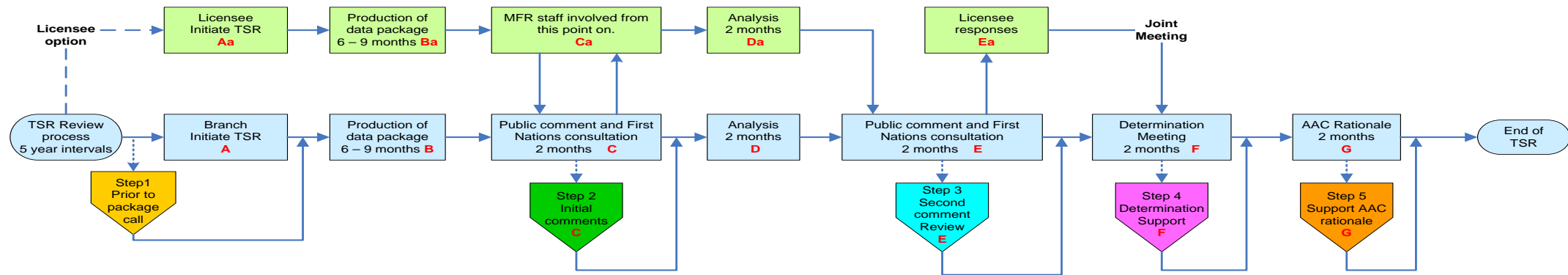
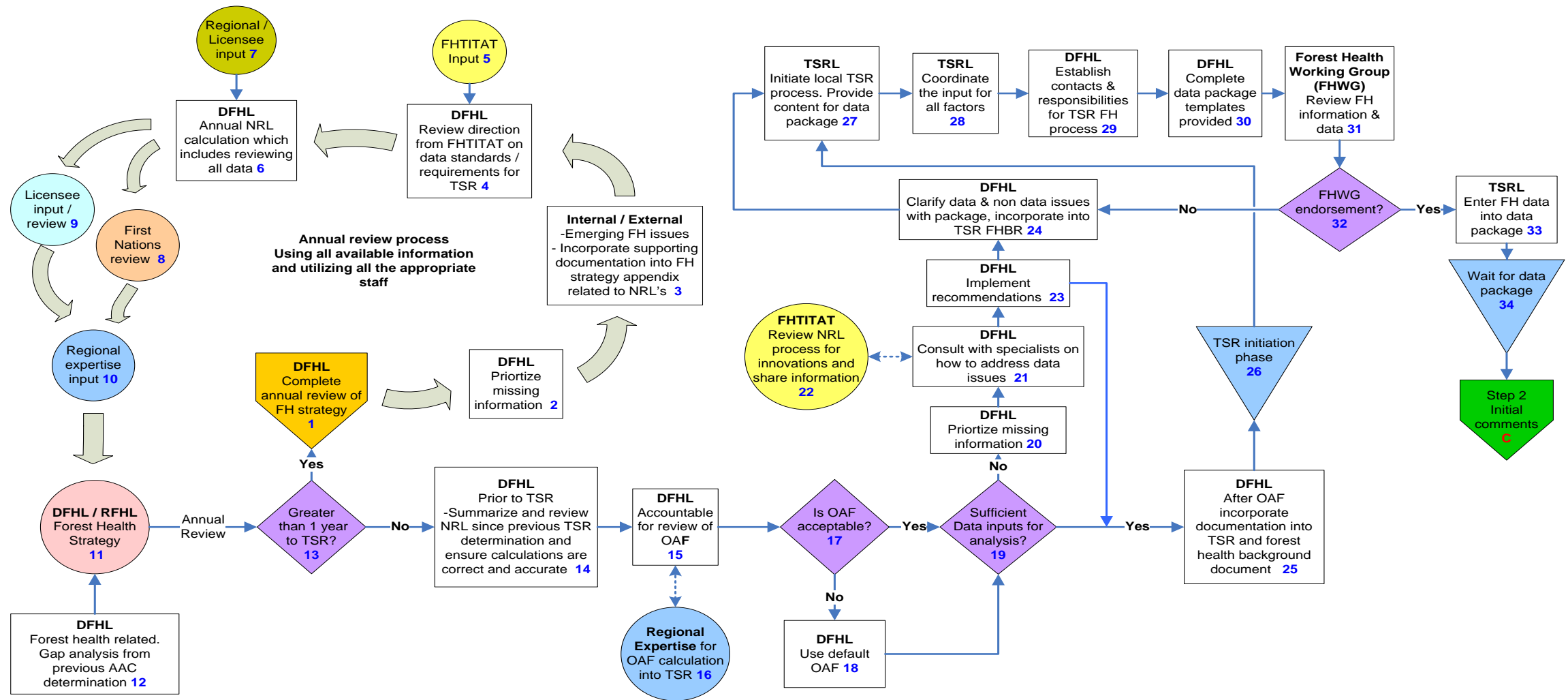
