

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Friday, February 25, 2011 5:32 PM
To: Wada, Leslie M JTST:EX
Subject: FW: ITIS - Goals / Strategies / Objectives
Attachments: MASTER SWOT Feb 25 at 4pm Final.docx

Pls treat as transitory...

From: Carter, Chris A TTI:EX
Sent: Friday, February 25, 2011 4:06 PM
To: Ewert-Johns, Marcus TTI:EX; Track, Michael J TTI:EX; Krieger, Brian TTI:EX; Matisz, Gregory E TTI:EX; Irwin, Paul TTI:EX; Han, Henry TTI:EX; Machan, Troy TTI:EX; Yang-Mason, Gloria TTI:EX; Greenwood, Gail TTI:EX; Taylor, Nancy TTI:EX; Yung, Philip TTI:EX; Nicholas, Michael TTI:EX; White, Don D TTI:EX; Haney, Donald IGRS:EX; Elangovan, Joan TTI:EX; Maranda, Pierrette IGRS:EX
Cc: Yang-Mason, Gloria TTI:EX; Little, Christine TTI:EX; Bubrick, Elaine TTI:EX; Hortsing, Zosia TTI:EX; Eidsness, Greg TTI:EX; Little, Christine TTI:EX; Grguric, Tajinder TTI:EX; Papadakos, Caterina TTI:EX; Brubacher, Kelly IGRS:EX; Sen, Shom TTI:EX
Subject: RE: ITIS - Goals / Strategies / Objectives

Colleagues,

Attached is a sector SWOT analysis to inform your thinking and conversations around goals.

Credit to the authors – Gloria Yang-Mason, Andrew Lambert, Tajinder Grguric.

Regards,

Chris

From: Carter, Chris A TTI:EX
Sent: Thursday, February 24, 2011 10:42 PM
To: Ewert-Johns, Marcus TTI:EX; Track, Michael J TTI:EX; Krieger, Brian TTI:EX; Matisz, Gregory E TTI:EX; Irwin, Paul TTI:EX; Han, Henry TTI:EX; Machan, Troy TTI:EX; Yang-Mason, Gloria TTI:EX; Greenwood, Gail TTI:EX; Taylor, Nancy TTI:EX; Yung, Philip TTI:EX; Nicholas, Michael TTI:EX; White, Don D TTI:EX; Haney, Donald IGRS:EX; Elangovan, Joan TTI:EX; Maranda, Pierrette IGRS:EX
Cc: Yang-Mason, Gloria TTI:EX; Little, Christine TTI:EX; Bubrick, Elaine TTI:EX; Hortsing, Zosia TTI:EX; Eidsness, Greg TTI:EX; Little, Christine TTI:EX; Grguric, Tajinder TTI:EX; Papadakos, Caterina TTI:EX; Brubacher, Kelly IGRS:EX; Sen, Shom TTI:EX
Subject: ITIS - Goals / Strategies / Objectives
Importance: High

Colleagues,

We are at an exciting juncture where we translate the top-down process into concrete initiatives for TTI and government more broadly.

Tourism has approached this exercise by assigning leads and groups to work on the objectives and strategies that underpin goals. We would like to replicate this approach on the trade and investment side of the ministry, the merits being that it encourages ownership of the ITIS, draws on our vast reservoirs of expertise and experience, and encourages staff participation.

With your assistance, we hope to be in a position to discuss initial “straw dog” strategies and objectives at our meeting next Wednesday.

I know this is a lengthy note so please give myself or Shom a call in the coming days with any questions or concerns.

TEAMS TO POPULATE GOALS

Attached is a list of proposed leads for the various goals under the ITIS (1) plus an updated framework from our meeting on Wednesday (2).

We have tried to attach members of the leadership team to goals that most closely relate to your work and interests whilst also ensuring an even spread. The idea is that the first person named is lead and holds the pen. We’ve also highlighted where the same group of people are working on different goals to highlight opportunities for synergy. Please let Shom and myself know if you have significant issues with the goal you have been assigned or alternative suggestions.

I would ask all leads to reach out to staff from across the division that you know have an interest and could add value to discussion of your goals.

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RATIONALE FOR GOALS

We would appreciate a punchy paragraph or two from each team on the reasons for the goal in the context of the ITIS. You can forward the rationale in any format (spreadsheet, e-mail, word).

Please draw off discussions at the ITIS leadership team meetings and any other materials you think are relevant. For reference and to stimulate thinking, attached is our high level forces driving change document (5).

CAN WE WORDSMITH THE GOALS ?

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As input is received, we may see overlap that demands a re-examination of goals at the leadership table.

WHAT IF THE GOAL RESTS MORE PROPERLY WITHIN ANOTHER MINISTRY (E.G. FOR, TRAN ETC) ?

Please suggest a holding response for strategies and objectives along the lines of, for example, “TRAN to undertake Pacific Gateway 2.0 process to improve transport corridor efficiency”. To repeat, this is just an example. The more ideas we have on approaches to this question the better. A consistent approach is warranted and we can discuss that approach on Wednesday.

We will still need a rationale for these goals even if we are deferring to other ministries.

TIMEFRAME

Could you please send your populated spreadsheet and rationale for goals to me by 12:00pm next Tuesday (1st March). The timing is aimed at giving the team a chance to bring all goals together and identify overlap etc before our meeting on Wednesday morning, where we hope to maintain the momentum of this week.

Again, please give myself or Shom a call with any questions or concerns.

This note is transitory in nature and not for further circulation.

