

File: 6450-01

February 12, 2007

BY EMAIL

To: All Regional Executive Directors
All District Managers
All BC Timber Sales Managers
All Licensees submitting Forest Stewardship Plans

From: T.R. (Tim) Sheldon
Assistant Deputy Minister
Operations Division

Re: Release of the Forest Stewardship Plan (FSP) Tracking System

The FSP tracking system is now available for use. Attached is "Communiqué 1.0 dated February 2007" that gives important information for FSP tracking system users.



I encourage all licensees and BC timber sales managers to use the FSP tracking system to submit their FSPs and FSP amendments. As an interim measure, FSPs that were approved or submitted prior to this date will be loaded under a contract paid for by the Resource Tenures and Engineering Branch.

In the short-term, "paper copies" of FSPs can still be submitted to district managers. The paper copies will be loaded under contract until it expires on March 31, 2007. Early in the new fiscal year, district managers will receive training for the tools required to load the paper FSP submissions themselves. During the 2007 calendar year, the option for paper submissions of FSPs will be reviewed with the goal of retaining only the electronic submission option for the future.

Finally, I encourage forest licensees and BC timber sales offices to develop the schema required to electronically submit their FSPs from their existing planning systems via the Electronic Submission Framework (ESF).

If you have further questions, please use the contact information listed in the attached communiqué.

T.R. (Tim) Sheldon
Assistant Deputy Minister
Operations Division

Attachment(s): FSP Tracking System Release 1.0 – Communiqué 1.0 dated February 2007

FSP Tracking System Release 1.0 - Communiqué 1.0, February 2007

Communiqué Contents

This communiqué contains an update on the implementation of the Forest Stewardship Plan (FSP) Tracking System, Release 1.0 as well as information on obtaining training and access to the application. Information is also provided on the conversion of paper-based FSPs submitted before the application was available (e.g., FSPs submitted before February 1, 2007).

The FSP Tracking System is available for use on February 12, 2007

On February 12, 2007 Release 1.0 of the FSP Tracking System is available for use.

Users may access the FSP Tracking System application website from the e-FM web page located at <http://www.for.gov.bc.ca/his/efm/> by selecting the FSP Tracking System link. This page is designed to provide user support, updates, and business related information about the application.

Access to the FSP Tracking System

For those already trained and ready to submit, review/approve or retrieve FSPs with the FSP Tracking System, the application will be available once you have the proper access and user roles.

Users may obtain access to the FSP Tracking System by requesting an access role on the FSP Tracking System Application website at <http://www.for.gov.bc.ca/his/fsp/>. Roles for the FSP Tracking will be assigned depending on your intended use of the system. Users that have been assigned “default” roles can change these upon request. You may view the access requirements and levels on the FSP Tracking System application website under the ‘How to get Access’ link.

- **Access by Government Staff**—Most current government users will be assigned ‘View’ access to the application. All MoFR staff with an IDIR account will be able to use the application to view any approved FSP throughout the Province. In addition, all District Managers will be granted ‘Decision Maker’ status. For further FSP Tracking System access, MoFR or BC Timber sales staff can refer to the FSP application website to review the access levels and follow the procedure for requesting system access.
- **Access by Licensee Staff**—All Licensee staff will need to ensure they have a BCeID account and an access role for the FSP Tracking System application:
 - **BCeID accounts**—a BCeID account is required to access the FSP Tracking System application as well as for submitting FSP information through the Electronic Submission Framework (ESF). See the BCeID Enrolment Process webpage <http://www.for.gov.bc.ca/his/efm/bceidrequest.htm> to obtain a BCeID account.
 - **Access Role**—once a BCeID account is obtained, Licensee staff should apply for access with the form on the user role application page on the FSP application website. The FSP application website contains a table identifying user roles for the FSP Tracking System. In the short-term, the “view all” function will not be granted to licensees until it is determined that the background documentation submitted with FSPs does not contain private information that was not meant for disclosure beyond the Designated Decision Maker. In the interim, licensees will only be able to view their own FSP data.
- **Access by the Public**—In Release 1.0 of the FSP Tracking System, there is no ability to give the public access to the FSP data in the system. The FSP Tracking System is only accessible to government, BC Timber Sales and licensees who have submitted FSPs to the system.

