



FSP Tracking System Primer

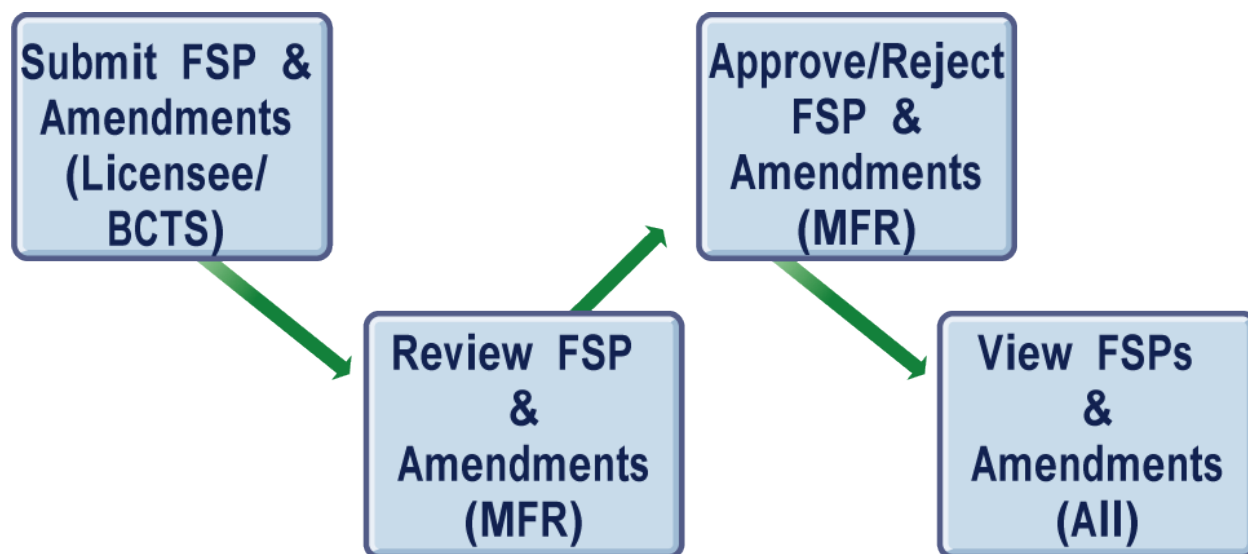
This FSP Tracking System Primer provides participants in the FSP Tracking System Training Program with a common level of understanding on the new system prior to taking any training on the application. This Primer contains an overview of the application, a description of how it works and the benefits/vision for the FSP Tracking System.

Preparing for FSP Training

The pre-requisite for the FSP Tracking System training involves reading this FSP Tracking System Primer. Questions on the content of this Primer should be brought to the classroom training session.

What is it?

The FSP Tracking System is an easy to use, web-based application that facilitates the submission, receipt, review, approval, retrieval and tracking of Forest Stewardship Plans (FSP) and amendments.



As illustrated in the diagram above, the FSP Tracking System assists users to perform the following activities in the Forest Stewardship Plan (FSP) development, approval and post-approval processes:

- **Submit FSP and amendments**—licensees/BCTS may submit FSPs and amendments electronically and then check online, at any time, the status of their FSP submission;
- **Review FSP and amendments**—Ministry of Forest and Range (MFR) personnel can use the FSP Tracking System to review the FSPs online. Optional workflow tools assist reviewers track their activities and attach supplemental (review) notes and documents with the FSP;
- **Approve/reject FSP and amendments**—decision makers can mark the FSP and/or amendment as approved or rejected. They can also request clarification and/or offer the

