

*Oct. 27<sup>th</sup> draft*  
**September FFT Meeting – List of Actions**

| #  | Action                                                                                                                                                                                                                                                                                                                                                                   | Lead                 | Status or Comment<br>(link to delivery plan task)                                            | Complete by           |
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| 1  | <b>Performance measure.</b> Consider adding as a FFT performance measure the jobs created from current reforestation and timber supply mitigation work including overstorey removal such as salvage harvesting                                                                                                                                                           | Al P.<br>Colleen M   | Work with CIO (links to Task 16 in Delivery Plan)                                            |                       |
| 2  | <b>Allocation outside priority areas.</b> Consider allocation to MUs outside of priority areas based on AAC and other factors such as ROI and risk to investment (e.g. due to land use restrictions)                                                                                                                                                                     | Al P.<br>Colleen M   | Work with CIO (links to Task 16 in Delivery Plan)                                            |                       |
| 3  | <b>5-year plan review.</b> Kelly will review 5-year plan input with operations staff and update as required                                                                                                                                                                                                                                                              | Kelly O.             | Nov. 7 <sup>th</sup> conf call set up to discuss                                             |                       |
| 4  | <b>5-year plan assumptions.</b> Branch should provide a set of assumptions to guide operations staff provide consistent input into the 5-year plan                                                                                                                                                                                                                       | Al P.<br>Kelly O.    | (links to Task 62 in Delivery Plan)                                                          |                       |
| 5  | <b>District annual plan meeting.</b> District staff should meet with their constituents this winter to firm up the numbers in the annual plan; there is seed money through LBIS available to support the districts undertake this action                                                                                                                                 | Al P.<br>Ralph W.    | re: seed money and reminder to district staff to do this (links to Task 59 in Delivery Plan) |                       |
| 6  | <b>Be prepared.</b> Have more projects 'ready to go' should unforeseen funding opportunities arise so that we can respond to emerging government priorities                                                                                                                                                                                                              | Ralph W.             | Reminder to operations staff                                                                 |                       |
| 7  | <b>Guidance for mature stands.</b> It was noted that we need guidance on the rehabilitation of older forest impacted by the MPB. It was agreed that strategies are needed for this                                                                                                                                                                                       | Al P.<br>Kelly O.    | Perhaps risk management framework approach                                                   |                       |
| 8  | <b>TIPSY – timber value.</b> Consider changes to TIPSY so that timber value (not just volume) can be factored into ROI assessments.                                                                                                                                                                                                                                      | Ralph W.<br>Nigel F. | Discuss with Mario di Lucca                                                                  |                       |
| 9  | <b>Continuous improvement.</b> Consider some targeted FFT funding for continuous improvement where, for example, learnings from field surveys are used to improve policy and standards (e.g. free growing); this could be done in a manner that compliments FREP's role in adaptive management                                                                           | Al P.<br>Colleen M   | Work with CIO (links to Task 16 in Delivery Plan)                                            |                       |
| 10 | <b>Complete sowing requests.</b> The SPAR report now shows about 5 MM sowing requests; so an important and urgent next step is to complete the sowing requests in SPAR to meet the October 15 <sup>th</sup> deadline.                                                                                                                                                    | Al P.                | <b>Done</b><br>22.5 MM in sowing requests received (Task 66 in delivery plan)                | Oct. 15 <sup>th</sup> |
| 11 | <b>ROI model.</b> Consider changes to ROI models (which tend to favour pine) - or ways to mitigate unintended consequences of applying ROI - so that planting a diversity of species across the landscape is encouraged consistent with FFT Policy                                                                                                                       | Nigel F.<br>Al P.    | Being worked on                                                                              |                       |
| 12 | <b>Location of Backlog NSR.</b> Matt will provide the specific location of backlog NSR areas to region/district staff as a comment was made that it is sometimes a challenge to find the location of these last remaining backlog NSR areas. This will include the openings that Forsite are looking at so that district staff do not duplicate the work they are doing. | Matt L.              |                                                                                              |                       |
| 13 | <b>RESULTS training needs.</b> Matt will assess RESULTS training priorities using tools like SurveyMonkey to determine needs by operations staff; this would augment the recent on-line RESULTS training that has been provided                                                                                                                                          | Matt L.              | (links with Task 76 in Delivery Plan)                                                        |                       |
| 14 | <b>Survey standards.</b> Branch should review and revise (if needed) the survey standards to reduce confusion about requirements for districts vs what is required RAH (e.g. districts                                                                                                                                                                                   | Dave W.              | Being worked on                                                                              |                       |

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|    | do not need regional FFT approval). Consider making the standard generic to reflect the many different delivery approaches (districts, BCTS, RAH). It was suggested that aspects of the standard be designed so that it can be readily put in a Schedule A of a contract. Districts can then assess what additional optional clauses if any should be added.                                                         |                                            |                                                                                                                               |         |
