

**DRAFT COPY**

**PROCEDURES MANUAL FOR  
RESEARCH PROJECTS**

**B.C. MINISTRY OF FORESTS  
RESEARCH PROGRAM**

**1995**

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## I. INTRODUCTION

### A. WHAT IS THE PURPOSE OF THIS MANUAL?

The purpose of this manual is to enable research scientists and other staff working on research projects, whether they are Ministry employees or contractors, to understand the principles, standards and procedures that must guide all research, both internal and external, for which the Research Program of the B.C. Ministry of Forests is responsible.

### B. WHO SHOULD USE IT?

This manual should be used by all personnel involved with research projects for which the Research Program is responsible, including management, researchers, peer reviewers, technicians and clerical staff. Projects may be conducted by either Ministry employees or external personnel (contractors).

### C. WHY SHOULD YOU USE IT?

Section 4 of the *Ministry of Forests Act* states that the legislative mandate of the Forest Service, with regard to the forest and range resources of the Province, is to a) encourage their maximum productivity, b) manage, protect and conserve them and c) plan their use in consultation and cooperation with other ministries, agencies of the Crown and the private sector. The Research Program of the Ministry has a vital role to play in accomplishing this mandate.

Our clients have high standards and we must do all we can to meet them by providing a sound scientific basis for forest practice and policy decisions in British Columbia. Research must be carried out and documented in a uniform manner, according to the standards and procedures outlined in this manual. Attention to these standards and procedures will help to:

- ensure the credibility and enhance the impact of the Research Program
- ensure that our clients have ready access to relevant and timely research findings of high quality
- elevate recruitment opportunities
- increase recognition of the Research Program in the overall research community and enhance the Program's ability to compete for funding sources
- increase client involvement in the Research Program
- facilitate communication within the Research Program
- facilitate the overall process of retrieving information related to both current and completed projects
- encourage collaborative inter-agency research
- maintain project continuity in the light of staff changes over time, especially with long-term projects
- reduce the time that others must spend attending to overlooked procedures

- meet the increasing demand for benefits/cost documentation, product marketing and technology transfer

## **D. WHO ARE OUR CLIENTS?**

- Ministry of Forests staff (executive, policy analysts, operational resource managers)
- other B.C. government ministries
- Forestry Canada
- national forestry organizations (e.g. FERIC, FORINTEK)
- the scientific community
- municipalities
- First Nations groups
- forest companies
- forest industry organizations (e.g. COFI)
- environmental groups (e.g. WCWC Sierra Club)
- colleges, universities and institutes  
school groups and teachers
- the ranching industry
- the tourism industry
- the public

## **E. WHAT QUESTIONS DOES THIS MANUAL ANSWER?**

For each of the steps in the research process, summarized below under sections VI and VII, there are several headings which are designed to answer the most important questions related to each step. For most of the steps, the following headings are used:

1. Summary: answers the question "What is it?"
2. Purpose: answers the question "Why do we do it?"
3. Responsibility: answers the question "Who does what?"
4. Format: answers the question "How do we do it?"

## **F. WHAT TERMS ARE USED?**

1. Research Branch: the headquarters of the Research Program in Victoria.
2. Research Manager: a section manager in the Research Branch or a research manager in a region (previously called a Forest Sciences Officer or FSO). The Research Manager responsible for a project will depend on whether the project is being managed out of the Research Branch or by a region.

























































