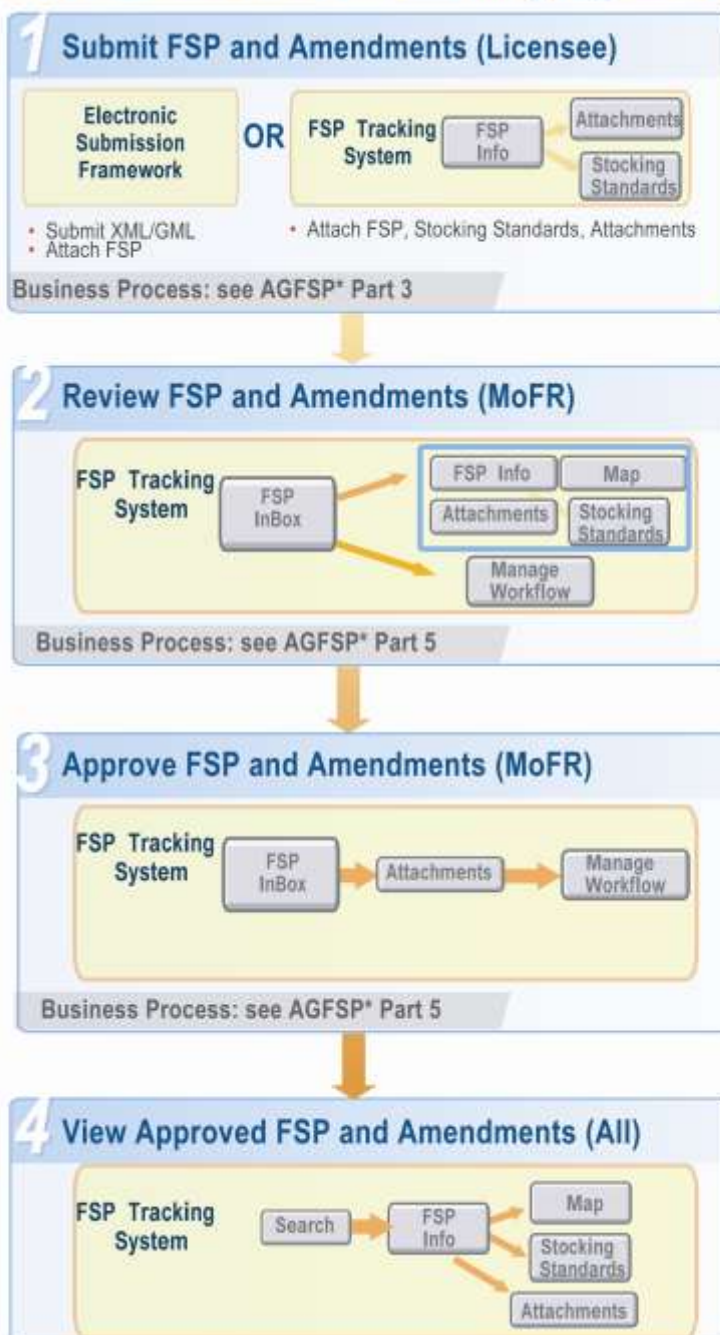
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Licensee/BCTS an Opportunity to be Heard (OTBH). They also attach a copy of the decision document to the FSP; and,

- **View approved FSPs and amendments**—once an FSP has been approved, the application enables licensees/BCTS and Ministry staff to view plans and associated information such as the location of approved forest development unit (FDU) boundaries.

Overview of the FSP Tracking System



* AGFSP: Administrative Guide for FSPs can be obtained from the MoFR website at www.for.gov.bc.ca/HTH/timten/AGFSP