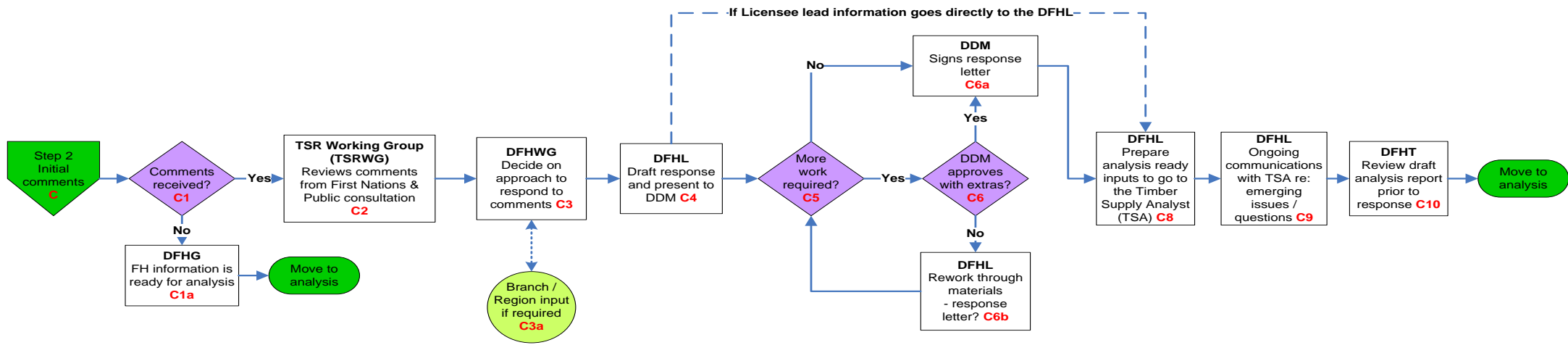
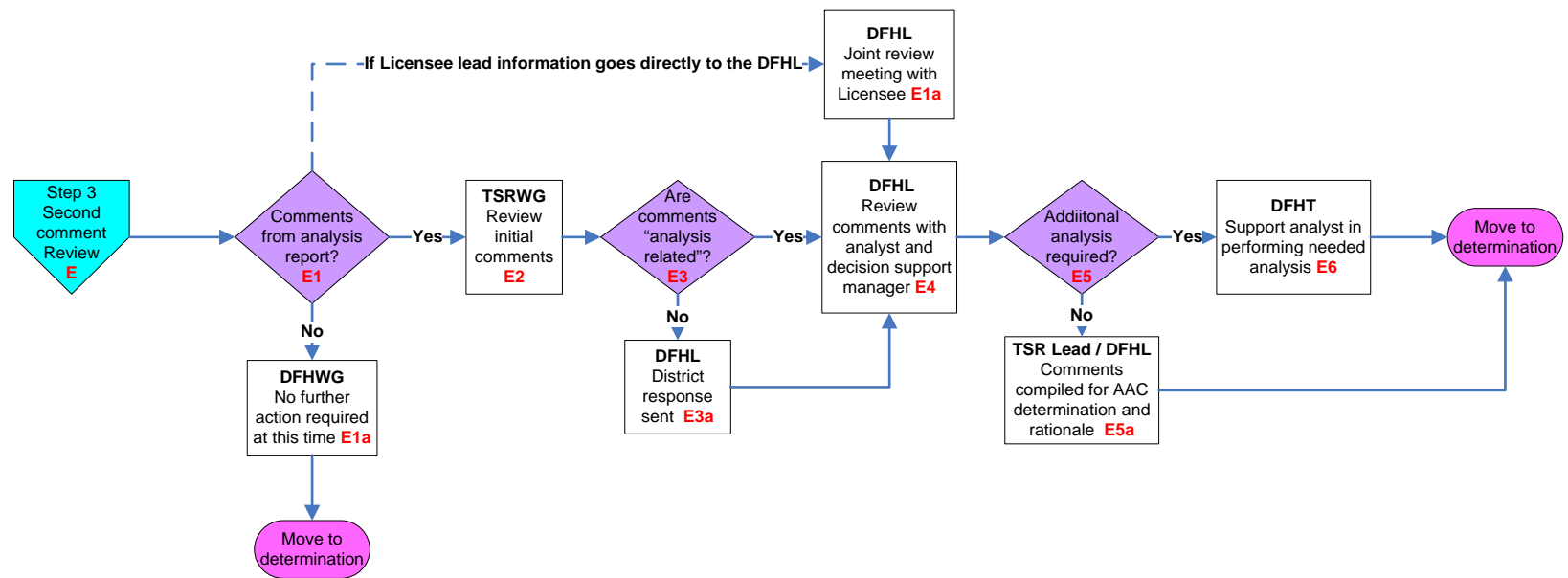


