

File: 20740-01
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March 18, 2011

From: Kathy Chopik
Assistant Deputy Minister
Competitiveness, Innovation, and Lands Division

Re: Implementation of the Log EXemption Information System (LEXIS)

I am pleased to inform you that the new long-awaited Log EXemption Information System (LEXIS) will soon be operational. Beginning May 13, 2011, all applications for exemption from the province's manufacturing requirement and export permits can be submitted electronically, greatly improving the efficiency and accuracy of log export administration.

The general process and information required for exemption applications and export permits will not change. LEXIS, which is similar to the federal EXCOL system currently in place for logs from federal jurisdiction lands, will allow you to either:

- 1) Submit individual applications on-line by entering information through a secure website; or
- 2) Upload computer-generated (XML) files of application data through the Ministry of Forests, Mines and Lands' Electronic Submission Framework (ESF) website.

Companies will receive their exemptions and permits through a secure internet site and/or email. No special software is required, but LEXIS users are required to have a BCEID and registration status (PROV-SUBMITTER role). If you have not already obtained a BCEID, please visit <https://www.bceid.ca/>, and then forward your registration request to Marion Boulstridge at Marion.Boulstridge@gov.bc.ca.

In order to ensure that you are fully informed about the new LEXIS web-based system, we would like to invite you to a virtual **LEXIS orientation session (via Live Meeting) on May 12, 2011**. Information on how to participate in this session can be found below.

For further information and for your convenience, we have also created LEXIS training videos available online at: <http://www.for.gov.bc.ca/het/export/lexis.htm>.

In order to fully transition business to the LEXIS system, the former Export Management System must be taken off-line. The Information Management Branch team leading this project advises that the system will not be available for use during the data conversion period of May 3, 2011 until approximately May 12, 2011. It is the goal of our technical staff working on this project to complete the transition as soon as possible. During this conversion period, every effort will be made to continue our current customer service and adhere to the administrative timelines outlined in this notice:

http://www.for.gov.bc.ca/het/export/NoticetoExporters_Timelines.pdf.



The system transition period will create a delay in the bi-weekly advertising date to May 18, 2011 from the currently scheduled date of May 13, 2011, in order to allow applications to be uploaded and reviewed. Please refer to our website: <http://www.for.gov.bc.ca/het/export/> for current updates on the bi-weekly advertising dates and other information related to LEXIS implementation.

If possible, we would like to encourage you to prepare your applications in advance of this system transition period. Your patience and understanding during this phase is greatly appreciated. It will be worth the short-term inconvenience and we fully understand that the business of timber export cannot stop during this process.

Please feel free to contact Melissa Friesen, Manager Strategic Policy at 250 356-7900; John Cook, Export Policy Forester at 250 387-8916; Marion Boulstridge, Log Export Analyst at 250 387-8352; or your regional office contact if you have any questions or comments.

Yours truly,

A handwritten signature in black ink, appearing to read 'K Chopik', with a stylized flourish at the end.

Kathy Chopik
Assistant Deputy Minister
Competitiveness, Innovation and Lands Division

LIVE MEETING INVITATION: LEXIS Orientation Session

9:30-11:00am PST

May 12, 2011

Please join us to officially launch the **Log EXemption Information System (LEXIS)**. The new system will substantially reduce the time and effort involved in processing applications for exports and issuing permits.

Staff members from the Ministry of Forests, Lands and Natural Resource Operations will provide an online orientation to the new system and give you the opportunity to ask technical staff questions related to the requirements and use of LEXIS.

The session will focus on the client log-on process, the submission of XML files, and the manual entry of an application for export. More information on Log Exports and the LEXIS system can be found at: <http://www.for.gov.bc.ca/het/export/>

Technical Information: Please review the attached technical requirements, as you will find valuable links to ensure that the Live Meeting application is working on your computer. Please make special note of the audio dial-in details below.

If this is your first time participating in a Live Meeting, you can click on the "Join the Meeting" link up to 30 minutes prior to the 9:30am start time. **We encourage you to join 10 minutes early** to ensure that you can access the online meeting and materials.

Join the meeting

Audio Information-Telephone Conferencing

Note: we will not be using computer audio equipment; therefore, participants only require a computer, phone line, and headphones (optional).

Dial the conferencing service directly, and enter the participant code shown below:

Toll-free: 1-877-353-9184

Participant Code: 3567531#

Unable to join the meeting? Follow these steps:

1. Copy this address and paste into your web browser:
<https://www.livemeeting.com/cc/bcgovpronu/join>

2. **Copy and paste the required information:**

Meeting ID: aabaedcdf09b459790d86413c911172

Location:

[meet:sip:Marion.Boulstridge@gov.bc.ca;gruu:opaque=app:conf:focus:id:aabaedcdf09b459790d86413c911172](https://www.livemeeting.com/cc/bcgovpronu/join?meet:sip:Marion.Boulstridge@gov.bc.ca;gruu:opaque=app:conf:focus:id:aabaedcdf09b459790d86413c911172)

TECHNICAL REQUIREMENTS

For participating in a Microsoft Live Meeting

Computer Set-up

- To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting.
- If your system does not have the Live Meeting client installed, you can either join the meeting with the web-based java client, or you can install the Office Live Meeting client from the following locations:
 - I am connecting from [inside the Corporation network](#)
 - I am connecting from [outside the Corporation network](#)
- For Apple (Mac) users and those who join the session with the web-based java client, streaming video will be unavailable in your session.

Audio

- Sound for the meeting will be provided through Telus Conferencing Services, using the toll-free number and participant code provided in the meeting invitation.
- You may wish to use a headset if your telephone does not have a 'hands free' option.

Visual

- Once you "join the meeting" through the link provided, Live Meeting will display the presentation on your computer monitor.