the NWCG Chairman.

B. Reports: Special findings and reports will be appropriately published after being approved by the NWCG. Work plans will be submitted to the NWCG Liaison annually. Meeting schedules, financial considerations, recommended areas of investigation, work schedules, and work area descriptions will be submitted with the work plan.

## X. APPROVAL

This Charter is effective as of the date of approval by the Chairman of the NWCG. The Charter may be revised upon recommendations of a majority of the Team members and with the concurrence of the NWCG.

NWCG Chairman