| 15 | <b>FFT profile.</b> The profile of FFT needs to be raised by Branch, region and district staff involved in the program to each appropriate level in the organization (Executive, RED, RMT, district manager) so that FFT activities are reflected in work plans and staff EPDPs. In turn the Executive needs to raise FFT with RMTs.                                                                                 | Jim Su.<br>Lorne B.<br>Ralph W.<br>Others? | (links with Tasks 56 and 43 in delivery plan re: RED conf calls)                                                              |         |
| 16 | <b>District capacity.</b> Branch should undertake an assessment (survey) of district capacity                                                                                                                                                                                                                                                                                                                        | John Mc.                                   |                                                                                                                               |         |
| 17 | <b>FFT communications network.</b> Branch should work with appropriate staff to determine the most effective way to communicate and obtain direction on FFT planning and delivery within the ministry                                                                                                                                                                                                                | Dave C.<br>Leith<br>John Mc.               | Link to communications plan (Task 55 in delivery plan)                                                                        |         |
| 18 | <b>Silviculture vision.</b> Branch should develop with operations staff a long-term ministry vision regarding silviculture that includes but goes beyond FFT that would ultimately be submitted for Executive consideration                                                                                                                                                                                          | Al P.                                      | Refresh report Al had worked on before re-structuring                                                                         |         |
| 19 | <b>BCTS.</b> Branch is working with BCTS and will seek clarification about if FFT work can be done by BCTS outside of their operating areas                                                                                                                                                                                                                                                                          | Kelly O.<br>Dave C.                        | (links to Task 10.5 in delivery plan)                                                                                         |         |
| 20 | <b>List of specialists.</b> Branch should work with appropriate operations staff to develop a list of specialists for various FFT activities (e.g. fertilization) and distribute this to staff involved in FFT planning and delivery                                                                                                                                                                                 | ?                                          |                                                                                                                               |         |
| 21 | <b>Update standards.</b> Branch should work operations staff to determine what standards are most in need of updating. Operations staff should let Branch know what standards need work and why so the ones that need updating the most are prioritized. It may be possible to streamline some of the standards geared to district delivery (vs RAH). The standards should be housed in one spot on one FFT website. | Monty L.<br>Nigel F.                       | Being worked on (links to Task 21 in delivery plan)                                                                           |         |
| 22 | <b>Training development and EPDPs.</b> Branch to work with operations staff to get the above noted FFT training offered (this may involve developing the training package) and recognized in work plans and EPDPs otherwise staff may not be able to attend the training.                                                                                                                                            | Ralph W.<br>Nigel F.<br>Dave W.            | (links to Task 74 in delivery plan)                                                                                           |         |
| 23 | <b>TIPSY training.</b> Branch should raise awareness of the existing on-line video TIPSY training in addition to working with others to develop and offer ROI/TIPSY FFT training                                                                                                                                                                                                                                     | ?<br>Nigel F.                              | Nigel working on ROI Work with Mario di Lucca                                                                                 |         |
| 24 | <b>FFT handbook.</b> Branch to work with operations staff on the development of a FFT business process handbook that can be used as a reference document and support training.                                                                                                                                                                                                                                       | ?                                          |                                                                                                                               |         |
| 25 | <b>Key Dates.</b> Branch to add in the 'Key Dates for LBIS': (i) call for quarterly report; and (ii) summer planting completed by Sept. 30 <sup>th</sup>                                                                                                                                                                                                                                                             | Nigel F.                                   | Done<br><a href="http://lbis.forestpracticesbranch.com/LBIS/node/246">http://lbis.forestpracticesbranch.com/LBIS/node/246</a> | Oct. 18 |
| 26 | <b>contract templates.</b> Branch to explore identifying contract templates for various FFT activities that can be used to aid program delivery                                                                                                                                                                                                                                                                      | Kelly O.<br>Ralph W.                       | Meeting set up Oct. 31 <sup>st</sup> to review BCTS contract templates                                                        |         |
| 27 | <b>Safety training.</b> Let Dave Cornwell know about any FFT safety-related training needs                                                                                                                                                                                                                                                                                                                           | Dave C.                                    | Follow-up reminder e-mail may be needed (links with Task 93 in Delivery Plan)                                                 |         |
| 28 | <b>one FFT website.</b> Branch should have one FFT website (which is their intention) as the existing two sites are confusing; it should be easy to find things such as documents and key FFT staff contacts on the website                                                                                                                                                                                          | Nigel F.<br>Monty L.                       | (links to Task 8.5 in delivery plan)                                                                                          |         |
