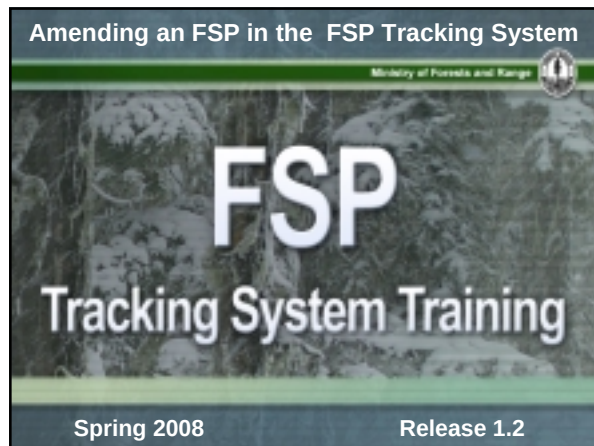


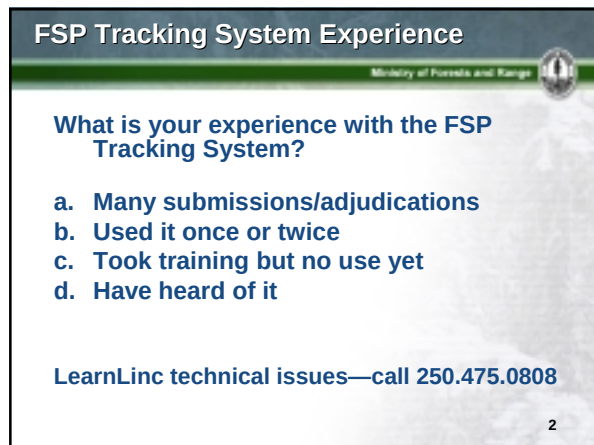


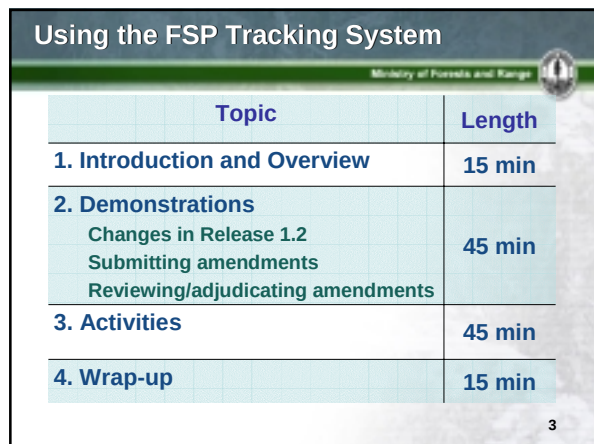
Amending an FSP in the FSP Tracking System

Participant Guide

FSP Tracking System Training Program







Objectives

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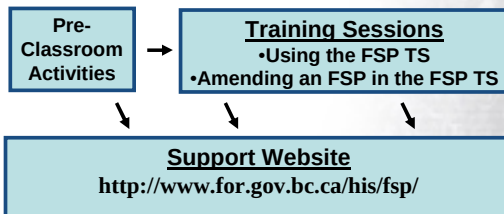


- How to submit amendments for:
 - Declaring an area
 - Declaring section 196 areas
 - Adding new stocking standards
 - Making changes to FDUs
- How to review and approve/reject an amendment requiring approval

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Training and Support Program

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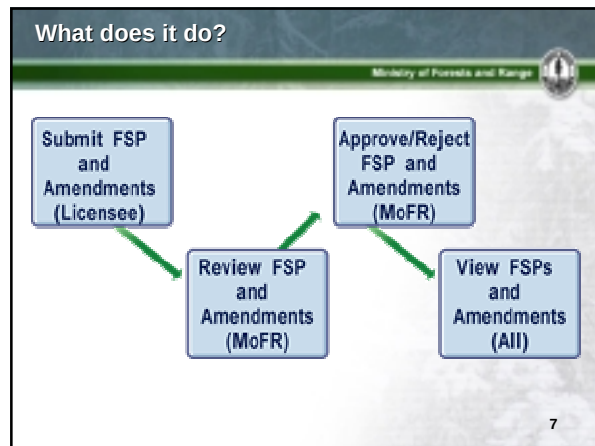
Using the FSP Tracking System

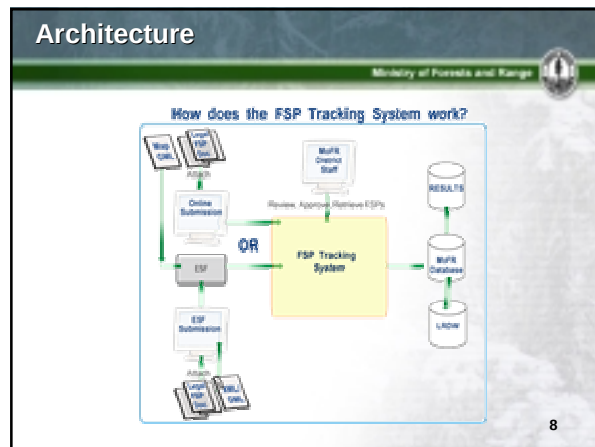
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Overview

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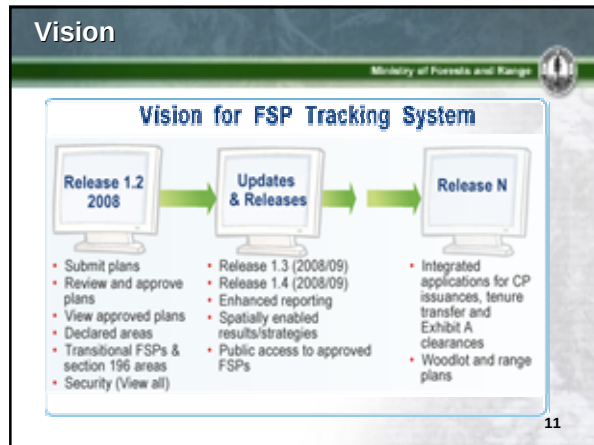
What is Captured?

