FSP Tracking System Communiqué 4.0

Ministry of Forests and Range

October 2007 Communiqué Contents

This communiqué contains an update on recent changes to **F**orest **S**tewardship **P**lan (FSP) Tracking System with the implementation of several new fixes(Release 1.1.5). This communiqué also clarifies the process for entering FSPs and *FRPA* stocking standards as well mentioning the upcoming FSP user guide..

User guides now available

User guides describing the procedures for completing the major business processes supported by the FSP Tracking System are now available on the FSP Tracking System website under "FSP Business and Policy Documentation" at: http://www.for.gov.bc.ca/his/fsp/userGuides/. The guides contain detailed information on data entry, processing, reporting and tips and techniques for using the application.

The information contained within these guides may change based on experience and issues identified/resolved. Please check the website on a regular basis to ensure you are using the most recent version of the user guide.

User guides are available for the following business processes:

- Viewing an approved FSP;
- Submitting an FSP;
- Amending an approved FSP;
- Reviewing and Adjudicating an FSP; and
- Loading paper-based FSPs.

Summary of changes in FSP Tracking System releases 1.1.3 – 1.1.5:

Several changes were made to the FSP Tracking System in releases 1.1.3 through 1.1.5. The changes are summarized below. These changes were implemented as of October 15, 2007.

All Screens

- Revised the "Feedback" button in the bottom navigation bar to direct emails to AppHelp.
- Changed the processing logic for security (access) to the FSP Tracking System. Users with two access roles—FSP_Submitter and FSP_View_All—will now be able to see all FSPs submitted by their organization (including draft and submitted FSPs) and all approved FSPs submitted by other licensees/BCTS (FSPs only—not supporting documentation). Previously, users with both roles could not see FSPs from their own organization that were in draft or submitted status.

FSP600 FDU/Map Screen

- Upgraded the link to MapView to enable users to launch MapView from within the FSP Tracking System and view the corresponding Forest Development Unit. A link to the latest version of MapView was required to enable this functionality to operate.
- Increased the limit on the number of forest development units (FDUs) and licences that can be entered for a proposed FSP.
- Changed the validation process to match BCTS's business process and enable them to submit forest development units (FDUs) without corresponding licence number(s). Other licensees (non-BCTS) are still required to identify the licence(s) associated with each FDU.

ESF (e-Submissions)

- Resolved a technical issue with submitting spatial amendments to approved FSPs. Changes to FDU boundaries can now be submitted as amendments through the Electronic Submission Framework (ESF).
- Changed the processing logic for amendments containing spatial information. When an amendment to spatial information (i.e., FDU boundaries) is received and approved, the amended spatial information becomes the "current" version and is stored as part of the amendment (i.e., FSP ID and Amendment Number). The older spatial information still exists attached to the original submission, or earlier amendment. If the spatial information is submitted as an "update", the existing spatial information for that version of the FSP is replaced/overwritten.
- All exiting FDUs in the LRDW are replaced with the amendment submission. Partial updates to FDU boundaries are not allowed—the entire spatial data set is replaced on an amendment.
- Changed the schema for the XML/GML file to allow BCTS to submit FDUs without associated licence(s). See the point above under "FSP600 FDU/Map Screen" for more information.

FSP400 Attachments Screen

- Increased the limit on the file size of attachments that can be submitted. This will enable licensees/BCTS to submit PDF maps, and other documents, that could be larger than the original 8mB limit.

FSP500 Stocking Standards Screen

- Provided the ability to quickly identify if more than one page of stocking standards are listed in the FSP and provide navigation between pages. A "1 2 [Next]" navigation aid has been added to the screen to allow users to view specific pages of stocking standards.

Process for electronically submitting FSPs and amendments

With the implementation of the FSP Tracking System, licensees/BCTS will submit FSPs electronically to government via the FSP Tracking System. This includes stocking standards that will be entered or submitted to the FSP Tracking System and made available to the RESULTS application (once the FSP is marked as approved); and FDU boundaries that will be stored in the Land and Resource Data Warehouse (LRDW).

FSPs, and amendments, can be submitted electronically to the government in one of two ways—as an e-Submission or through an online submission direct into the FSP Tracking System.