Thanks,

Chris

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Friday, February 18, 2011 12:15 PM
To: Little, Christine JTST:EX; Irwin, Paul JTST:EX; Track, Michael J. JTST:EX; Wada, Leslie M JTST:EX
Subject: RE: ITQ for Japan Forum

Hi Christine....lets have an internal meeting on this Monday morning.

Thanks
Shom

From: Little, Christine TTI:EX
Sent: Friday, February 18, 2011 8:38 AM
To: Sen, Shom TTI:EX; Irwin, Paul TTI:EX; Track, Michael J TTI:EX; Wada, Leslie M TTI:EX
Subject: RE: ITQ for Japan Forum

Hi Shom

s13, s16

s13, s16 Paul and I had a quick chat the other day and thought it might be a good idea to arrange a meeting for the Deputy to meet with the Japan Consul General.

s13, s16

s13, s16

I will ask Elaine if she can fit in any time on Monday?

Christine

From: Sen, Shom TTI:EX
Sent: Friday, February 18, 2011 8:00 AM
To: Irwin, Paul TTI:EX; Little, Christine TTI:EX; Track, Michael J TTI:EX; Wada, Leslie M TTI:EX
Subject: FW: ITQ for Japan Forum

Pls treat as transitory

Please see note from DM below. Lets discuss. We need to select a lead. It has been Leslie for the Japan forum and Christine for the China one. OK for me to communicate that? Also pls see his comments re the companies.

From: Brown, D. Martyn TTI:EX
Sent: Thursday, February 17, 2011 8:53 PM
To: Sen, Shom TTI:EX
Subject: Re: ITQ for Japan Forum

I'd prefer to do this by RFP, although do not want to send out the attached draft program/agenda, as it may well change substantially.

s13, s16, s17

s13, s16, s17

s13, s16, s17 Before advancing, lets settle on the right internal lead and a clear project team, with specified accountabilities and performance expectations, including in-market, for organization, attendance, execution, media relations and coverage, and follow--up, etc.

s13, s16, s17

s13, s16, s17 The answer to that will determine the length, format and ultimately the budget and best contractor to deliver. s13, s16, s17

Sent from my iPad

On 2011-02-16, at 8:15 AM, "Sen, Shom TTI:EX" <Shom.Sen@gov.bc.ca> wrote:

Martyn

We wanted to follow up on our last meeting with respect to the BC Japan Signature Forum.

The Division met with Purchasing Services and the IGRS event team to discuss putting together Request for Qualification resulting in a list of qualified event management firms the Ministry could use for upcoming event like the BC Asia Forums and the COF community event. Purchasing Services advised that they are working with PAB to put together a Government-wide Corporate Supplier list of qualified event management firms,

s13, s16, s17

s13, s16, s17

Attached is the information we are planning to provide to the various event management companies:

Regards

Shom

<Japan Signature Summit - RFQ Letter Feb 11_2011.dotx>

<2011 02 11 - BC Japan Signature Forum - Revised Program.docx>

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Friday, February 25, 2011 5:40 PM
To: Carter, Chris A TTI:EX; Ewert-Johns, Marcus JTST:EX; Track, Michael J. JTST:EX; Krieger, Brian JTST:EX; Matisz, Gregory E JTST:EX; Irwin, Paul JTST:EX; Han, Henry JTST:EX; Machan, Troy JTST:EX; Yang-Mason, Gloria JTST:EX; Greenwood, Gail JTST:EX; Taylor, Nancy JTST:EX; Yung, Philip JTST:EX; Nicholas, Michael JTST:EX; White, Don D JTST:EX; Haney, Donald IGRS:EX; Elangovan, Joan TTI:EX; Maranda, Pierrette IGRS:EX
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Subject: RE: ITIS - Goals / Strategies / Objectives

Also wanted to thank Gloria, Andrew and Taji – they have done a huge amount of work in a very short time and I am highly appreciative. The information should be helpful in determining what strategies might be effective in driving various sectors, as well as determining the role our ministry should play.

Please also note that this is a [transitory document](#), used simply for internal purposes.

Thanks
Shom

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Thanks,

Chris

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Monday, February 28, 2011 1:55 PM
To: Brown, D. Martyn TTI:EX
Cc: Yang-Mason, Gloria JTST:EX; Grguric, Tajinder TTI:EX; Lambert, Adele JAG:EX
Subject: SWOT Analysis - transitory
Attachments: MASTER SWOT Feb 25 at 4pm Final.docx

Martyn

Just wanted to update you on some of the sector work.

FYI, the team has been working hard to figure out as objectively as possible our strengths, weaknesses, opportunities and threats in a variety of sectors. They have pulled this together on very short notice and I wanted to thank Gloria, Tajinder, Andrew and team for the incredible effort. What is especially worth noting is the amount of research that has gone behind documenting each SWOT item. This is work in progress and there is still work to do (e.g. Clean Tech still needs to be done and some sectors are not yet complete), but the work will help guide the strengths we can build upon, the weaknesses we have to overcome, the opportunities we can leverage and the threats we need to be mindful of.

The next step will be to determine with you and the leadership group at our ITIS meetings what role our Ministry can play in the key sectors in terms of the specific objectives, strategies and tactics to successfully progress.

Regards

Shom

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Wednesday, March 2, 2011 11:03 AM
To: Ewert-Johns, Marcus JTST:EX
Subject: FW: Hopefully this works
Attachments: PPT_TradeStrategy_July9.pdf; ATT00001.txt

Transitory...

