This is a short document meant to provide MFR Geomatics staff and contractors with background on Forest Stewardship Plans and the Forest Stewardship Plan Tracking System (FSPTS).

What are FSP's?

Forest Stewardship Plans (FSP's) are operational planning documents that are required by the *Forest and Range Practices Act* (FRPA). FSP's guide forest practices in BC. They replaced the old Forest Development Plans (FDP's) that were required under the *Forest Practices Code Act*.

What does an FSP "look" like?

FSP's consist of a text document and maps. The text document contains results and/or strategies consistent with government objectives. It also contains stocking standards and other information.

Often the document will be split into two, the first part being the actual "plan" and the second part containing support information. This is an important consideration for the FSP tracking system because the "plan" is available to the public while the support document may contain information – such as cultural heritage information provided by First Nations – that should not be made available to others, yet was important in formulating the FSP.

The map in the FSP will contain Forest Development Units (FDU's) where the FSP holder can operate and where results/strategies and standards may apply. Other information such as ungulate winter range, wildlife habitat areas, scenic areas, etc. are also shown on the FSP map. FSP maps are much simpler than the old FDP maps and do not identify planned cutblocks and roads.

As with any "plan", sometimes changes are needed. These changes are called amendments and are given numbers. Some FSP's have over 20 amendments.

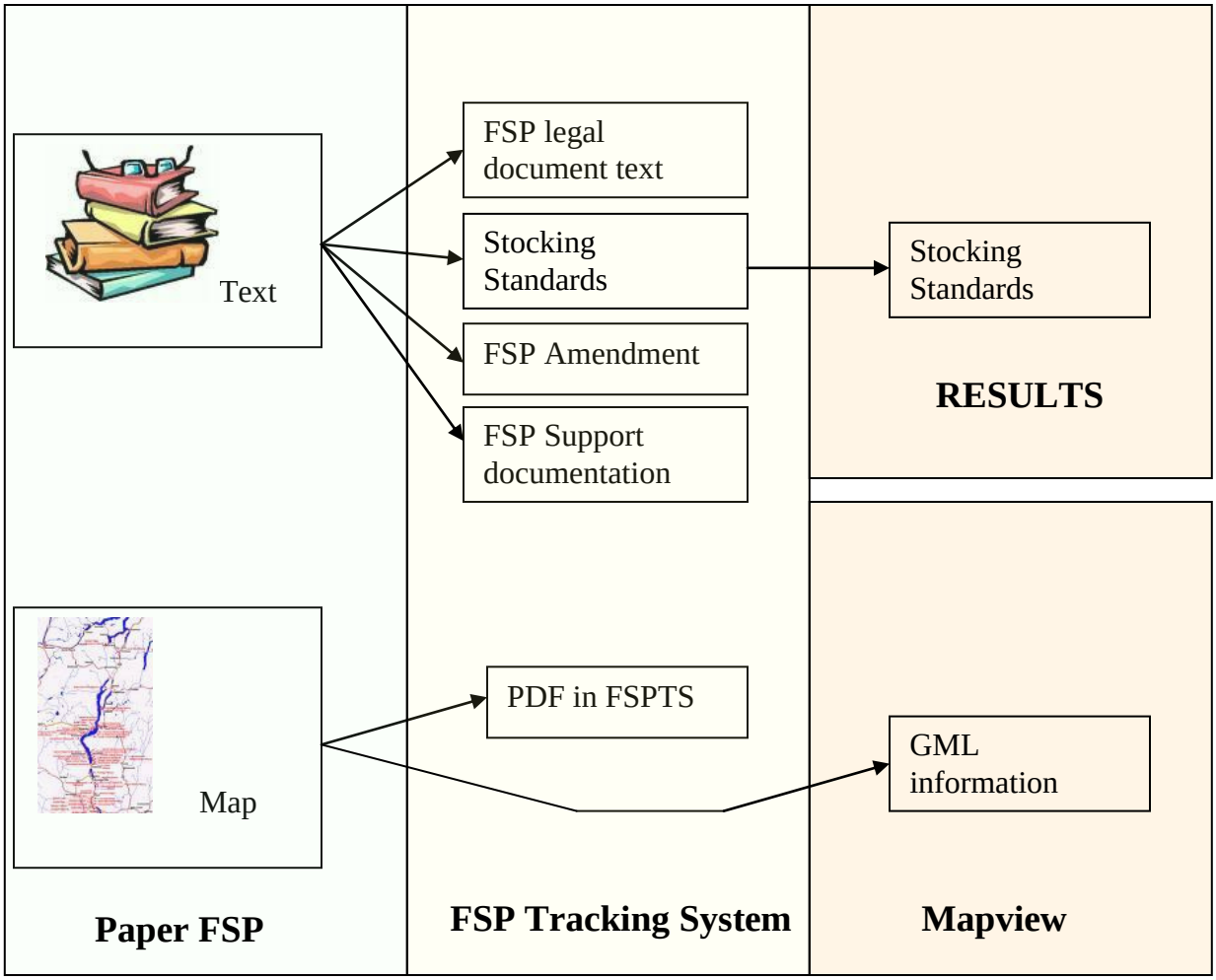

Figure 1: The relationship between the "paper" FSP, the FSPTS and Mapview

What is the FSP Tracking System?