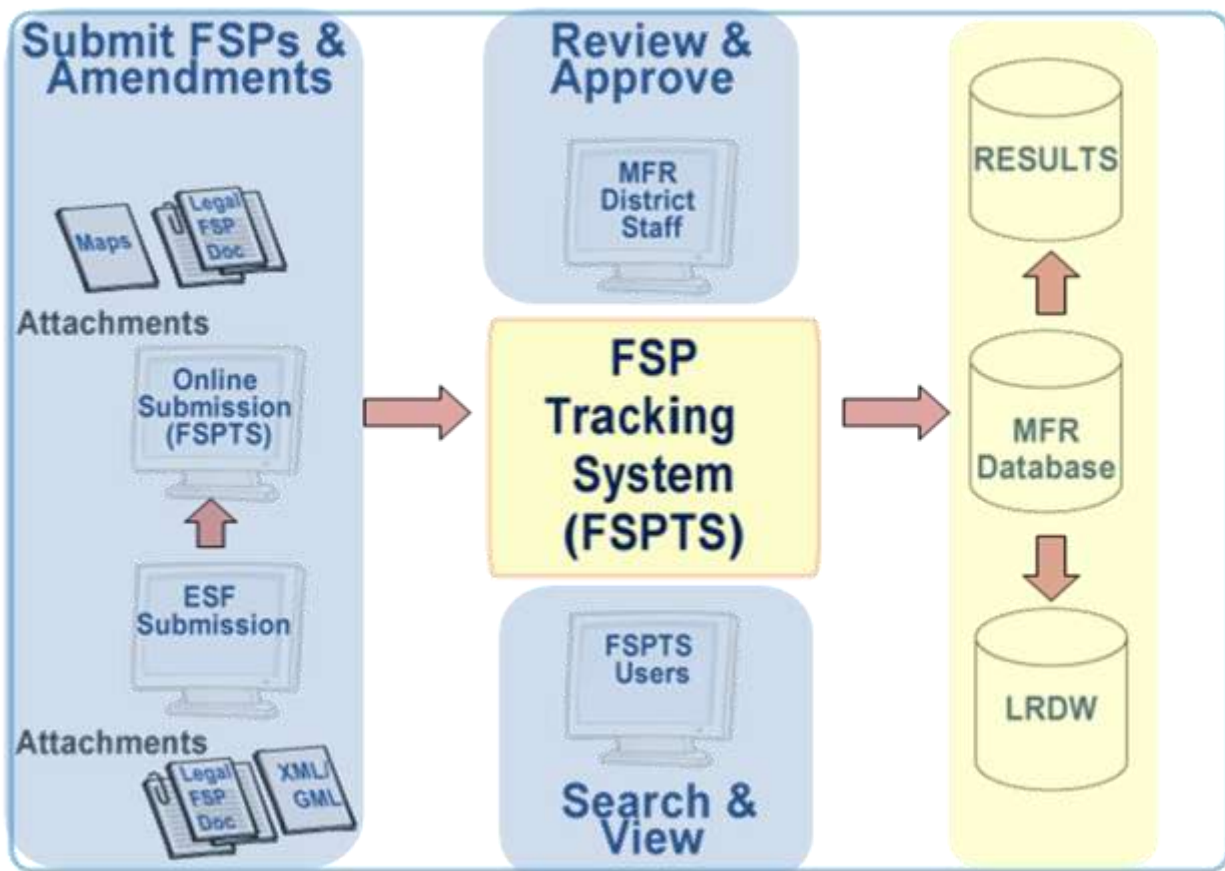
How does it work?

Licensees/BCTS can submit, electronically, their FSPs to the MFR through one of two options:

- **Through the government's Electronic Submission Framework (ESF)**—by submitting an XML/GML file containing the FSP header information, stocking standards and spatial boundaries of the FDU(s), declared areas and *FRPA* Section 196 areas. They can also attach files to the submission such as the legal FSP document and any supporting information. The FSP can then be reviewed and enhanced, as necessary, in the FSP Tracking System before being submitted to the MFR; or,
- **Through the FSP Tracking System**—by attaching the legal FSP document and other information such as stocking standards and map images (e.g., non-GML files such as PDF images and shape files of spatial boundaries) and submitting to the MFR.

Once the FSP is submitted, the MFR will conduct the review and adjudication process using the FSP Tracking System. The application enables MFR district personnel to retrieve and view the submitted FSPs and track their progress through the review and adjudication process using the optional workflow tools. FSP documents, including attachments, are stored in a central MFR database with all spatial information linked to the Land Resource Data Warehouse (LRDW). Stocking standards submitted with the FSP are interfaced with the RESULTS application.

How does the FSP Tracking System work?





Why use it?

As described on the FSP Tracking System website at <http://www.for.gov.bc.ca/his/fsp/>, the application provides both licensees/BCTS and government personnel with many benefits. Examples of these benefits include the following:

Benefits to Licensees/BCTS

- Ability to submit stocking standards with the FSP that will be available for use in the RESULTS application;
- Ability to submit FSPs electronically using the same e-submission platform as other government applications such as FTA and RESULTS—reducing the cost of submitting plans and streamlining the approval process. The central repository of files also provides easy access to FSPs and ensures all amendments are stored and linked to the FSP; and
- Ability to track the ownership of obligations in approved plans and view approved FSPs from other licensees/BCTS to assist in identifying areas where activities may overlap/conflict (e.g., approved forest development unit boundaries).

