Using the Forest Stewardship Plan Tracking System (FSPTS)

October 2013

What can you do with the FSPTS?

- Submit FSP, amendments and extensions (Licensees)
- Review FSP, amendments and extensions (MoFLNRO)
- Approve/Reject FSP, amendments and extensions (MoFLNRO)
- View FSPs, amendments and extensions (All)

Detailed User Guides are available:

- Submitting an FSP User Guide:
  http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/userguides/Submitting_an_FSP.pdf

- Amending an Approved FSP User Guide:
  http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/userguides/Amending_an_FSP.pdf

- Extending an Approved FSP User Guide:
  http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/userguides/Extending-FSP.pdf

Detailed User Guides are available:

- Viewing an FSP User Guide:
http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/userguides/Viewing_an_Approved_FSP.pdf

- Reviewing and Adjudicating and FSP User Guide:
http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/userguides/Review_and_Adjudicate_an_FSP.pdf

Access to the FSPTS

http://www.for.gov.bc.ca/his/fsp/access.htm

Role	Description
Submitter	Submit FSPs, amendments, extensions
Reviewer	Review FSPs, amendments, extensions
Decision Maker	Approve FSPs, amendments, extensions
View All	View all approved FSPs
View Only	View approved FSPs submitted by org.
Administrator	Add/change/delete/view FSPs

How to submit an FSP

- 2 ways to submit:
  - ✓ through Electronic Submission Framework (ESF)

  OR

  - ✓ through FSPTS

ESF Submission

- Create and attach XML/GML file containing:
  - ✓ FSP header information
  - ✓ FDU boundaries, section 196 and declared areas
  - ✓ Stocking standards
- Attach FSP legal document and other documents
- On the home page of FSPTS click on Data Submission and choose XML Submission
- ESF information: http://www.for.gov.bc.ca/his/esf/

FSPTS Submission

- Setup FSP with header information (Information screen)

- Attach FSP legal document (Attachments screen)

- Attach map images and shape files (zipped) of FDU boundaries, section 196 and declared areas (Attachments screen)

- Attach supporting documentation (Attachments screen)

- Enter stocking standards (Stocking standards screen)

- Submit spatial information through ESF

- Submit through FSPTS (Information screen)

Business Rules – FSP Submission:

- FSP information can be updated while FSP is in "draft" mode (once submitted, no updates can be done)
- Must attach FSP legal document to submission
- Must attach map files (zipped shape files)
- Spatial information must be submitted through ESF
- FSP can only be deleted when still in "draft" mode or if "rejected"

Amend an FSP using FSPTS

- Search for approved FSP

- Request to "Amend FSP" (Information screen)

- Complete Amendment Description (Information screen)

- Attach amended documents (Attachments screen)

- Submit to MoFLNRO (Information screen)

  ✓ If amendment required approval, status changes to "submitted"

  ✓ If amendment did not require approval, status changes to "in effect"

Extend an FSP using FSPTS

- Search for approved FSP

- Request to "Extend FSP" (Information screen)

- Complete Extension Description (Extension Request Screen)

- Insert new expiry date and attach extension request document (Extension request Screen)

- Submit to MoFLNRO (Extension request screen)

How to review an FSP or amendment

- Identify FSP using InBox or Search menu
- View FSP including legal document; Map of FDU boundaries; Map of Section 196 and declared areas; stocking standards; supporting documentation
- Use Workflow Screen to track progress
- Reviewer can mark ready for DDM decision
- DDM can request clarification (reverts back to "draft" or provide OTBH)
- DDM attaches decision document (Attachments screen)
- DDM to mark as approved or rejected (Workflow screen)

How to review an FSP extension

- Identify the FSP using the InBox or Search menu

- Using the Workflow screen DDM can approve or reject extension request

- DDM must go to Extension request screen via the Workflow screen to attach approval document

- Once approval document is attached, DDM can complete Workflow screen approval

Business Rules – Review & Approval

- Email is sent to MoFLNRO mail list when FSP, amendment or extension is submitted

- Email is sent to FSP Submitter when:
  - The FSP, amendment or extension is approved
  - The FSP, amendment or extension is rejected
  - The DDM provides an Opportunity to be Heard (OTBH)
  - The DDM requests clarification

- History button (next to Go button on every screen) contains audit trail of major activities in the submission process

Multi-district FSP Submissions

- FSPs are submitted to the system

- All FSPs named in the FSP will receive notification via the InBox

- Districts determine who reviews and approves FSP

- Training Resource Centre is available online: http://www.for.gov.bc.ca/his/fsp/training.htm

- FSP submission checklist: http://www.for.gov.bc.ca/ftp/his/external/!publish/fsp/userguides/fsp_review_checklist.pdf