E-Submissions are made to the FSP Tracking System through the Electronic Submission Framework (ESF). Submissions must be made by a user with an access role of "FSP Submitter". The submission involves:

- Creating an XML/GML file containing mandatory information describing the FSP (header information) such as the name of the FSP, MFR district office(s) covered by the plan area, licensee(s) involved, term of the plan, etc. Stocking standards may be included in the submission, and if so, are part of the XML file. Spatial information describing the licensees' Forest Development Unit (FDU) boundaries can be provided as an XML/GML file. This spatial information is optional for the submission but must be provided before the FSP can be marked as approved in the application. The FDU boundaries can be submitted later as a second "update" submission through ESF or by providing a zipped folder of the spatial files to the MFR via the Attachments tab on the FSP Tracking System (see "Submitting FDU boundaries for storage in the LRDW" below);
- Uploading the XML/GML file via the ESF website at http://www.for.gov.bc.ca/his/esf/;
- Attaching documents once the XML/GML file is successfully processed. The FSP legal document containing the signature(s) of those required to prepare the plan, stocking standards and FDU boundaries must be provided. Other attachments the licensee wishes to submit with their plan such as supporting material may be provided by the licensee/BCTS.

For licensees/BCTS that do not have the resources to create an XML/GML file, an on-line submission can be made directly into the FSP Tracking System. This submission must be made by a user with an access role of "FSP Submitter". Electronic submissions via the FSP Tracking System are made by:

- Entering header (administrative) information about the FSP including the MFR district office(s), licensee(s), name and term of the plan as well as contact information for the submitter (mandatory);
- Attaching the FSP legal document complete with signature(s) of those required to prepare the plan (mandatory);
- Attaching zipped folders of the necessary shape files for FDU boundaries (optional). The FDU boundaries must be loaded into the LRDW before the FSP can be marked as approved in the FSP Tracking System. If the Licensee/BCTS cannot create an XML/GML file of their FDU boundaries for submission through the ESF, they can follow this approach and attach the zipped files and request the MFR to download, unzip and load this information into the LRDW. This approach should be discussed with the MFR District Manager to ensure the resources are available to load the files into the LRDW;
- Attaching other supporting materials the licensees chooses to submit with their FSP (optional); and
- Entering stocking standards (optional but encouraged). Stocking standards must be submitted or entered into the FSP Tracking System so that they can be stored in the central database and made available for use in RESULTS. Stocking standards that are not included with the original submission, can be submitted to the FSP Tracking System by submitting a second, "update" submission through ESF or entering the information on the Stocking Standards tab of the FSP Tracking System.

Additional information can be found in the "Submitting an FSP User Guide" on the FSP Tracking System website at: http://www.for.gov.bc.ca/his/fsp/. The user guides are anticipated to be available in mid-October.

Submitting FDU boundaries for storage in the LRDW

Electronic files of spatial information describing the FDU boundaries must be submitted or provided to the FSP Tracking System. These electronic files can be submitted through either the ESF or the FSP Tracking System. This information is not required when the FSP is submitted but must be provided before the plan can be marked as approved in the FSP Tracking System.

If a Licensee/BCTS can generate an XML/GML file of their FDU boundaries, they can submit their spatial information through the ESF. The FSP Tracking System will automatically load this information into the LRDW. This is the preferred, long term direction for submitting spatial information on FDU boundaries.

Licensees and BCTS that are unable to create an XML/GML file of their FDU boundaries can provide their information for loading into the LRDW via the FSP Tracking System. Licensees/BCTS can attach a zipped folder containing the spatial files of their FDU boundaries under the Map Image section of the Attachments tab. A pdf image of the FDU boundaries should also be attached for quality assurance purposes. The *MFR* will then load these files into the LRDW when the resources are available. This process provides the district with a "local solution" since the district is then managing the information and is very familiar with the FDU areas. However, this is subject to the availability of resources to load and link the spatial information. The Licensee/BCTS should discuss this approach with the District Manger before making the submission to confirm the availability of resources for completing this task. If the District Manager does not have the resources available, then the FSP Tracking System Systems Administrator should be contacted via the local district FSP Tracking System representative.

When an amendment to spatial information (i.e., FDU boundaries) is submitted and approved, the amended spatial information becomes the "current" version and is stored as part of the amendment (i.e., FSP ID and Amendment Number). The older spatial information still exists attached to the original submission, or earlier amendment. If the spatial information is submitted as an "update", the existing spatial information for that version of the FSP is replaced/overwritten.