Benefits to Government

- Receive FSPs and electronically manage and facilitate the review and approval process;
- Ability to track the ownership of obligations; and,
- Access to all approved FSPs and amendments from one central, web based repository—including spatially enabled FSP information such as forest development unit and declared area boundaries. This will assist in determining if cutting authority submissions requiring an FSP are within approved FDUs.

Vision for the FSP Tracking System

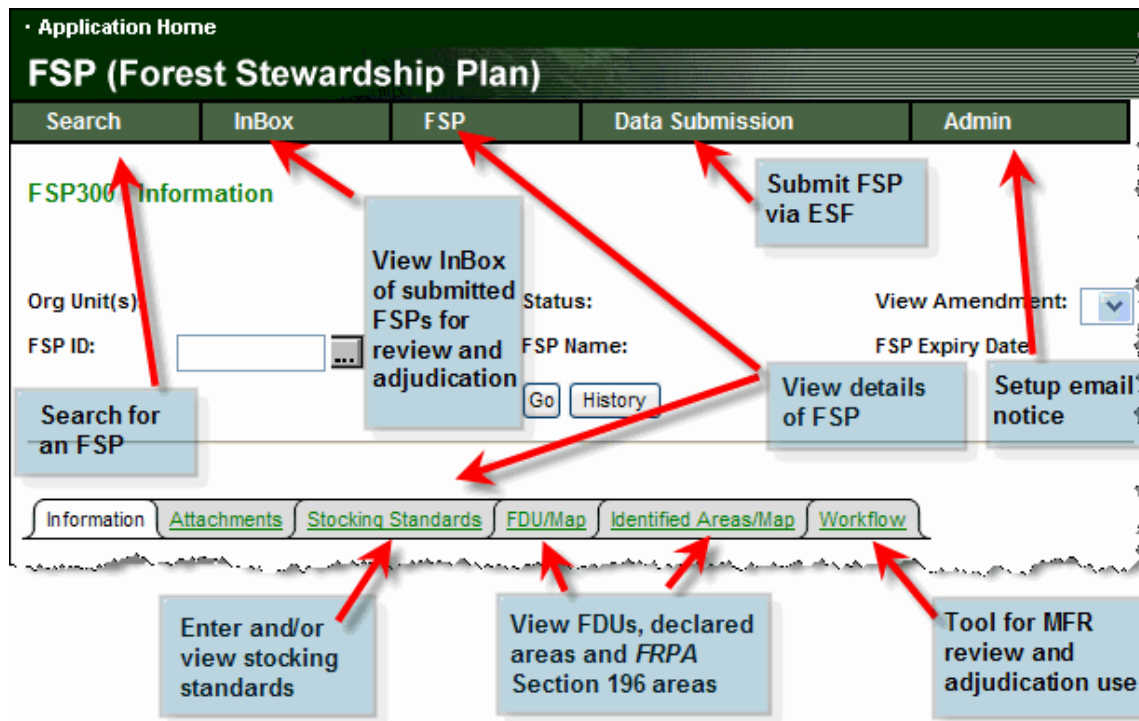


The initial goal of the system is to gather the many FSP's from around the province into a central repository, and track on-going amendments to those plans. Future releases of the FSP Tracking System will focus on enhancing the reporting capabilities of the system and evolving the system from a document management system into a planning and management tool.



Getting Started in the FSP Tracking System

Licensees/BCTS and MFR personnel will logon to the FSP tracking system by accessing the MFR application website and using their BCeID or IDIR account.



Where can I go for additional information?

Application specific information

The FSP Tracking System website, containing training information and materials can be found at: <http://www.for.gov.bc.ca/his/fsp/>. General information on electronic submissions can be found at the ESF website: <http://www.for.gov.bc.ca/his/esf/>. In addition, on-line help is available through the FSP Tracking System application itself.

Business process information

Information on the legal requirements and administrative process for developing and reviewing/approving an FSP can be found in Volume I of the Administrative Guide for FSPs (AGFSP). The AGFSP can be obtained from the MFR website at <http://www.for.gov.bc.ca/hth/timten/AGFSP/index.htm>. Relevant sections of the AGFSP include the following:

- Drafting an FSP—Part 3 (Preparing an FSP) and Part 4 (Review and Comment Requirements for a Proposed FSP); and,
- Reviewing and approving an FSP—Part 5 (Reviewing and approving proposed FSPs).