

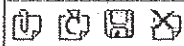
**Subject\*** FOI Review Site

**Category**

by Toor, Randeep EDUC:EX/BCGOV on 2011-01-13 12:28 PM

Working on developing an FOI review groove site so that we avoid having to email documents too much – please provide us with your feedback as this is work in progress. Thanks.

Randeep and Sue



Susan Baines, Senior Executive Assistant

Ministry of Education / Deputy Minister's Office / PO BOX 9179 STN PROV GOVT, Victoria BC V8W 9H8 / ph: (250) 356-1234 fax: (250) 356-6007

<< OLE Object: Picture (Device Independent Bitmap) >>

## BC's EDUCATION PLAN

ON THE WEB: [WWW.BCEDPLAN.CA](http://WWW.BCEDPLAN.CA)

ON TWITTER: @BCEDPLAN

## Carroll, Scott LCTZ:EX

---

**From:** Lum, Shaun EDUC:EX  
**Sent:** Friday, January 20, 2012 12:10 PM  
**To:** Baines, Susan A EDUC:EX  
**Subject:** RE: FOI site

Yes. Its ready for your testing

**Shaun Lum**  
Web Analyst  
Citizen Engagement  
Ministry of Education  
Phone: (250) 882-5296

---

**From:** Baines, Susan A EDUC:EX  
**Sent:** Friday, January 20, 2012 11:45 AM  
**To:** Lum, Shaun EDUC:EX  
**Cc:** Langton, Heather EDUC:EX  
**Subject:** FOI site

Hi Shaun, Can you confirm that Heather, Wendy Ferguson and I have been set up with permissions on the FOI site so that we can do some test runs?

Thanks, Sue

**Susan Baines, Senior Executive Assistant**  
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**From:** Baines, Susan A EDUC:EX  
**Sent:** Tuesday, December 13, 2011 3:10 PM  
**To:** Lum, Shaun EDUC:EX  
**Subject:** RE: FOI Lists

Yes – let's test the entire site including the CIO and DM approval process

---

**From:** Lum, Shaun EDUC:EX  
**Sent:** Tuesday, December 13, 2011 3:04 PM  
**To:** Baines, Susan A EDUC:EX  
**Subject:** RE: FOI Lists

No problem, we can include as little or as many people in the process.

You can manually email FOI the url for the documents.

Do you want to try the CIO and Deputy approval yet? Or do you just want to email james and reneate the severed pdf?

**Shaun Lum**  
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---

**From:** Baines, Susan A EDUC:EX  
**Sent:** Tuesday, December 13, 2011 2:57 PM  
**To:** Lum, Shaun EDUC:EX  
**Cc:** Langton, Heather EDUC:EX  
**Subject:** RE: FOI Lists

Hi Shaun, We will test the site with Renate's group (BTO) so Wendy Ferguson will be a key person as well as Renate.

As far as adding FOI folks, from a design point is it problematic to wait until we have the site tested etc prior to bringing them on board or is it better for you to add them now? We have not discussed the site with Maxine yet as we felt it would be best to bring them in when we have a final product.

Please let me know your thoughts.

Thanks, Sue

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**From:** Lum, Shaun EDUC:EX  
**Sent:** Tuesday, December 13, 2011 2:48 PM  
**To:** Baines, Susan A EDUC:EX  
**Subject:** RE: FOI Lists

Hi Susan,

Just a couple of questions

Which division are you going to test the system on ?

Can you send me the list of users from FOI.

**Shaun Lum**

Web Analyst

Citizen Engagement

Ministry of Education

Phone: (250) 882-5296

---

**From:** Baines, Susan A EDUC:EX

**Sent:** Friday, December 9, 2011 2:31 PM

**To:** Lum, Shaun EDUC:EX

**Subject:** FOI Lists

Hi Shaun, sorry for not getting this to you sooner. Here are the two lists I use which can be combined.