| 29 | <b>Conference calls.</b> Branch should set up with operations                                                                                                                                                                                                                                                                                                                                                        | ?                                          |                                                                                                                               |         |

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|    | staff a conference call with structured agenda that addresses 'what's working'/'what's not working well' and other topics of interest. This could be a quarterly call (perhaps part of the quarterly silviculture call) involving all the regions where topics of general interest are addressed (e.g. annual work plan). In addition have region-specific conference calls where region-specific issues are addressed; with the minutes from those calls shared with the other regions. Districts could be part of the calls. |          |                                                                                                                                               |                       |
| 30 | <b>District/region/branch projects.</b> Develop FFT project(s) – such as was done in the coast region – where region/district and branch 'team' together on delivery – as this is a great way to share knowledge and expertise                                                                                                                                                                                                                                                                                                 | ?        |                                                                                                                                               |                       |
| 31 | <b>Next Meeting – Case Studies.</b> The next provincial meeting (e.g. for February or March), if approved, should include district/ region case studies (e.g. fertilization projects) so that implementation experience can be shared                                                                                                                                                                                                                                                                                          | Dave C.  | Perhaps develop case study template for staff to use to describe their implementation experience                                              |                       |
| 32 | <b>Key Tasks.</b> Branch is tracking about 100 key tasks to support LBIS FFT delivery that is shared with operations staff. If Branch is moving too slow on a task that is important to regions and districts, feel free to 'take it on' or provide support so we can move more quickly on that file.                                                                                                                                                                                                                          | Dave C.  | Reminder to operations staff that they are encouraged to help out                                                                             |                       |
| 33 | <b>Distribute Guide.</b> The draft <i>Guide for Forest Carbon Offset Projects on Crown Land in BC</i> will be sent to all meeting participants.                                                                                                                                                                                                                                                                                                                                                                                | Ralph W. | Ralph sent guide to Terje and asked him to distribute. Terje will do so following distribution of final synopsis so there is link to action # | Oct. 31               |
| 34 | <b>Candidate areas for pilot testing.</b> Brian is looking for around 2000 ha total area in various parts of BC to pilot test forest carbon projects via a RFP. Districts should identify areas they feel might be good candidates for pilot testing and let Brian know. These should be logical big chunks (about 200-500 ha) that are cost effective (e.g. geographically close, ideally site index 20+ but also SI 15-20). This would help augment the list of possible areas that Brian has already compiled.              | Ralph W. | Reminder e-mail to district staff perhaps with structured template prepared by Brian R. that ensures information needs are captured           |                       |
| 35 | <b>Allocation process:</b> Branch should clarify next steps (dates, decisions) so there is understanding and transparency of the process. Goal posts should be provided regarding what the district can propose so that each district is providing requests using similar set of assumptions.                                                                                                                                                                                                                                  |          |                                                                                                                                               |                       |
| 36 | <b>Next meeting:</b> Should be driven by the needs of regions and districts in terms of the agenda development. That will provide an opportunity for case studies and sharing lessons learned through district experience with various delivery approaches (see action #31)                                                                                                                                                                                                                                                    | Dave C.  |                                                                                                                                               |                       |
| 37 | <b>Audits/quality assurance.</b> This is an important topic that was not covered in a session at this meeting and should be discussed next meeting (e.g. PwC has a checklist). Branch will share this year's audit plan with meeting participants.                                                                                                                                                                                                                                                                             | Dave C.  | (links with Task 12 in Delivery Plan)                                                                                                         |                       |
| 38 | <b>District attendance.</b> A number of districts attended the meeting (which was great) but regrettably a number of districts did not. Branch should work with operations staff and develop a stronger communication message about the need for more district participation in future meetings.                                                                                                                                                                                                                               | Dave C.  |                                                                                                                                               |                       |
| 39 | <b>Meeting synopsis.</b> A synopsis will be prepared and distributed to participants that highlight the discussions and the action points from the meeting.                                                                                                                                                                                                                                                                                                                                                                    | Dave C.  | Draft sent Oct. 24 <sup>th</sup> with deadline for comment on the 28 <sup>th</sup> (links to Task 60 in Delivery Plan)                        | Oct. 31 <sup>st</sup> |