Marcus...for your eyes only. Pls do not forward. Would appreciate if you could pls incorporate any points into your mission binder.

Thanks
Shom

-----Original Message-----

From: Brown, D. Martyn TTI:EX
Sent: Tuesday, March 1, 2011 3:25 PM
To: Sen, Shom TTI:EX
Subject: Hopefully this works

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Monday, April 11, 2011 5:48 PM
To: Ewert-Johns, Marcus JTST:EX; Yang-Mason, Gloria JTST:EX; Taylor, Nancy JTST:EX; Han, Henry JTST:EX; Irwin, Paul JTST:EX; Machan, Troy JTST:EX; Track, Michael J. JTST:EX; Nicholas, Michael JTST:EX
Cc: Little, Christine JTST:EX; Carter, Chris A TTI:EX; Bubrick, Elaine JTST:EX
Subject: s13, s17

Please again take note that this is sensitive Cabinet Confidential information. Pls only share in hard copy and treat as transitory.

Regards
Shom

From: Little, Christine TTI:EX
Sent: Monday, April 11, 2011 3:51 PM
To: Ewert-Johns, Marcus TTI:EX; Yang-Mason, Gloria TTI:EX; Taylor, Nancy TTI:EX; Han, Henry TTI:EX; Irwin, Paul TTI:EX; Machan, Troy TTI:EX; Track, Michael J TTI:EX
Cc: Carter, Chris A TTI:EX; Sen, Shom TTI:EX; Bubrick, Elaine TTI:EX
Subject: s13, s17

s13, 17

Christine Little
Trade and Investment Division
Ministry of Jobs, Tourism and Innovation
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479
Mobile: s17

Lebrun, Matthew JTST:EX

From: Yang-Mason, Gloria JTST:EX
Sent: Monday, August 29, 2011 11:20 PM
To: Sen, Shom JTST:EX; Matisz, Gregory E JTST:EX
Subject: Re: Implications

Hi

s22

Maybe Elaine can help proof the attachments as I found 2 typos on first and second summaries reading on bberry.

Reference to govt "terms" could be changed to "agendas" in answer to Shom's question under cost drivers for missions.

s13

I hope to have computer access tomorrow. Regards.

From: Sen, Shom JTI:EX
Sent: Monday, August 29, 2011 05:57 PM
To: Matisz, Gregory E JTI:EX; Yang-Mason, Gloria JTI:EX
Subject: Implications

<<ITIA 2 page summaries for budget v3.docx>>

Pls delete after saving
of each section on Implications and advise if it looks ok.

s22

Pls see wording at bottom

Rgds

Shom

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Tuesday, November 22, 2011 2:46 PM
To: Matisz, Gregory E JTST:EX; Ewert-Johns, Marcus JTST:EX
Cc: Stevens, Janice JTST:EX
Subject: RE: Mission Costs

Pls treat all of these emails and follow-ups as transitory...

From: Matisz, Gregory E JTI:EX
Sent: Tuesday, November 22, 2011 2:40 PM
To: Ewert-Johns, Marcus JTI:EX
Cc: Sen, Shom JTI:EX; Stevens, Janice JTI:EX
Subject: Mission Costs

CONFIDENTIAL

Marcus,

Updated spreadsheet from our meeting this morning.

s13, s17

s13, s17

<< File: Working Copy Mission Nov 22 Updated from meeting.xlsx >>

Gregory Matisz

Director | International Operations and Logistics

International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Innovation
301-865 Hornby Street | Vancouver, BC V6Z 2G3
Tel: 604-660-5899 | Cell: s17 | Fax: 604-660-2520



Please consider the environment
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This document is intended only for the use of the individual or entity to which it is addressed and contains information that is privileged and confidential. If the reader is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication by error, please notify us immediately and delete this message.

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Thursday, November 24, 2011 4:34 PM
To: Matisz, Gregory E JTST:EX; Gossen, Kelly L JTST:EX
Cc: Ewert-Johns, Marcus JTST:EX; Bubrick, Elaine JTST:EX
Subject: RE: New FOI Request: Media Applicant - JTI-2011-00140 (All records-cost of Trade Mission)

Suggest Marcus, Kelly and Annette discuss in person tomorrow to finalize. Pls treat all emails re this as transitory.

From: Matisz, Gregory E JTI:EX
Sent: Thursday, November 24, 2011 4:28 PM
To: Sen, Shom JTI:EX; Gossen, Kelly L JTI:EX
Cc: Ewert-Johns, Marcus JTI:EX; Bubrick, Elaine JTI:EX
Subject: RE: New FOI Request: Media Applicant - JTI-2011-00140 (All records-cost of Trade Mission)

We have "the spreadsheet"

s13

Regards,
Greg

From: Sen, Shom JTI:EX
Sent: Thursday, November 24, 2011 4:09 PM
To: Matisz, Gregory E JTI:EX; Gossen, Kelly L JTI:EX
Cc: Ewert-Johns, Marcus JTI:EX; Bubrick, Elaine JTI:EX
Subject: FW: New FOI Request: Media Applicant - JTI-2011-00140 (All records-cost of Trade Mission)

May need your help.