Mapping standards for the FDU boundaries are contained in the "Submitting an FSP User Guide available (mid-October) on the FSP Tracking System website at: http://www.for.gov.bc.ca/his/fsp/.

Submitting stocking standards information

Stocking standards must be:
1. submitted with the FSP legal document for review and approval by the DDM; and
2. entered or submitted in a format that can be used in the RESULTS application (e.g., assign to openings).

Stocking standards must be approved by the DDM
Stocking standards must be submitted as part of the FSP legal document that is approved by the DDM. These stocking standards can be located in the FSP Tracking System:
1. within the legal FSP,
2. as a separate Stocking Standards report and referenced in the FSP; or
3. submitted or entered into the stocking standards tab in the FSP Tracking System.

The first two options are submitted in a similar manner whether you are submitting via the ESF or FSP Tracking System. In ESF, they are submitted as an attachment after the XML/GML file is processed. In the FSP Tracking System, they are submitted on the Attachment tab. The documents are typically in word or pdf format. The Stocking Standards report can also be in an excel format. The third option can be accomplished by submitting the stocking standards as part of the XML/GML submission through ESF or entering the stocking standards into the stocking standards tab in the FSP Tracking System.

Stocking standards for use in the RESULTS application

Each FSP stocking standard must be submitted or entered into the FSP Tracking System in a format that can be stored in the database and made available to the RESULTS application. In other words, if you submitted your stocking standards as part of the FSP legal document or as a Stocking Standards report, they will not be in a format that can stored in the database and available to RESULTS. They will need to be submitted or entered into the Stocking Standards tab of the FSP Tracking System.

FSP stocking standards submitted or entered into the FSP Tracking System must be identical to the standards that are proposed in the FSP and approved by the DDM. Once the FSP Tracking System receives the stocking standard, it will assign a unique identification number to each stocking standard (SS_ID). These standards ID cannot be associated with a Forest Development Plan (FDP) approved under the Code. Once the FSP is marked as approved in the FSP Tracking System, all FSP stocking standards will be automatically approved and made available to the RESULTS application for use in assignment to openings, etc.

It is not possible to change an existing approved stocking standard as it may have already been used on an Opening in RESULTS. It is also not possible to delete approved stocking standards in the FSP Tracking System or in RESULTS for the same reason. The only option available is to create a new “amended” standard and have the old standard expired. You can use the “copy” functionality in the FSP Tracking System to create a new stocking standard that is a copy of the existing standard and then edit as necessary. Once the amendment comprising the amended stocking standard(s) is marked as approved, the “new” standard will be available for use in RESULTS. You should contact the FSP System Administrator to have the “old” standard expired.

Stocking standards for FSPs will no longer be entered into RESULTS. Stocking standards for Forest Development Plans (FDP) approved under the Code will continue to be submitted to RESULTS through the current “Standards Proposal” tool. FDP standards in RESULTS cannot be assigned to FSP openings.

More information on entering stocking standards is available on the RESULTS website at: http://www.for.gov.bc.ca/his/results/ in the document entitled "Procedures for using FSP-approved standards in RESULTS" which is available at: http://www.for.gov.bc.ca/his/results/FSPAttachment_memo20070626.pdf.

Addressing *FRPA* Stocking Standards Entered or Approved in RESULTS

To be consistent with the revised business process for submitting forest stewardship plans, stocking standards will no longer be entered or approved in RESULTS. This will now be done in the FSP Tracking System as part of the review and adjudication of the FSP. Once the FSP is marked as approved in the FSP Tracking System, you will be able to use the stocking standards in RESULTS to assign them to openings, submit silviculture compliance reports, etc.

If, during the transition to the FSP Tracking System, you entered or approved stocking standards in RESULTS, you may need to request a data fix to ensure they are available in both the FSP Tracking System and the RESULTS application. Several scenarios, along with workarounds, for stocking standards that may need a data fix are described in the document labelled "Addressing *FRPA* SS entered or approved in RESULTS.xls". This document can be found on the FSP Tracking System website under the section "Business Policy and Documentation" at: http://www.for.gov.bc.ca/his/fsp/business/.