Thanks, Sue

<< Message: FOI >> << Message: FOI cc >>

**Susan Baines, Senior Executive Assistant**

Ministry of Education / Deputy Minister's Office / PO BOX 9179 STN PROV GOVT, Victoria BC V8W 9H8 / ph: (250) 356-1234 fax: (250) 356-6007

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<< Message: FOI >> << Message: FOI cc >>

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**Members:**

Allen, Roderick EDUC:EX  
Avison, Claire EDUC:EX  
Butterfield, Renate R EDUC:EX  
Davis, Rick EDUC:EX  
MacFarlane, Paige EDUC:EX  
McCrea, Jennifer GCPE:EX  
Miller, Keith F EDUC:EX  
Mohoruk, Sherri EDUC:EX  
Sidow, Alison EDUC:EX

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paige.macfarlane@gov.bc.ca  
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Keith.Miller@gov.bc.ca  
Sherri.Mohoruk@gov.bc.ca  
Alison.Sidow@gov.bc.ca



**Members:**

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Cambridge, Janice EDUC:EX  
Ferguson, Wendy EDUC:EX  
Kennedy, Debbie EDUC:EX  
Kukucha, Karen A EDUC:EX  
Langton, Heather EDUC:EX  
Miller, Liane EDUC:EX  
Mino, Lise EDUC:EX  
Munro, Brent D EDUC:EX  
Perri, Maria A EDUC:EX  
Sutherland, Scott GCPE:EX  
Vollmeier, Theresa M EDUC:EX  
Wensley, Stacey EDUC:EX

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Heather.Langton@gov.bc.ca  
Liane.Miller@gov.bc.ca  
Lise.Mino@gov.bc.ca  
Brent.D.Munro@gov.bc.ca  
Maria.Perri@gov.bc.ca  
Scott.Sutherland@gov.bc.ca  
Theresa.Vollmeier@gov.bc.ca  
Stacey.Wensley@gov.bc.ca

1. Receive records request form IAO (update Groove and spreadsheet)  
*Analyst will upload to Sharepoint. Notification to Sue*
2. Distribute via email indicating which division is likely to have records. (include all ADMs/SOAs in email so that they are aware of all requests – as per DMs request. GCPE is also copied for their info as is the MO if they are involved in request) (update Groove and spreadsheet)  
*Sue will notify executive and staff via sharepoint indicating which division is likely to have the records and set due date*
3. Await/receive call for records sign off form from ALL divisions. Await/receive all responsive records with signed off call for records form. (update Groove and spreadsheet)  
*All divisions will upload appropriate call for record forms and responsive records. Each division will indicate completion at this point by check mark in appropriate list. Sue will be notified once all divisions have completed.*  
*\*\*if a 'no records response' from the responsible division is received, the call for records form is put directly into sign off. Sue sends to Renate (copied to GCPE at that time) and then to DM. (update Groove and spreadsheet)*  
*Sue will start sign off workflow (see point 7)*
4. Provide responsive records to analyst (copy to GCPE)  
*Sue will notify analyst via sharepoint. (GCPE to be notified??)*
5. Analyst reviews and severs in accordance with the FOIPPA legislation - discusses records with either myself or directly with divisions.  
*This will be done outside of the sharepoint site*
6. Analyst creates a redline copy of records for sign off.  
*Analyst uploads redline and notifies Sue*
7. Receive redline/sign off form from analyst and send to Renate Butterfield and James Gorman to sign (with a copy to GCPE and notification to MO). (update Groove and spreadsheet)  
*Sue will start the sign off workflow (a notification will go to Renate). If not approved Sue can stop/start the workflow as required*
8. Renate reviews and indicates any concerns she may have – when satisfied with the content she signs off and I send to James for his approval.  
*Once Renate has signed off via check mark a notification will be sent to James.*
9. DM approves and I provide IAO with a copy of sign off.  
*Workflow will notify Sue when DM has signed off and Sue will notify the analyst who will close the file*
10. update Groove and spreadsheet – close file. (no longer necessary)

## Carroll, Scott LCTZ:EX

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**Subject:** FOI Sharepoint solution  
**Location:** 620 Superior R536  
  
**Start:** Tue 2011-11-22 1:00 PM  
**End:** Tue 2011-11-22 1:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Lum, Shaun EDUC:EX

Hi all,

We've completed a first go at the FOI site in SP2010. We have a bare bones prototype created that we would like some feedback on and we have some questions about the FOI process.