Using the FSP Tracking System

On February 12, 2007, the FSP Tracking System is available for submitting, reviewing, approving, retrieving and amending FSPs. If any user has not obtained training on the application, they should become familiar with the new business process via the LearnLinc training sessions or the recorded session described in the training section below. The major functions of the application are as follows:

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- **Submitting FSPs**--users with a role of "FSP Submitter" can submit FSPs electronically using the application or through the Electronic Submission Framework (ESF). Once an FSP has been loaded into the application, it is anticipated that all subsequent amendments will be initiated through the application and not by the submission of paper based amendments.
- **Reviewing/Approving FSPs**--district personnel can use the application to review and approve/reject the FSP using the tracking system.
- **Retrieving Approved FSPs**--users with an access role of "view" or "view all" will be able to use the application to view approved FSPs. As noted previously, the "view all" function will not be available to licensees until the privacy issues are resolved.

Considerations for those submitting the original FSP and/or an amendment to an approved FSP include the following:

- Once the FSP is approved, the FSP document in the application will be the legal copy and all documentation, amendments, and retrieval must be around this document and maintained within the application;
- It is anticipated that at some future date, the option for a paper submission of FSPs or amendments, will not be available and all FSP submissions (including stocking standards, spatial, etc) will only be submitted and accepted through the FSP tracking system;
- District managers or their authorised delegate (SDM) may receive requests for FSP amendment approval from licensees or the BCTS. Individual licensees and the BCTS will determine who can submit amendment requests on their behalf;
- Where an existing silviculture prescription stocking standards exists for a standards unit (SU) in RESULTS, or where an SU has been assigned a standards ID, the stocking standards for that SU can be changed through an electronic amendment request to the DM;
- The individual submitting an amendment request to the SDM does not have to be a Registered Professional Forester; and
- For a short transition period authorized district staff (with appropriate authority level) will be able to edit, correct or change stocking standards for licensees or the BCTS. This is for the transition phase only.

Submission of Digital Line work for Forest Development Units

The submission of digital line work for Forest Development Units is vital for the update of the Land and Resource Data Warehouse (LRDW) and the ability to use MapView to tie the spatial components of the FSP to the FSP document.

ESF FSP Submissions

The submission of the schema format through the ESF will be in a format that doesn't need to be converted into GML for use in the LRDW. Once the FSP submission is successfully received via ESF, the spatial component is already in a format that is readily taken in, processed, and usable in MapView. This is the best business process to submit your FSP information and the spatial and attribute components of the submission.

On-line FSP submission:

If you are a licensee or BCTS, and you are submitting your FSP on-line through the web, please submit an image of the map (.pdf format) using the 'map' attachment as well as the digital line work (shape files in a .zip format) data using the "other" attachment component of the application. The MoFR will then be responsible to link up the attribute information with the spatial information. To get the FDU's into the LRDW, two processes will be used.

- 1) In the interim, before the ezi-Link option is ready, the district can notify Bill Beard (Bill Beard@gov.bc.ca) that they require the data entry contractor to convert and load the shape file, or

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- 2) The district may use the ezi-Link product deployed in the district 'Geomatics' area to convert the shape files to a submission schema. The latest release of ezi-Link will be deployed in a short time to accommodate this process. Ezi-Link can import the shape file, and convert it to a format for submitting via the Electronic Submission Framework (ESF).

Paper Only Submission

If you are submitting your FSP to the Designated Decision Maker using the “paper option”, please provide a copy of the digital FSP forest development unit files to the district. The district will enter the FSP using the on-line web process and as described above, and submit the digital forest development unit line work so that it can migrate to the Land and Resource Data Warehouse.

FSP Tracking System Application Training and Support

The first round of training on the FSP Tracking System has been delivered through a virtual classroom using LearnLinc to enable us to reach as many potential users as possible in a short timeframe. To-date, nine training sessions have been delivered. Over 150 users have participated in these training sessions—representing approximately 75% government personnel and 25% from licensees, BCTS and consulting organizations.