From: Leduc, Danine CSCD:EX
Sent: Thursday, November 24, 2011 3:56 PM
To: Sen, Shom JTI:EX; Ewert-Johns, Marcus JTI:EX; Yelovatz, Maureen JTI:EX
Cc: Bubrick, Elaine JTI:EX; Leung, Jennifer JTI:EX; Jacobs, Murray JTI:EX
Subject: New FOI Request: Media Applicant - JTI-2011-00140 (All records-cost of Trade Mission)

Good Afternoon;

The ministry has received a cross-government request from the media for:

"All records, including ministerial briefings, emails, spreadsheets and datebook entries related to the cost of the most recent province-led trade mission to China and India. Please include costs related to accommodations, meal and travel, and any costs related to the planning of the trip."

FLNRO, Health, Office of the Premier and GCPE also received this request.
Please note that records relating to MINISTERIAL TRAVEL will be provided by Ministry of Finance.

Please forward the records to me electronically, if possible, by December 2nd.

If you have any questions, please call me.

Thank you,

Danine

Danine Leduc

Manager, Crowns & Strategic Initiatives

Ministry of Community, Sport and Cultural Development

Ministry of Jobs, Tourism and Innovation

Tel: (250) 387-8728

Fax: (250) 387-8038

E-mail: Danine.Leduc@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Matisz, Gregory E JTST:EX
Sent: Monday, November 28, 2011 3:14 PM
To: Sen, Shom JTST:EX; Gossen, Kelly L JTST:EX; Jordan, Annette JTST:EX; Ewert-Johns, Marcus JTST:EX
Subject: Mission Costs

CONFIDENTIAL AND TRANSITORY

s13, s17

s13, s17

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Gregory Matisz

Director | International Operations and Logistics

International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Innovation
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**Please consider the environment
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This document is intended only for the use of the individual or entity to which it is addressed and contains information that is privileged and confidential. If the reader is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication by error, please notify us immediately and delete this message.

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Tuesday, November 29, 2011 1:04 PM
To: Ewert-Johns, Marcus JTST:EX; Irwin, Paul JTST:EX; Nicholas, Michael JTST:EX; Han, Henry JTST:EX; Sawchuk, Richard JTST:EX; Cagic, Nina JTST:EX; Yung, Philip JTST:EX; Matisz, Gregory E JTST:EX
Cc: Yang-Mason, Gloria JTST:EX; Bubrick, Elaine JTST:EX
Subject: International Office Slides - Strictly Confidential - Pls do not circulate
Importance: High

As promised

Would appreciate if you would pls delete other document sent earlier and shred the hard copy, after you have provided any feedback to Gloria.

Pls also ensure sectors/cities for China/India correspond to mission report.

Thx
Shom



International
Offices.pptx

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Tuesday, November 29, 2011 1:59 PM
To: Ewert-Johns, Marcus JTST:EX; Heiman, Carolyn GCPE:EX
Subject: RE: KMs.docx

Pls treat as transitory

From: Ewert-Johns, Marcus JTI:EX
Sent: Tuesday, November 29, 2011 1:55 PM
To: Heiman, Carolyn GCPE:EX; Sen, Shom JTI:EX
Subject: KMs.docx

<< File: KMs.docx >>
My tweaks

Lebrun, Matthew JTST:EX

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Sent: Tuesday, November 29, 2011 3:34 PM
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Subject: TRANSITORY Re: 2011 Mission Trip Report Nov 29 V1

Pls treat Christine's email and my response as transitory

Release is for whatever was publicly committed to (eg itinerary and outcomes). Don't know if DM wishes to release the summary report (the body) as it would be helpful to give some context -

s13

s13

From: Little, Christine JTI:EX
Sent: Tuesday, November 29, 2011 03:16 PM
To: Sen, Shom JTI:EX; Han, Henry JTI:EX; Matisz, Gregory E JTI:EX; Nicholas, Michael JTI:EX; Irwin, Paul JTI:EX; Ewert-Johns, Marcus JTI:EX
Subject: RE: 2011 Mission Trip Report Nov 29 V1

Hi Shom – can I get a little clarity:

1. Is the plan to release this entire report or just (1) the itinerary and (2) the list of MOUs/deals as was committed publicly by the Premier?
2. If the plan is to release the entire report, I have a concern about the delegation lists. We don't necessarily have permission to release everyone's names – in the past news conferences only company/organization names were listed. At the very least all of the organizations should be given a heads up/link to the site when the information is posted?
3. Agree with Shom that the next steps shouldn't be released – at the very least it tells all of our competitors what we are up to.
- 4.

s13

Will get you another version of the report and a second public version pending your clarity on above. Paul is currently going through the MOU section.

Christine Little, BA, MA Econ
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Ministry of Jobs, Tourism and Innovation
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Victoria, BC

Phone: 250-953-3479
Mobile:

s17

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Sent: Monday, December 5, 2011 10:03 AM
To: Ewert-Johns, Marcus JTI:EX; Sen, Shom JTST:EX; Little, Christine JTST:EX; Michon, Steven R JTST:EX
Subject: Number Breakdown

TRANSITORY AND CONFIDENTIAL

Marcus,

Below is the breakdown provided to Christine and Marisa last week for reporting out.

I have further broke down the travel costs which balances to the information below.

s13, s17

Regards,
Greg

From: Matisz, Gregory E JTI:EX
Sent: Wednesday, November 30, 2011 4:56 PM
To: Little, Christine JTI:EX
Cc: Adair, Marisa GCPE:EX
Subject: Costs

TRANSITORY AND CONFIDENTIAL

Christine,,

Revised costs, reviewed by Shom, Marcus and IOL team.....