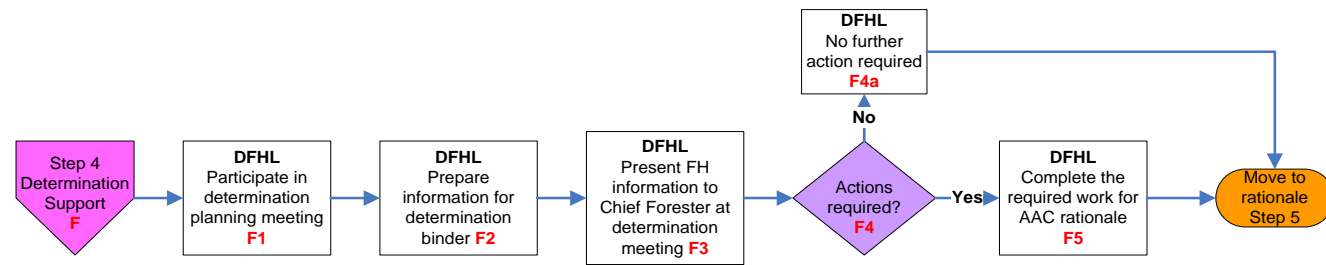
Business Process Map

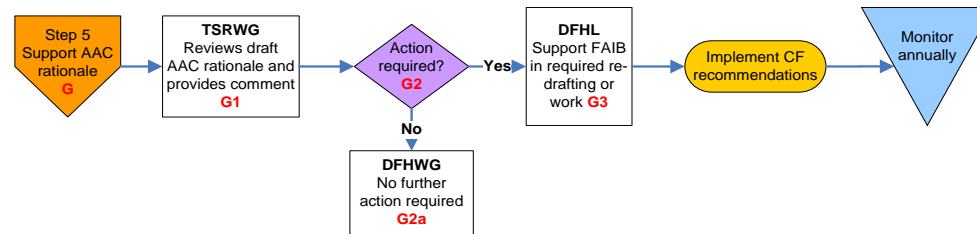












Forest Health Business Process Map – Draft 3, March 31, 2008

Overview of TSR Process

Box#	Box Caption	Description of the activity
A	Branch Initiate TSR	Initiate TSR – FAIB decision support manager chairs meeting of district, regional staff and branch or regional analyst to describe the TSR process, define timetables, roles and responsibilities. Opportunity to highlight forest health issues in need of analysis
Aa	Licensee Initiates TSR	<i>Licensee-led TSAs</i> – similar process as above, but licensees are responsible through FIA funded contracts to prepare the data package. <i>Tree Farm Licences</i> – MFR may provide timber supply analysis information requirements to the licensee 2 months prior to submission of the information (data) package. This is not frequently done; however, it does provide an opportunity to highlight forest health issues in need of analysis.
B	Production of data package	Data package describes current management. The data package template is filled and data set prepared by lead analyst and district TSR lead. Review historical data package, identify where new information exists or should be gathered to address changes since last TSR. Prepare information based on field work, review of MFR systems (RESULTS), First Nations mapping, etc.
Ba	Production of data package	<i>Licensee-led TSAs</i> – licensees lead preparation of data package. MFR in most cases may still need to supply FH inputs since funding (FIA) provided for the analysis process does not cover studies and information collection. MFR reviews data package and provides comments to licensee, after public comment and FN consultation. <i>Tree Farm Licences</i> – licensees prepare information (data) package, including FH information. MFR reviews data package and provides comments to licensee, and accepts the package, after public comment and FN consultation.
C	Public comment and First Nations consultation	Normally a 60-day period consistent with current MFR / FN policy. The “public” includes industry and other Ministries. Public/FN comments may highlight data gaps or new information. Addressing comments may involve review of data (MFR systems, surveys, studies, research) Revise inputs for analysis
Ca	Public comment and First Nations consultation	<i>Licensee-led TSAs</i> – licensee shares information with public and First Nations. Licensee addresses public/FN comments and revises inputs for analysis. MFR monitors FN consultation and may still be involved in review of

