September 09

RESULTS DATA
Districts Roles and Responsibilities

From: Forest Practices Branch

To: District Managers, RESULTS Coordinators

Please distribute this memo to your staff who work with RESULTS data, and ask them to review the policy documents (referenced below) on provincial data integrity.

Questions received by the RESULTS Access Grantor, APPHELP, and other Headquarters staff suggest that, at this time, not all Ministry of Forests and Range (MFR) staff are familiar with MFR responsibilities for the RESULTS database, as summarised in Table 1.

Data enters RESULTS through two streams:
1. Licensee and BCTS (British Columbia Timber Sales) submissions (guided by *Forest and Range Practices Act* (FRPA) and *Forest Planning and Practices Regulation* (FPPR) requirements and related policy)
2. MFR-funded submissions (guided by the Ministry Service Plan requirements and related policy)

Regardless through which stream the data enters, any unreliable data can affect the outcome of a timber supply review of a given forest management unit (e.g., timber supply area or tree farm license). The district manager's role in ensuring that high quality data enters RESULTS for management units located within the district is important in the data quality control process.

For this reason, district managers should ensure that technical and professional staff are assigned roles and responsibilities in RESULTS; for example,
1. Oversee who receives access to the RESULTS for that district.
2. Send requests to RESULTSAccess@gov.bc.ca to revoke access of any RESULTS user who has a pattern of submitting unreliable data for the district timber supply area (includes licensee and BCTS submissions and MFR-funded project submissions).
3. Process electronic submissions that are submitted to the RESULTS Inbox in a timely manner; e.g., amendment or stocking standard approvals for pre-FRPA or Forest Development Plan openings, including government-funded projects (e.g., *Forests For Tomorrow* [FFT], *Forest Investment Account* [FIA]).
4. Conduct data reviews to ensure that submitted licensee, BCTS and MFR silviculture project data comply with legal formatting requirements of FPPR s. 86(6) as stipulated in the *RESULTS Information Submission Specifications*[1]

---

[1] Licensee and Government-Funded Silviculture Activity submission specifications are at:
http://www.for.gov.bc.ca/his/results/business.htm#Submission_Specifications

5. Monitor licensee and BCTS data for completeness and accuracy. (e.g., through field inspections, noting inspection findings in the electronic opening files.)
6. Work with regional FFT project administrators to ensure that MFR-funded silviculture project data for that district is complete and accurate.
7. Ensure data clean-up issues are addressed.
8. Resolve data integrity issues with licensees, BCTS and regional project administrators of MFR-funded silviculture projects.
9. Report unresolved data integrity issues to Forest Practices Branch.

Table 1 Six primary responsibilities or levels of data custodianship in RESULTS:

Responsibility	Accountable for:
Forest Practices Branch (Data Custodian)	• data fields, including specifying the data submission requirements, data format and precision standards, and provincial data quality assurance processes
Licensee Client Signatory (Private Sector Data Resource Manager)	• data collection and internal quality assurance processes for the licensee's data, including compliance with legal submission requirements as specified in the *RESULTS Information Submissions Specifications: Licensee submissions* (RISS-ls)[2] • authorising only staff and/or consultants who are competent and well trained to submit data
Ministry Organization Unit Manager (Public Sector Data Resource Manager; e.g., Regional Manager for FFT submissions, BCTS Manager for BCTS submissions)	• data collection and internal quality assurance processes for MFR-funded programs including compliance with submission requirements specified in RISS-ls or *RESULTS Information Submissions Specifications: MFR Funded Silviculture Activities* (RISS-mf)[3]
Licensed Forest Professional (who oversees the data collection)	• the accuracy, completeness and correct compilation of data[4] according to standards set by the data custodian (Forest Practices Branch) and articulated in publications such as the RISS-ls and RISS mf and other documentation on the RESULTS web site[5]
RESULTS User (Submitter)	• correctly submitting data (without typographical errors) as provided by the licensed forest professional
District Manager (Public Sector Data Resource Manager)	• overall stewardship and quality assurance processes of all licensee, BCTS and MFR-funded project data for forest management units located within the district • ensure timely electronic business flow of amendment and stocking standard approvals

---

[2] At http://www.for.gov.bc.ca/his/results/business.htm#Submission_Specifications
[3] At http://www.for.gov.bc.ca/his/results/business.htm#Submission_Specifications
[4] See http://www.abcfp.ca/regulating_the_profession/documents/guideline-practice-standards.pdf
[5] See http://www.for.gov.bc.ca/his/results/

References:

1. *Statement of Responsibility for Data Resource Managers:*
   http://www.for.gov.bc.ca/his/datadmin/drm_lang.htm

2. Ministry Policy Manual. Vol. 2 – Management Services. Chapter 7 – Information Management. *Policy 7.3 – Corporate Information Custodianship:*
   http://www.for.gov.bc.ca/tasb/manuals/policy/mngmtsrv/ms7-3.htm.

3. *Management Guide to Custodianship (S35):*
   http://www.for.gov.bc.ca/his/datadmin/s35.pdf.

4. *Statements of responsibility for data custodians:*
   http://www.for.gov.bc.ca/his/datadmin/dc_lang.htm

Please direct questions to Caroline Mac Leod (250-356-2094; Caroline.MacLeod@gov.bc.ca).