Shom asks that this email not be forwarded.

s13, s17

-----Original Message-----

From: Ewert-Johns, Marcus JTI:EX
Sent: Monday, December 5, 2011 9:45 AM
To: Matisz, Gregory E JTI:EX
Subject: Re: Rush: Number breakdown

She just wants as an email, like the simple table you sent before, not a spreadsheet.

Need just for official del and the few support staff in India.

----- Original Message -----

From: Matisz, Gregory E JTI:EX
Sent: Monday, December 05, 2011 09:42 AM
To: Sen, Shom JTI:EX; Ewert-Johns, Marcus JTI:EX; Stevens, Janice JTI:EX; Michon, Steven R JTI:EX
Cc: Little, Christine JTI:EX
Subject: RE: Rush: Number breakdown

Here is the breakdown by cosy type within each category.

Regards,
Greg

-----Original Message-----

From: Sen, Shom JTI:EX
Sent: Monday, December 5, 2011 9:33 AM
To: Ewert-Johns, Marcus JTI:EX; Matisz, Gregory E JTI:EX; Stevens, Janice JTI:EX; Michon, Steven R JTI:EX
Cc: Little, Christine JTI:EX
Subject: RE: Rush: Number breakdown

Should be at a very high level - pls review with Marcus first.

-----Original Message-----

From: Ewert-Johns, Marcus JTI:EX
Sent: Monday, December 5, 2011 9:31 AM

To: Matisz, Gregory E JTI:EX; Stevens, Janice JTI:EX; Michon, Steven R JTI:EX
Cc: Little, Christine JTI:EX; Sen, Shom JTI:EX
Subject: Rush: Number breakdown

Can someone acknowledge that they are s13 to Dana as requested? She needs for her 10am.

Haven't heard back from anyone so want to know this is in progress.

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Monday, December 5, 2011 10:02 AM
To: Matisz, Gregory E JTST:EX; Ewert-Johns, Marcus JTST:EX; Stevens, Janice JTST:EX; Michon, Steven R JTST:EX
Cc: Little, Christine JTST:EX
Subject: RE: Rush: Number breakdown

Pls treat this last email and all associated as transitory.

Dana wanted a very high level breakdown:

s13

Marcus, did you discuss with Greg. Pls see my note below - "high level....pls review with Marcus first". Call me

-----Original Message-----

From: Matisz, Gregory E JTI:EX
Sent: Monday, December 5, 2011 9:43 AM
To: Sen, Shom JTI:EX; Ewert-Johns, Marcus JTI:EX; Stevens, Janice JTI:EX; Michon, Steven R JTI:EX
Cc: Little, Christine JTI:EX
Subject: RE: Rush: Number breakdown

Here is the breakdown by cosy type within each category.

Regards,
Greg

-----Original Message-----

From: Sen, Shom JTI:EX
Sent: Monday, December 5, 2011 9:33 AM
To: Ewert-Johns, Marcus JTI:EX; Matisz, Gregory E JTI:EX; Stevens, Janice JTI:EX; Michon, Steven R JTI:EX
Cc: Little, Christine JTI:EX
Subject: RE: Rush: Number breakdown

Should be at a very high level - pls review with Marcus first.

-----Original Message-----

From: Ewert-Johns, Marcus JTI:EX
Sent: Monday, December 5, 2011 9:31 AM
To: Matisz, Gregory E JTI:EX; Stevens, Janice JTI:EX; Michon, Steven R JTI:EX
Cc: Little, Christine JTI:EX; Sen, Shom JTI:EX
Subject: Rush: Number breakdown

Can someone acknowledge that they are
needs for her 10am.

s13

to Dana as requested? She

Haven't heard back from anyone so want to know this is in progress.

Lebrun, Matthew JTST:EX

From: Matisz, Gregory E JTST:EX
Sent: Tuesday, December 6, 2011 9:51 AM
To: Little, Christine JTST:EX
Cc: Ewert-Johns, Marcus JTI:EX; Michon, Steven R JTST:EX; Gossen, Kelly L JTST:EX; Jordan, Annette JTST:EX
Subject: RE: Question

CONFIDENTIAL AND TRANSITORY

Revised figures.

s13, s17

s13, s17

Regards,
Greg

From: Little, Christine JTI:EX
Sent: Tuesday, December 6, 2011 9:23 AM
To: Matisz, Gregory E JTI:EX
Subject: FW: Question

Hi – attached is the final draft report that is going to Premier’s Office for approvals. Can you just have one last look at the numbers (last page) and double check the adding?

s13, s17

s13, s17

Christine Little, BA, MA Econ
International Trade and Investment Attraction
Ministry of Jobs, Tourism and Innovation
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479

Mobile: s17



From: Little, Christine JTI:EX
Sent: Tuesday, December 6, 2011 9:13 AM
To: Adair, Marisa GCPE:EX; Sen, Shom JTI:EX
Cc: Ewert-Johns, Marcus JTI:EX
Subject: RE: Question

Marisa – here is the final draft report for approval.

s13, s17

Christine Little, BA, MA Econ
International Trade and Investment Attraction
Ministry of Jobs, Tourism and Innovation
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479

Mobile: s17



From: Adair, Marisa GCPE:EX
Sent: Monday, December 5, 2011 10:48 PM
To: Hayden, Dana JTI:EX; Sen, Shom JTI:EX
Cc: Ewert-Johns, Marcus JTI:EX; Little, Christine JTI:EX
Subject: RE: Question

Will change the q/a. M

From: Hayden, Dana JTI:EX
Sent: Mon, December 5, 2011 10:17 PM
To: Sen, Shom JTI:EX
Cc: Adair, Marisa GCPE:EX; Ewert-Johns, Marcus JTI:EX; Little, Christine JTI:EX
Subject: Re: Question

s13, s17

Thx

Dana Hayden
Deputy Minister
Ministry of Jobs, Tourism and Innovation

On 2011-12-05, at 9:48 PM, "Sen, Shom JTI:EX" <Shom.Sen@gov.bc.ca> wrote:

Dana

s13

Christine, can you and Marcus pls change in the final version. Lets get a little more accurate - pls discuss with Kelly.