Box#	Box Caption	Description of the activity
		comments. <i>Tree Farm Licences</i> – same as for licensee-led TSAs
D	Analysis	A timber supply analysis and socioeconomic overview prepared by branch (FAIB) or regional analyst and Economics and Trade Branch. District and Regional staff will be requested to review the results and report. If there are Forest Health issues the FH staff could review the analysis to ensure it captures identified issues and the results make sense.
Da	Analysis	<i>Licensee-led TSAs</i> – licensees responsible for analysis. MFR reviewing analyst accepts analysis prior to release for public comment and FN consultation. <i>Tree Farm Licences</i> – same as for licensee-led TSAs.
E	Public Comment and First Nations consultation	60-day timeframe, as for data package review. A public discussion paper goes out with the analysis – it is a summary of the technical analysis report. The analysis is not revised based on First Nations/ or Public comment. Comments and follow up are presented to the Chief Forester for consideration in the determination
Ea	Public Comment and First Nations consultation	<i>Licensee-led TSAs</i> – same as for ministry-led TSRs, but licensee provides information rather than MFR. MFR monitors FN consultation and may be involved in review of comments. <i>Tree Farm Licences</i> – no public discussion paper, just management plan and analysis; licensee provides information to public and First Nations
F	Determination meeting	District staff work with analyst and regional staff to prepare information for Chief Forester consideration. Information presentation parallels <i>Forest Act</i> , Section 8 requirements. District, regional staff and analyst present information to the Chief Forester at a 1.5 – 2 day meeting. Chief Forester makes preliminary decision and/or requests further information or clarification of uncertainties. <i>Licensee-led TSAs</i> – same as for ministry-led TSRs <i>Tree Farm Licences</i> – same as for ministry-led TSRs
G	AAC rationale	Documents the Chief Forester's reasons for discussion and consideration on each factor related to the <i>Forest Act</i> requirements. Prepared by staff or contract writer (FAIB lead). District and regional staff review rationale to ensure it is consistent with the data and analysis results. AAC is not final until it is signed by the Chief Forester <i>Licensee-led TSAs</i> – same as for ministry-led TSRs <i>Tree Farm Licences</i> – same as for ministry-led TSRs