Additional training sessions will be scheduled in the next few weeks. To obtain training, interested users should register for a training session via the BC Forest Service Learning store (<http://www.learningstore.com/bcmof>). The sessions are just under 2 hours in length with licensees only required to attend the first half of the training session.

Alternatively you may go to the training and support website (<http://www.for.gov.bc.ca/his/fsp/training.htm>) accessed through the FSP application website and view the training materials including listening to a recorded session of the ‘Getting Started with the FSP Tracking System’. This recorded session provides the same overview of the new system as if you were attending the session in person.

Additional support information and tools may be added to the application website over time. This includes business process information, questions and answers and quick reference cards. Users are encouraged to visit the website on a regular basis to check for additional support information.

The FSP Tracking System project team will be compiling application documentation that provides direction and guidance for FSP Tracking system functions. This documentation will be available by the end of this fiscal year. Currently on-line help and training documents are the most up to date information on how to use the application.

Loading of approved FSPs into the FSP Tracking System

Loading of FSPs into the FSP tracking system via contract will be a one time offering until funding runs out on March 31, 2007. After the FSP tracking system is production, licensees and BC timber sales are encouraged to submit their FSPs using the ESF submission or on-line submission options.

The goal is to have all paper based submissions, received by the MOFR prior to February 12, 2007, loaded into the application and linked to its stocking standards, FDU's and additional information by the MOFR. As per Tim Sheldon's “Introduction to the FSP Tracking System” letter dated November 2, 2006 (copy on the FSP application website), there are provisions made to load currently approved paper FSP's. When the tools have been tested for loading and training provided to District staff, the “paper” copies of FSPs will be loaded by district staff and the contract loading option will be terminated.

You will find all the current documentation for loading approved FSPs in the “Business and Policy documentation” section (<http://www.for.gov.bc.ca/his/fsp/business/>) of the FSP application website entitled ‘E-mail Update #’. Further updates on loading procedures will subsequently be posted in this location.

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Availability of Ezi-link upgrade to allow submission of digital FSP's

Although the latest version of Ezi-link (Release 1.5.0) has been sent to the Ministry of Forests and Range allowing schema's of FSP submissions to be generated, it hasn't been deployed to the production server. It is expected to be tested and production ready in a number of weeks. District staff may then use the ezi-Link application to convert the approved paper based FSPs received from licensees and submit to the FSP Tracking System using the Electronic Submission Framework(ESF).

Upgrading of Systems to support the FSP Tracking System

The FSP is linked to a number of existing applications to ensure its linkages to existing applications and business processes. There will be a number of transition issues between RESULTS and FSP which will be monitored as we implement.

RESULTS – Currently the application is used to track the approved stocking standards for the FSP. It will be modified (Release 3.0) to allow for multi-district and multi-licensee stocking standard id's. The FSP identification number will be linked to its stocking standard identifiers (SSID's) and when the opening is submitted into RESULTS a SSID that is approved under the FSP will be referenced.

MapView – All the spatial components (Forest Development Units (FDU's)) of the FSP will be captured and tied to the FSP and loaded into the Land and Resource Data Warehouse (LRDW) so it may be viewed using MapView. The idea is that users will be able to obtain the approved FDU's for spatial queries through the LRDW services.

Client system – Each FSP will be tied to the Ministry's current client system so the application attributes can be tied to a particular user,

ESF – The Electronic Submission Framework will be the method to submit the electronic schema version of the FSP document. Licensees should contact their forestry consultants who are managing their information to determine their capability to do so. By going to the ESF website, the forestry consultants can get the schema format to determine the schema format requirements.

LRDW – The Land and Resource Data Warehouse will house a spatial representation of the FSP's FDU's so it can be viewed on Mapview or served out to users who may want a landscape view of other licensees FDU's.

FTA – In a subsequent release of the Forest and Tenure Administration application, it is expected to use the FSP FDU's spatial component as part of the encumbrance report to ensure the cutting permit is within the appropriate FDU before the cutting permit is approved.