Thx
Shom

From: Ewert-Johns, Marcus JTI:EX
Sent: Monday, December 05, 2011 07:43 PM
To: Sen, Shom JTI:EX
Cc: Bubrick, Elaine JTI:EX
Subject: Re: Question

s13, s17

s13

From: Ewert-Johns, Marcus JTI:EX
Sent: Monday, December 05, 2011 06:17 PM
To: Sen, Shom JTI:EX
Cc: Bubrick, Elaine JTI:EX
Subject: Re: Question

She hasn't yet but I spoke to Annette and MAO.
Will follow-up

s13

From: Sen, Shom JTI:EX
Sent: Monday, December 05, 2011 06:13 PM
To: Ewert-Johns, Marcus JTI:EX
Cc: Bubrick, Elaine JTI:EX
Subject: Question

Hi Marcus

s13

Thx
Shom

Lebrun, Matthew JTST:EX

From: Hayden, Dana JTST:EX
Sent: Thursday, December 8, 2011 6:13 PM
To: Matisz, Gregory E JTST:EX
Cc: Sen, Shom JTST:EX; Adair, Marisa GCPE:EX; Ewert-Johns, Marcus JTST:EX; Little, Christine JTST:EX
Subject: Re: UPDATED COSTS

No more emails please. Shom call me on my cell. I am home and poor reception, so try a couple of times if you're not successful at first.

Dana Hayden
Deputy Minister
Ministry of Jobs, Tourism and Innovation

On 2011-12-08, at 5:23 PM, "Matisz, Gregory E JTI:EX" <Gregory.Matisz@gov.bc.ca> wrote:

Dana, Shom, Marisa, Christine and Marcus,

CONFIDENTIAL AND TRANSITORY

Revised figures for public report... includes additional support staff supporting delegation.

s13, s17

Gregory Matisz

Director | International Operations and Logistics

International Trade and Investment Attraction Division

Ministry of Jobs, Tourism, and Innovation

301-865 Hornby Street | Vancouver, BC V6Z 2G3

Tel: 604-660-5899 | Cell: s17 | Fax: 604-660-2520



Please consider the environment
before printing this email.

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Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Thursday, January 12, 2012 8:22 PM
To: Little, Christine JTST:EX; Matisz, Gregory E JTST:EX
Subject: Re: Urgent: Jobs Plan will go to Full Treasury Board on January 19th

Great - many thanks Christine

From: Little, Christine JTI:EX
Sent: Thursday, January 12, 2012 06:58 PM
To: Sen, Shom JTI:EX; Matisz, Gregory E JTI:EX
Subject: Re: Urgent: Jobs Plan will go to Full Treasury Board on January 19th

I'll get on it first thing tomorrow - Nancy is in transit back to Victoria this evening. I've got a TB. Sub from last fall that Gloria did that has results in it too, so that will be a good start.

From: Sen, Shom JTI:EX
Sent: Thursday, January 12, 2012 05:40 PM
To: Matisz, Gregory E JTI:EX; Little, Christine JTI:EX
Subject: Fw: Urgent: Jobs Plan will go to Full Treasury Board on January 19th

Transitory and confidential
Pls do not forward

s13

Regards
Shom

From: Farkas, George CSCD:EX
Sent: Thursday, January 12, 2012 05:17 PM
To: Sen, Shom JTI:EX
Cc: Jacobs, Murray JTI:EX; Campbell, Tracy JTI:EX
Subject: FW: Urgent: Jobs Plan will go to Full Treasury Board on January 19th

Shom - Confidential but thought you needed a heads up on this.

From: Farkas, George CSCD:EX
Sent: Thursday, January 12, 2012 5:13 PM
To: Hayden, Dana JTI:EX
Cc: Yelovatz, Maureen JTI:EX
Subject: Urgent: Jobs Plan will go to Full Treasury Board on January 19th
Importance: High

Dana

s12, s13, s17

s12, s13, s17

Lebrun, Matthew JTST:EX

From: Matisz, Gregory E JTST:EX
Sent: Tuesday, February 21, 2012 10:04 AM
To: Carter, Chris A JTI:EX; Ewert-Johns, Marcus JTI:EX; Han, Henry JTST:EX
Cc: Michon, Steven R JTST:EX
Subject: RE: FOR REVIEW FW: Estimates Notes

CONFIDENTIAL AND TRANSITORY

Chris,

s13, s17

s13, s17

Regards,
Greg

Not Responsive

Not Responsive

Not Responsive

Not Responsive

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Monday, February 27, 2012 10:55 AM
To: Ewert-Johns, Marcus JTST:EX; Irwin, Paul JTST:EX
Subject: Update

Transitory

Just finished the meeting and providing an update:

- Started by providing an overview of the purpose, the options and the pros/cons of each
 - Concern re May was that it was around Premier's Estimates
 - I noted that April timing is tight and that May would allow us to have more time to book meetings, as well as to have another full day on the ground
 - It was mentioned that it would be a challenge for Dana to go in May
 - PCC noted that it was also a shorter schedule so should be easier to execute
- s13
- Final decision was:
 - April timing, Option 1 (Wed late afternoon departure to Seoul) – to stakeholders, it would be presented as Mon/Tues/Wed in Tokyo, Thurs/Fri in Seoul
 - Manila – stay overnight; build in cultural component
 - Question re media attendance
 - Have to revert with a more detailed itinerary by next Monday (Dimitri would like to see something this week)

Suggest we expand the project team asap – include Christine, Greg, Kelly and others – need to start weekly meetings.