FSP Element	Storage
Legal FSP document	FSP
Supporting documentation	FSP
Decision letter with signature	FSP
Spatial information (FDU, declared areas, section 196)	LRDW
Stocking standards	RESULTS

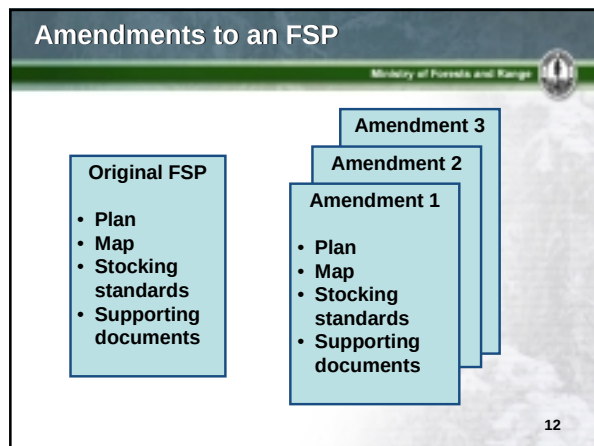
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Access to the FSP Tracking System	
Role	Description
Submitter	Submit FSPs & amendments
Reviewer	Review FSPs & amendments
Decision Maker	Approve FSPs & amendments
View All	View all approved FSPs
View Only	View approved FSPs submitted by organization
Administrator	Add/change/delete/view FSPs

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Using the FSP Tracking System
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Demonstrations

Submit a transitional FSP
Amend an approved FSP
Review/approve an FSP amendment

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Demo—Submit an FSP
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Demonstration:

Submit a transitional FSP

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Summary—Submit Transitional FSP
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- ✓ Setup FSP with header information
- ✓ Identify FSP as transitional
- ✓ Attach FSP legal document
- ✓ Attach map images and shape files (zipped) of any section 196 areas
- ✓ Attach supporting documentation
- ✓ Submit through FSP Tracking System

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Demo—Amend an FSP

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Demonstration:

Amend an approved FSP

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Demo—Submit an FSP

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How to submit an FSP amendment

1 Submit FSP and Amendments (Licensee)

Electronic Submission Framework OR **FSP Tracking System**

Electronic Submission Framework:

- Submit XML/GML
- Attach FSP

FSP Tracking System:

- Attach FSP, supporting info, spatial images
- Enter stocking standards

Attachments:

- FSP Info
- Stocking Standards

Business Process: see AGFSP* Part 3

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Summary—ESF Submission

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- ✓ **Create and attach XML/GML file containing**
 - Amendment information (e.g., FDU boundaries, section 196 and declared areas, stocking standards)
- ✓ **Attach amended FSP legal document, amendment description and other documents**
- ✓ **Submit through ESF**
 - Not requiring approval—status of "approved"
 - Requiring approval—status of "submitted"

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Summary—FSP Submission

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- ✓ Describe type of amendment including requiring approval or not
- ✓ Attach amended FSP legal document and amendment description
- ✓ Enter/attach amended information (FDU boundaries, section 196/declared areas, stocking standards)
- ✓ Submit through FSP Tracking System
 - Not requiring approval—status of "approved"
 - Requiring approval—status of "submitted"

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Demo—Review & Approval Process

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Demonstration:

**Review and approve
an FSP amendment**

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Demo—Review & Approval Process

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- How to review an FSP or amendment

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Review FSP and Amendments (MoFR)



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Demo—Review & Approval Process

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- How to approve an FSP or amendment

3 Approve FSP and Amendments (MoFR)

Business Process: see AGFSP* Part 5

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Summary—Review & Approval Process

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- ✓ Identify FSP via InBox or Search menu
- ✓ View FSP
 - Legal document
 - Map of FDU boundaries
 - Map of section 196 and declared areas
 - Stocking standards
 - Supporting documentation (if any)
- ✓ Track progress using Workflow
- ✓ Reviewer can mark ready for DDM decision
- ✓ DDM can request clarification or provide OTBH
- ✓ DDM must attach decision document
- ✓ DDM to mark as approved or rejected (workflow window)

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Using the FSP Tracking System

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Activities

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Activity Logistics

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- **Work in own location**
 - Use the MFR test environment
 - Use assigned user-id and passwords
- **Conduct 3-4 activities**
 - Follow instructions in handout "Amending an FSP Activity Instructions"
- **Raise hand**
 - When done
 - If questions

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Using the FSP Tracking System

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Summary and Wrap-Up

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FSP Tracking System Website

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- **Access application**
- **Request access to application**
- **Obtain application information**
 - Bulletins
 - Communiqués
- **Access help desk**
 - Application help
 - Questions and answers
 - Online help
- **Obtain and/or view training**

<http://www.for.gov.bc.ca/his/fsp/>

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Review of Learning Objectives

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- How to submit amendments for:
 - Declaring an area
 - Declaring section 196 areas
 - Adding new stocking standards
 - Making changes to FDUs
- How to review and approve/reject an amendment requiring approval

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Release 1.2 Implementation Issues

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- Viewing section 196 and declared areas via MapView
- Creating XML/GML files using eziLink

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Next Steps

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- Complete training evaluation
<http://www.for.gov.bc.ca/his/training/survey/fsp/using>

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