

File: 280-20/ESF

March 14, 2005

To: Regional Executive Directors and District Managers

From: Tim Sheldon  
Assistant Deputy Minister  
Operations Division

Re: Ministry Readiness for Electronic Submissions Format (ESF)

At a recent Executive meeting our ESF implementation team outlined a set of recommendations for helping the ministry to move to the ESF.

The Executive has endorsed the following recommendation:

1. For private land where the Crown has reservation on the timber, non-major applications of forestry licences to cut, and range tenures, ESF will continue to be done internally by the ministry unless the tenure applicants choose to do it themselves.
2. For all other tenures, ESF should be done by licensees starting June 1, 2005.

The action plan for the full implementation of ESF is attached – (Appendix A).

Len Leroux, Chilliwack Forest District, has accepted the challenge to be the Provincial Coordinator to oversee the implementation of ESF by June 1st. In support of this initiative, I am requesting District Managers and Regional Executive Directors to identify a liaison person by March 21, to Len Leroux via email. Region contacts will work with the District contacts to develop standardized procedures and liaise with the Provincial Coordinator. In addition to working with the Region, District contacts will be responsible for coordinating and establishing a working group with local industry.

ESF will cause an additional workload at start-up, but this will ease off as implementation proceeds. I know that by working together over the implementation period leading up to June 1<sup>st</sup>, ESF will be successfully implemented. The outcome will be a reduction in data entry workload and improved data quality.



Tim Sheldon  
Assistant Deputy Minister  
Operations Division

Appendix A

**ESF Implementation Plan**

Task	Who	Completion Date
1) Communicate to all staff on the ministry's direction on ESF and the need for all districts to implement ESF fully.	Executive	March 15
2) Appoint a staff person to oversee ESF processes and periodically report to the Executive. (Provincial coordinator)	Executive	March 15
3) District Managers to stand firm behind the ministry procedure without bypassing the systems.	District Managers	June 1
4) Communicate revised implementation date to licensees	Nelson Lah and Doug Konkin	March 15
5) Each region and district to identify an ESF contact person to be the interface between district and licensees; and between districts, their regions and headquarters. These contacts will need strong support from headquarters to be effective.	District Management Teams Regional Management Teams	March 21
6) The Information Management Group to work with district staff to develop a start-up package to guide district staff and licensees on how to implement ESF and where to get help. Additional help desk support during the first few months will be required.	IMG, Provincial Coordinator, ESF Team	April 5

7) The Information Management Group, Resource Tenures and Engineering Branch and Forest Practices Branch to jointly develop a contingency plan for failed submissions.	IMG, RTEB, FPB, C&EB, Provincial Coordinator	April 5
8) Enable the Quesnel District to share their experience through regional workshops in ways to integrate ESF licensee submissions into district procedures.	Quesnel District; District contacts, ESF Team, Provincial Coordinator	Ongoing to April 27
9) Continuous and coordinated effort on data clean-up of RESULTS and FTA data.	IMG, RTEB, FPB/RESULTS	Ongoing
10) Develop transition plans to help non-major licensees to submit on their own.	Provincial Coordinator, provincial leads for WL and CF, District/Region Contacts	April 30
11) Develop a process and schedule to monitor progress with electronic submissions.	Provincial Coordinator, and District Contacts	April 30
12) Review of supplemental information with respect to cutting permits and road permits required by districts.	IMG, RTEB, CP/RP Admin. Group including appraisals	April 30
13) District Manager and district ESF contacts hold meetings with licensees to discuss procedures, expectations and timelines.	District Managers & ESF contacts	Ongoing to May 15