The FSPTS is a spatially enabled electronic filing cabinet for FSP's. It is designed to eliminate the "binders on the shelf" and "rolled up maps in the corner." It is linked to other ministry applications like Mapview and RESULTS.

Once entered, the FSP documents and maps can be readily viewed by users of the system.

What types of spatial business data will be submitted?

The types of spatial business data (I am not speaking about formats here) include:

1. Forest Development Units (FDU's)
2. Identified Areas.

FDU's can be thought of as the overall areas that the FSP contents apply to. They are simple polygons enclosing relatively large areas but can also be quite small (enclosing one cutblock for example). A typical FDU would be 30,000 to 50,000 ha. These FDU's usually come in with the original FSP and may live on unchanged for the life of the FSP. They do not need to be resubmitted with amendments unless the FDU polygon is changed.

Identified Areas are smaller units (typically cut blocks or roads) which may be submitted by licensees. You may hear these called "declared areas". If you want to know more about them, look in the Administrative Guide to Forest Stewardship Plans (AGFSP) Volume 2 Section 4.1 . Licensees will use an FSP amendment to "declare" areas and in so doing will provide planning protection for the declared roads and blocks. This is so their investments in layout, design or roads will not be lost if a change in land use rules occurs (For example, a new caribou no-harvest area imposed on an area where a licensee has invested a lot of planning or development money)

What is the role of Forest Service Staff?

Forest Service district staff must review the FSP and if deemed acceptable, the Designated Decision Maker (DDM) will approve it. This review and approval may be done with a conventional paper submission that is later uploaded to the FSPTS, or entirely through the electronic processes. Usually, the DDM will assign a district staff member to carry out his/her wishes regarding approval in the FSPTS. In other words, the DDM will review and approve the FSP, and somebody else will "push the buttons" in the FSPTS. That person is usually a district tenures or stewardship forester who coordinates the FSP reviews in the district. This district FSP person will liaise with district Geomatics staff regarding spatial data requirements.

A great tool for in-district communication is the FSPTS Spatial Information Checklist available at http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/qrc/FSPTS-checklist.doc

What is the role of the Licensees?

Licensee staff prepare and submit the FSP to the district office. We prefer that the FSP be submitted electronically, but **it is not** a requirement to do so. There are a number of advantages to the licensee of using the FSPTS including:

- Provision of ability to view FSP's throughout the Province.
- Simplified entry of stocking standards. This is now done through FSPTS. Entry of stocking standards in FSPTS has been streamlined with user-friendly features including copy and paste functions.
- Streamlined submission and review process.
- Ease in "filing" and retrieving FSP documents.

For Geomatics staff, it is important to differentiate between the ways that a licensee can submit an FSP…

> **Option 1: Entirely paper:** The licensee sends maps and binders into a district office. District staff (likely tenures or stewardship) would ensure the text portions of the FSP are input and request Geomatics staff to input the maps (more on this later).
>
> **Option 2: Text entered in FSPTS:** This is quite common; the licensee attaches the text files in the FSPTS, but does not ensure that spatial data is uploaded to LRDW. The maps may be attached as files in the FSPTS. The assistance of Geomatics staff would be needed to get the spatial data into the ministry operational database and then onto the LRDW.
>
> **Option 3: Entirely electronic submission:** Licensee enters all information required and ensures that spatial data is uploaded to LRDW. Geomatics staff do not need to do anything in this case!

If Geomatics staff are requested to input the spatial data, the information will be either emailed, FTP'd or attached as a file in the FSP Tracking System. To get the file from the FSPTS, sign on to the FSPTS, go to the FSP 400 screen (see below) and download the relevant spatial files to a location that you can retrieve from later. District Geomatics staff have access to eziLink for converting files to the proper xml format for upload through ESF.

Information on specifics of dealing with xml files or using eziLink is available elsewhere (see the section below entitled "*Where can I find more information?*").