Regards
Shom

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Wednesday, February 29, 2012 5:57 AM
To: White, Don D JTST:EX
Subject: Fw: Minutes
Attachments: 20120228141331.pdf

[Transitory...](#)

From: Yelovatz, Maureen JTI:EX
Sent: Tuesday, February 28, 2012 02:15 PM
To: Sen, Shom JTI:EX; Bubrick, Elaine JTI:EX
Subject: Minutes

<<20120228141331.pdf>>

Maureen Yelovatz

Director

Executive Operations

Office of the Deputy Minister

Ministry of Jobs, Tourism and Innovation

Phone: 250-952-0104

Fax: 250-356-1195

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Saturday, March 24, 2012 7:31 PM
To: Hayden, Dana JTST:EX
Cc: Taylor, Nancy JTST:EX; Yelovatz, Maureen JTST:EX; Fekete, Renee JTST:EX; Bubrick, Elaine JTST:EX
Subject: Campaign

Transitory

Dana

As you know, we will have a meeting on the ad campaign. Nancy has outlined the purpose of the meeting below and some key meeting points you may wish to consider.

Hope this helps.

Regards
Shom

Meeting with GCPE and Cossette/Optimum/Dare (Agency of record for advertising and public relations)

Monday March 26, 1-3 pm, BR 8036

Attendees:

Dana Hayden, ADM, JTI
David Brodie, Vice-President, Western Canada, Citizen Optimum
John Hall, Senior Vice-President, Dare
Josh Tebbutt, Vice-President, Jungle Media
John Paul Fraser, ADM, GCPE
Mary Dila, Executive Director, GCPE
Shom Sen
Nancy Taylor

PURPOSE OF THE MEETING:

- To review the strategic approach

s13

s13

- To confirm strategic direction and proposed tactical options
- To confirm timelines and notional budget allocations
- To confirm roles, responsibilities and accountabilities

KEY MEETING POINTS:

- The strategic direction and proposed tactics should focus on key Jobs Plan investment targets and sector priorities. General business awareness messaging should only form a small part of the media buys and creative focus.

- A Japan market test will help confirm the validity and value of our approach and capacity to implement, particularly with respect to lead generation and follow-up. We can use the lessons learned from Japan ^{s13} for developing September campaigns for China and Korea. Opportunities that may arise from the Premier's mission to Korea can be advanced if necessary.
- The office opening in Mumbai is an appropriate event to test that market.
- Once the budget has been finalized for the three top target markets, the financial centres and US options can be evaluated.
- GCPE holds the advertising dollars and is, therefore the lead on this project. As such, we expect GCPE is responsible for directing Cossette's activities and accountable for contract deliverables.
- JTI/ITIA's role is to provide business development intelligence for media, public relations and digital activation components, to input on content and key messaging, and website support within budget and technical parameters. JTI and TIRs are also responsible for follow-up on leads generated.
- We expect JTI/ITIA and GCPE will jointly assess progress against project performance indicators and make adjustments as required.

Lebrun, Matthew JTST:EX

From: Taylor, Nancy JTST:EX
Sent: Monday, March 26, 2012 11:45 AM
To: Sen, Shom JTST:EX
Subject: Re: Campaign

JP confirmed it is STOB 67.

s13

s13

From: Taylor, Nancy JTI:EX
Sent: Monday, March 26, 2012 11:19 AM
To: Sen, Shom JTI:EX
Subject: Fw: Campaign

I will check again but we do not control STOB 67 dollars.

From: Hayden, Dana JTI:EX
Sent: Monday, March 26, 2012 11:15 AM
To: Sen, Shom JTI:EX
Cc: Taylor, Nancy JTI:EX; Yelovatz, Maureen JTI:EX; Fekete, Renee JTI:EX; Bubrick, Elaine JTI:EX
Subject: RE: Campaign

s13

Dana Hayden
Deputy Minister

Ministry of Jobs, Tourism and Innovation

250 952-0103

From: Sen, Shom JTI:EX
Sent: Saturday, March 24, 2012 7:31 PM
To: Hayden, Dana JTI:EX
Cc: Taylor, Nancy JTI:EX; Yelovatz, Maureen JTI:EX; Fekete, Renee JTI:EX; Bubrick, Elaine JTI:EX
Subject: Campaign

Transitory

Dana

As you know, we will have a meeting on the ad campaign. Nancy has outlined the purpose of the meeting below and some key meeting points you may wish to consider.

Hope this helps.

Regards

Shom

Meeting with GCPE and Cossette/Optimum/Dare (Agency of record for advertising and public relations)

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John Hall, Senior Vice-President, Dare

Josh Tebbutt, Vice-President, Jungle Media

John Paul Fraser, ADM, GCPE

Mary Dila, Executive Director, GCPE

Shom Sen

Nancy Taylor

PURPOSE OF THE MEETING:

- To review the strategic approach s13
s13
- To confirm strategic direction and proposed tactical options
- To confirm timelines and notional budget allocations
- To confirm roles, responsibilities and accountabilities

KEY MEETING POINTS:

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- A Japan market test will help confirm the validity and value of our approach and capacity to implement, particularly with respect to lead generation and follow-up. We can use the lessons learned from Japan s13 for developing September campaigns for China and Korea. Opportunities that may arise from the Premier's mission to Korea can be advanced if necessary.