Step 1 – Prior to Data Package Call

Box No.	Box Caption	Description
1	Complete Annual Review of TSA Forest Health Strategy	District FHL complete and annual update of the TSA's Forest Health Strategy with a focus on updating NRLs, OAFs and addressing issues identified during the last TSR by the Chief Forester.
2	DFHL Prioritizes missing information	The DFHL will examine the information gaps and give priorities for addressing them and identify these in the Forest Health Strategy which will then guide the use of MFR forest health funding and FIA priorities.
3	Internal/External – emerging FH issues, incorporate supporting documentation into FH strategy appendix related to NRLs	incorporate supporting documentation into FH strategy appendix related to NRL's
4	review direction from FHTITAT on data standards/ requirements for TSR	Forest Health TSR Inventory Technical Advisory Team will provide direction on data stds for TSR, ensure work is consistent with this direction
5	FHTITAT – input into 26 (development of standards / requirements for TSR)	FHTITAT – will be tasked with the development of procedures and data standards for NRL calculations.
6	DFHL – annual NRL calculation which includes reviewing all data	Review methodology information such as Henigman document located on FH Sharepoint site, consult with regional specialists, consult with licensees, review priority rankings of FH factors in FH strategy, complete NRL calculation, review and comment with licensees and regional specialists
7	Regional and Licensee input into annual NRL calculation	Regional experts and licensee staff may have input into determination of NRLs based on their knowledge and data.
8	FN review	External process where FN review and comment on draft strategy
9	Licensee input and review	External process where licensees provide input and review
10	Regional expertise input and review	External process where regional specialists provide input and review
11	DFHL/ RFHL – Forest Health Strategy – annual review	Include gap analysis, any emerging FH issues and NRL calculation in the FH strategy. See FH Sharepoint site for FH Strategy template. (Incorporate supporting documentation in to FH

		strategy as appendix.)
12	DFHL – forest health related gap analysis from previous AAC determination	Review FH related gap identified in AAC determination and implement action plan to address the FH gaps
13	Is it greater than 1 year to the next TSR?	Determines if the current TSA Forest Health Strategy will be used to supply the NRLs and OAFs.
14	DFHL – prior to TSR, summarize and review NRLs since previous TSR determination and ensure calculations are correct and accurate.	Prior to TSR process, summarize and review NRL calculations from box 25 since last determination and ensure calculations are relevant
15	DFHL – accountable for review of OAFs	Consult regional specialist and confirm current OAF, review and ensure the OAF is relevant, refer to OAF for use in TIPSy document located on FH Sharepoint site, if IFPA in place, then review OAF work, OAF generated by regional specialists
16	Regional expertise provided to provide latest OAFs for the TSA	External process for custom OAF calculation
17	Is OAF acceptable?	The analyst in conjunction with regional specialists decide if the OAF is acceptable
18	OAFs not acceptable – use the default OAF (5 or 15%)	FAIB applies on default value for OAF 1 & 2 in the absence of better information. OAFs can be found from previous TSR or OAF for use in TIPSy document by Albert Nussbaum
19	Is there sufficient data inputs for the analysis	DFHL with the aid of regional specialists and/or analysts determine if data inputs are acceptable. Data inputs are NRL and OAF.
20	DFHL prioritizes missing information	There may be several gaps in the missing information from box 31a, in which case, they will need to be prioritized. DFHL may wish to consult regional experts, FH strategy, analyst, and/or licensee for ranking.
21	DFHL – consults with specialists to determine how to address these data issues	Consult regional specialist and/or licensee; ensure consistency with FHTITAT data standards and procedures.
22	FHTITAT – review NRL process for innovations and share information	External process to identify input/guidance from this technical advisory team
23	DFHL – Implement recommendations from consultations in 33	Do what they told you to. Note: gaps would be recognized by CF determination and can be recognized in future gap analysis. This is an output

		to identify a new gap.
24	Clarify issue with package	The DFHL clarifies the non-data issue (i.e. a rewrite/wording change)
25	DFHL – after OAFs and NRLs incorporated, document the process into TSR/FH background document	DFHL to create a "binder", either paper, electronic or file has to be set-up and maintained, staff need to be aware of it's existence and how to access it; this documentations should include all steps, calculations, correspondence, assumptions, analysis and any other relevant background information that was used in generating the NRLs and OAFs (a.k.a. "CYA" Binder)
26	TSR Initiation Phase	In queue waiting for FAIB to initiate TSR process
27	Initiate local TSR process, provide inputs for data package	The TSRL is responsible co-ordinating the district TSR process, this step identifies the start of that process
28	TSRL Coordinate the input for all factors	Self-explanatory
29	Establish contacts and responsibilities for TSR FH process (the go to person)	The DFHL will organize and establish contacts for referring the FH factors prior to step 42. Note: Additional co-ordination role may be required for multi-district TSAs
30	Complete data package templates provided	Transfer information related to OAF and NRL in to template
31	Review information and data	The FHWG reviews the template and ensures data is complete and all issues are addressed
32	FHWG endorsement?	The FHWG makes a decision on the suitability of the template
33	FH data in to data package	The endorsed forest health data (i.e., NRLs and OAFs) is included in the TSR data package
34	Wait for Step 2	Queue to wait for Step 2 to begin

