




Amending an FSP in the FSP Tracking System

Participant Guide

FSP Tracking System Training Program

Amending an FSP in the FSP Tracking System

Ministry of Forests and Range



Spring 2008 Release 1.2

FSP Tracking System Experience

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What is your experience with the FSP Tracking System?

- a. Many submissions/adjudications
- b. Used it once or twice
- c. Took training but no use yet
- d. Have heard of it

LearnLinc technical issues—call 250.475.0808

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Using the FSP Tracking System

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Topic	Length
1. Introduction and Overview	15 min
2. Demonstrations	45 min
Changes in Release 1.2	
Submitting amendments	
Reviewing/adjudicating amendments	
3. Activities	45 min
4. Wrap-up	15 min

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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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graph TD; A[Pre-Classroom Activities] --> B[Training Sessions  
•Using the FSP TS  
•Amending an FSP in the FSP TS]; A --> C[Support Website  
http://www.for.gov.bc.ca/his/fsp/]; B --> C;
```

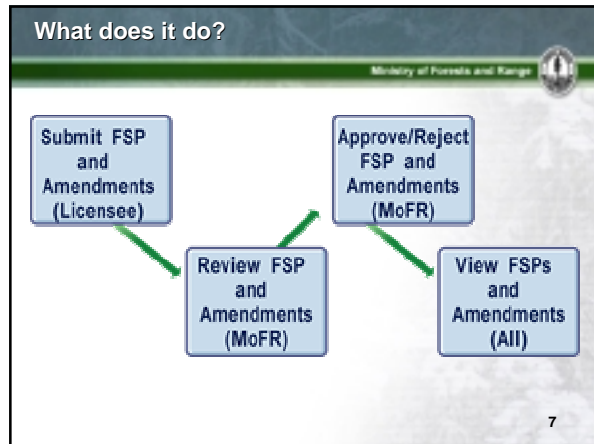
5

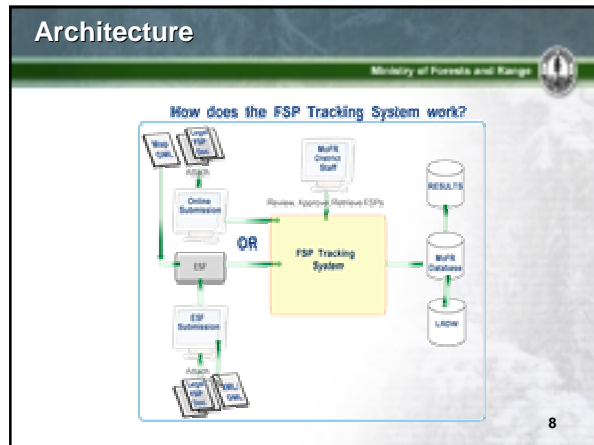
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Overview

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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

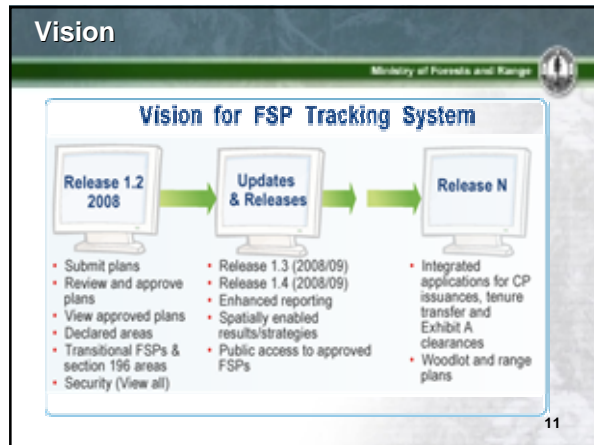
9

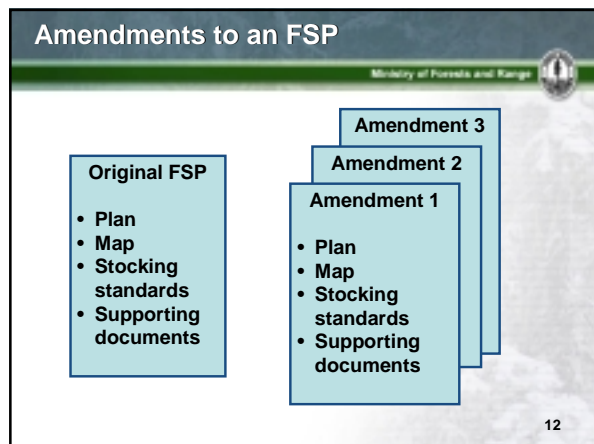
Access to the FSP Tracking System

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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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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**

• Submit XML/GML
• Attach FSP

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

Attachments
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

2 Review FSP and Amendments (MoFR)



The diagram shows the 'FSP Tracking System' with an 'FSP InBox' box. Two arrows point from 'FSP InBox' to a larger box containing 'FSP Info', 'Map', 'Attachments', and 'Stocking Standards'. A third arrow points from 'FSP InBox' to a 'Manage Workflow' box below.

Business Process: see AGFSP* Part 5

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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)

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graph LR; FST[FSP Tracking System] --> InBox[FSP InBox]; InBox --> Attachments[Attachments]; Attachments --> ManageWorkflow[Manage Workflow]; InBox --- DN[District Notification];
```

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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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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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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