Shaun

## **Carroll, Scott LCTZ:EX**

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**Subject:** FOI site  
**Location:** 2nd Floor Shauns Computer  
  
**Start:** Thu 2011-12-01 3:30 PM  
**End:** Thu 2011-12-01 4:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Lum, Shaun EDUC:EX

Touch base with the FOI site to review what I've got so far.

## Carroll, Scott LCTZ:EX

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**Subject:** FOI Site ready for testing and piloting.  
**Location:** EDUC R R536 Superior EDUC:EX

**Start:** Tue 2011-12-20 1:30 PM  
**End:** Tue 2011-12-20 2:00 PM

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Lum, Shaun EDUC:EX

I just wanted to demo the process we will use for the pilot testing for the BTO Division.

## Carroll, Scott LCTZ:EX

---

**From:** Ferguson, Wendy EDUC:EX  
**Sent:** Friday, January 20, 2012 2:05 PM  
**To:** Baines, Susan A EDUC:EX; Langton, Heather EDUC:EX  
**Subject:** RE: FOI site

Am I coming up there?? Or doing it down here??

**Wendy Ferguson** | Executive Administrative Assistant  
Assistant Deputy Minister's Office | Business Technology & Online Services  
Ministry of Education, 3rd Fl, 620 Superior St  
Victoria, BC V8W 9B5  
(T): 250 387-7097 (F): 250 356-8334  
(E): [Wendy.Ferguson@gov.bc.ca](mailto:Wendy.Ferguson@gov.bc.ca)

---

**From:** Baines, Susan A EDUC:EX  
**Sent:** Friday, January 20, 2012 2:01 PM  
**To:** Ferguson, Wendy EDUC:EX; Langton, Heather EDUC:EX  
**Subject:** FW: FOI site

Here is the link.... I will try to upload a pretend FOI request and notify you both.

---

**From:** Lum, Shaun EDUC:EX  
**Sent:** Thursday, December 22, 2011 11:09 AM  
**To:** Baines, Susan A EDUC:EX  
**Cc:** Langton, Heather EDUC:EX; Charleson, Christopher EDUC:EX; Cusack, David EDUC:EX  
**Subject:** FOI site

Hi Susan,

The FOI site is ready for testing.  
<https://educstaff.gov.bc.ca/dmo/foi/>

**Shaun Lum**  
Web Analyst  
Citizen Engagement  
Ministry of Education  
Phone: (250) 882-5296

## Carroll, Scott LCTZ:EX

---

**From:** Lum, Shaun EDUC:EX  
**Sent:** Friday, January 20, 2012 2:05 PM  
**To:** Baines, Susan A EDUC:EX  
**Subject:** RE: FOI site

yup

**Shaun Lum**  
Web Analyst  
Citizen Engagement  
Ministry of Education  
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---

**From:** Baines, Susan A EDUC:EX  
**Sent:** Friday, January 20, 2012 2:04 PM  
**To:** Lum, Shaun EDUC:EX  
**Subject:** RE: FOI site

Thanks Shaun. We are going to do a test run can you confirm I've got the correct site:  
<https://educstaff.gov.bc.ca/dmo/foi/SitePages/Home.aspx>

---

**From:** Lum, Shaun EDUC:EX  
**Sent:** Friday, January 20, 2012 12:10 PM  
**To:** Baines, Susan A EDUC:EX  
**Subject:** RE: FOI site

Yes. Its ready for your testing

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**From:** Baines, Susan A EDUC:EX  
**Sent:** Friday, January 20, 2012 11:45 AM  
**To:** Lum, Shaun EDUC:EX  
**Cc:** Langton, Heather EDUC:EX  
**Subject:** FOI site

Hi Shaun, Can you confirm that Heather, Wendy Ferguson and I have been set up with permissions on the FOI site so that we can do some test runs?

Thanks, Sue