Step 2 – Initial Comments

Box No.	Box Caption	Description
C1	Comments Received?	TSRL asks the question around comments being received.
C1a	FH information is ready for analysis	The DFHL has no further work required, go directly to end of step 2
C2	Review Comment from FN and public	TSRWG reviews the comments
C3	Decide on approach to respond to comments	The DFHWG review the comments and jointly agrees on the approach to respond to comment. This may involve further work to prepare a response; Branch/region expertise may be required at this step.
C3a	Branch/Regional input if required	self-explanatory
C4	Draft response and present to the DDM	The DFHL drafts a response in the form of a letter to be signed by the DDM, and presents this to the DDM
C5	Requires Work?	The DDM decides if further work is required prior to signing the letter
C6	Approval with Extras	The DDM approves with conditions, this will require additional work
C6a	Signs letter	The DDM signs the response letter
C6b	Rework rationale/letter	The DFHL reworks the response letter as per DDM direction
C8	Prepare analysis ready inputs to go to the Analyst	Any rework from the review and comment needs to be forwarded to the analyst to include in analysis
C9	Ongoing communications with TSA re: emerging issues/ questions	self-explanatory
C10	Review draft analysis report prior to response	self-explanatory

Step 3 – Second comment review

Box No.	Box Caption	Description
E1	Comments from analysis report?	TSRL establishes if any comments were received from the review and comment of the analysis report
E1a	DFHWG No further action required at this time	self-explanatory
E2	Review initial comments	The TSRWG reviews all the comments
E3	Are comments “analysis related”?	The TSRWG decides if the comments are analysis related or not
E3a	District response sent	The DFHL prepares a response to the non-analysis related comment and sends it
E4	Review comments with analyst and decision support manager	Comments are reviewed and the appropriate actions taken
E5	Additional analysis required?	self-explanatory
E5a	Comments compiled for AAC determination and rationale	If answer is no for E5, TSR lead / DFHL compile comments
E6	Support analyst in performing needed analysis	If additional analysis is required, DFHT assists TS analysts in performing the additional work.

Step 4 – Determination Support

Box No.	Box Caption	Description
F1	DFHL Participate in determination planning meeting	FAIB decision support manager chairs the meeting with the district, regional staff and analyst to outline the process for determination meeting. Define responsibilities for preparing information for specific factors. Set dates for meeting, which is usually 1.5-2 days
F2	DFHL Prepare information for determination binder	Define any changes that have occurred since analysis was completed that the Chief Forester should be aware of. Summarize public and First Nations comments and implications, if applicable. Attempt to quantify the changes (if applicable) so the Chief Forester can factor into the AAC decision.
F3	DFHL Present FH information to Chief Forester at determination meeting	The district FH specialist may be requested to present information on forest health at the determination meeting and answer questions from the Chief Forester related to the two points discussed previously – what was done in the base case and is there additional information that might lead to different estimates of the FH factors.
F4	Actions required?	self-explanatory
F4a	DFHL No further action required	self-explanatory
F5	DFHL Complete the required work for AAC rationale	Sometimes the Chief Forester may request additional information or analysis following from discussions at the determination meeting. Work may be needed to fill those gaps before the determination can be finalized and the decision documented, which FH specialists and the timber supply analysts may need to undertake.

Step 5 – Support AAC Rationale

Box No.	Box Caption	Description
G1	TSRWG Reviews draft AAC rationale and provides comment	AAC rationale prepared by a writer with or hired by FAIB. Forest Health staff may be requested to review forest health sections if there are important or difficult issues - the district TSR lead will coordinate the district reviews.
G2	Action required?	self-explanatory
G2a	DFHWG No further action required.	self-explanatory
G3	DFHL Support FAIB in required redrafting or work.	If need for FH work is identified by FH staff, the Chief Forester or others, the District Forest Health Lead works with the appropriate staff to assist FAIB writer, analyst and/or decision support manager to re-write the rationale wording to ensure its accuracy, or gather new information. Review of MFR systems (e.g. RESULTS) FN surveys, research as needed to provide and clarify information