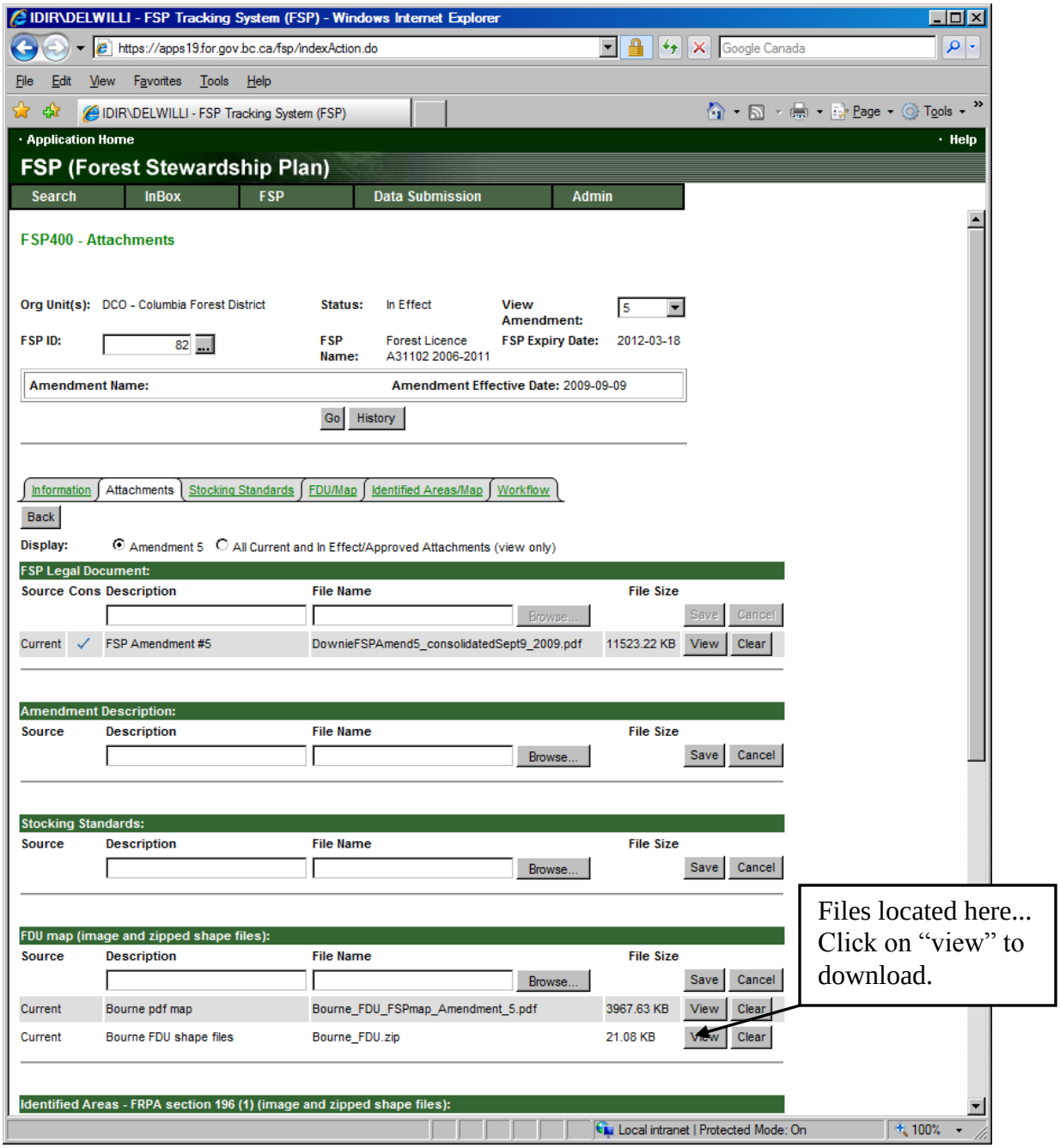

Figure 2: Screenshot of the "Attachments" Screen in the FSPTS

What permissions do I need to input spatial data?

First you need a BCEID (non –government staff) or an IDIR (government staff) account. To get into the FSPTS, you will need permission. The specific kind of permission you need is FSP_Submitter for the specific organization that you will be submitting for. You

can get this by filling out the web form at:
https://extranet.for.gov.bc.ca/escripts/efm/access/fsp.asp

For MFR Geomatics staff, you will need submitter access for each licensee that you submit for.

Requests submitted using the web form will usually be completed by the end of the following business day. If you need immediate access contact Del Williams (Del.Williams@gov.bc.ca 250-356-9361) or David Engen (David.Engen@gov.bc.ca 250-387-8630)

If there are several licensees in your district that you anticipate submitting spatial data for, consider requesting submitter access for all of them to avoid frustrations and delays later.

Where can I find more information?

- There is a wealth of information on the FSPTS website and this is also where you go to access the application itself: http://www.for.gov.bc.ca/his/fsp/
- A quick reference card and spatial data loading checklist is available at: http://www.for.gov.bc.ca/his/fsp/qrc.htm
- The document "Submitting an FSP User Guide" has an excellent section on submitting spatial information (Section 1.6, page 24). and is available at: http://www.for.gov.bc.ca/his/fsp/userGuides.htm
- The Administrative Guide to Forest Stewardship Plans (AGFSP) is full of information on FSP's in general and has information on using the FSP Tracking System as well. It is available at: http://www.for.gov.bc.ca/hth/timten/AGFSP/index.htm

What if I still have a problem?

Help for the FSP Tracking system is available from systems specialists at
- Email: FORHISP.APPHELP@gov.bc.ca
- Phone: (250) 387-8888

You can also contact Del Williams at Del.Williams@gov.bc.ca or 250-356-9361 for further information.