Application Support

If you encounter issues using the application to submit, review, approve, retrieve and/or amend an FSP, you should follow the application's tiered support structure:

- **Business questions**—review the Administrative Guide for FSPs (AGFSP) for information on preparing and reviewing/approving an FSP. A copy of the AGFSP can be obtained from the following website: <http://www.for.gov.bc.ca/hth/timten/AGFSP/index.htm>
- **Application questions**—the quickest and easiest way to address application questions is through local sources such as the application's on-line help facility, the training , and [FSP Questions and Answers](#) located on the FSP application website. Licensees and BCTS are expected to contact their [FSP District coordinators](#) initially if they are having issues, questions or concerns about the FSP submission process. If you cannot address the question through these sources, then contact the Business Application Service Section (BASS) at the MoFR. If you submit your question through email, please include the application name somewhere in the subject line so it will be sorted into the appropriate help folder.

Business Application Support Service is open Monday – Friday 8:00 – 4:30.

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E-mail: FORHISP.APPHELP@gems5.gov.bc.ca
Telephone: 250-387-8888

Keeping Informed

To ensure you are apprised of the most up to date information on the FSP Tracking System, sign up on the Application Bulletins website (located at: <http://gwww.for.gov.bc.ca/gscripts/his/apb/help.asp>) for automatic updates delivered to your e-mail address.

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Backgrounder to FSP Communiqué 3.0

What is the FSP Tracking System

Release 1.0 of the FSP Tracking System, sponsored by the Resource Tenures Engineering Branch, in conjunction with the Provincial FRPA Implementation Team (PFIT), is a central electronic repository of spatially enabled Forest Stewardship Plan documents. Forest licensees, BC Timber Sales and Ministry of Forests and Range (MOFR) users will be able to electronically manage Forest Stewardship Plan (FSP) submissions, determinations and retrieval of approved plans.

The FSP Tracking System replaces the paper based FSP submission process with an electronic submission, tracking, and retrieval process. As time goes on, all approved FSPs will be converted and available in the new application. This is the initial step towards replacing paper based FSP processes with an electronic framework. For those already trained, and ready to submit, review or retrieve FSPs using the tracking system, the application will be available once you have the proper access and user roles.

Release 1.0 of the application concludes input from various individuals from numerous agencies over the past 2 years. As the application matures, we will be asking for further input to harmonize its use within the forestry business process. The FSP focus group (made up of district, licensee, and BCTS staff) was crucial in providing the necessary insight, input and details to fine-tune the application for a production release.

Key Project Personnel (FSP District contacts, Focus Group and PFIT)

In Tim Sheldon's August 17th memo introducing the FSP Tracking System, district managers were requested to identify district contacts as a conduit for all FSP communication. A provincial distribution list has been set-up in outlook and the list of contacts can be viewed at an FTP which will be accessible from the FSP Application website when it is set-up.

In addition, Jim Langridge solicited a small group of individuals to form a "focus group" for preparing and implementing a meaningful operational system for users. Members of the focus group were selected to ensure representation of a cross section of business/program areas and in-depth business knowledge. Members of the focus group are listed in the table below.

Blake Foster	Central Cariboo District	Tenures Forester
Blake Fougere	Sunshine Coast District	C and E Forester
Kevin Bedford	Carrier Lumber	Silviculturist
Carl Pollard	Fort St. James District	C&E Senior Forester
Lucy Stad	Chilliwack District	Stewardship Forester
Len Stratton	BCTS – Prince George	Planning Forester
Brian Westgate	Okanagan Shuswap District	Tenures Officer
Elizabeth Hunt	Peace District	Stewardship Officer

As a project sponsor, PFIT has been involved with suggestions, input and confirmation of the application requirements. Project updates were presented at all PFIT meetings and implementation plans have been reviewed and endorsed by the multi-agency committee.

The relationship between the FSP Tracking System and RESULTS

A business process is currently being prepared which will document the process of entering and changing stocking standards using the FSP Tracking System and RESULTS systems. This process will be posted on the FSP Application website and the RESULTS website when it has been completed.

Business Policy and Documentation

The FSP Application website contains a section entitled Business Policy and Documentation which will contain all documentation including memos, e-mail procedures, detailed requirements documents, etc relating to the FSP tracking system.