- The office opening in Mumbai is an appropriate event to test that market.
- Once the budget has been finalized for the three top target markets, the financial centres and US options can be evaluated.
- GCPE holds the advertising dollars and is, therefore the lead on this project. As such, we expect GCPE is responsible for directing Cossette's activities and accountable for contract deliverables.
- JTI/ITIA's role is to provide business development intelligence for media, public relations and digital activation components, to input on content and key messaging, and website support within budget and technical parameters. JTI and TIRs are also responsible for follow-up on leads generated.
- We expect JTI/ITIA and GCPE will jointly assess progress against project performance indicators and make adjustments as required.

Lebrun, Matthew JTST:EX

From: Little, Christine JTST:EX
Sent: Thursday, April 12, 2012 12:32 PM
To: Gossen, Kelly L JTST:EX; Michon, Steven R JTST:EX; Matisz, Gregory E JTST:EX
Subject: Budget

Hi – when you're done the budget can you send me a copy please? Transitory information only.

Christine Little, BA, MA Econ
Director, Special Projects
International Trade and Investment Attraction
Ministry of Jobs, Tourism and Innovation
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479
Mobile s17

Lebrun, Matthew JTST:EX

From: Gossen, Kelly L JTST:EX
Sent: Thursday, April 12, 2012 4:11 PM
To: Sen, Shom JTST:EX; Little, Christine JTST:EX
Cc: Ewert-Johns, Marcus JTST:EX; Irwin, Paul JTST:EX; Matisz, Gregory E JTST:EX
Subject: Budget
Attachments: Draft Budget April 12 Current V3.xlsx; Draft Budget April 12 Option 2.xlsx

Importance: High

For Transitory information only.

Attached is a draft budget and summary page with everything on it. Steven has gone through and updated all the formulas and ensured everything is linking to where it should be linking.

s13, s17

Kelly

Kelly Gossen, Events and Logistics Officer
International Operations Branch, Trade and Investment Division
Ministry of Jobs, Tourism and Innovation
Suite 301 - 865 Hornby Street
Vancouver, British Columbia V6Z 2G3 Canada
Tel: +1.604.660.6815 Facsimile: +1.604.660.2520
Mobile: s17



Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Wednesday, April 25, 2012 5:20 PM
To: Ewert-Johns, Marcus JTST:EX; Han, Henry JTST:EX
Cc: Bubrick, Elaine JTST:EX
Subject: China Desk

Importance: High

CONFIDENTIAL

Marcus, Henry

Pls see direction on China desk

From: Hayden, Dana JTI:EX
Sent: Wednesday, April 25, 2012 5:17 PM
To: Sen, Shom JTI:EX
Cc: Yelovatz, Maureen JTI:EX; Bubrick, Elaine JTI:EX
Subject: RE: Misc



Fwd: International
desk

Attached is the direction I sent you earlier on the China strategy.

Lebrun, Matthew JTST:EX

From: Ewert-Johns, Marcus JTST:EX
Sent: Tuesday, May 1, 2012 12:32 PM
To: Matisz, Gregory E JTST:EX; Sen, Shom JTST:EX; Gossen, Kelly L JTST:EX; Irwin, Paul JTST:EX
Cc: Michon, Steven R JTST:EX
Subject: RE: RE: Trip cost

I think he meant..do the hotel rates we show in the budget include the taxes etc (room, plus hotel tax, plus VAT, etc)..or is it just the room rate quoted by the hotel.

From: Matisz, Gregory E JTI:EX
Sent: Tuesday, May 1, 2012 12:30 PM
To: Sen, Shom JTI:EX; Gossen, Kelly L JTI:EX; Irwin, Paul JTI:EX; Ewert-Johns, Marcus JTI:EX
Cc: Michon, Steven R JTI:EX
Subject: RE: Trip cost

TRANSITORY & CONFIDENTIAL

Shom,

Gratuities are considered part of your incidental costs which are including in the daily per diem rate.

We use the Foreign Travel Guide as prepared by the BC Government Ministry of Finance which directs us to a foreign travel link with the Canadian Federal government for allowable meal rates. Different rates by country and city.

s13, s17

Greg

Not Responsive

Not Responsive

Not Responsive

Lebrun, Matthew JTST:EX

From: Matisz, Gregory E JTST:EX
Sent: Friday, July 6, 2012 2:47 PM
To: DeWith, Peter JTST:EX; Michon, Steven R JTST:EX; Gossen, Kelly L JTST:EX; Ewan, Ken JTST:EX; Jordan, Annette JTST:EX
Cc: Sen, Shom JTST:EX
Subject: PCC Trade Mission

Importance: High

Peter, Steven, Kelly, Ken & Annette,

CONFIDENTIAL & TRANSITORY

Please note:

Planning for PCC to go on a trade mission to Hong Kong and China Sept 8-12 (she must fly back on September 12) is about to begin.

The plan would be for her to go to Hong Kong first then to Tianjin for WEF on September 11.

Gregory Matisz
Director, Division Operations

Ministry of Jobs, Tourism and Innovation
International Trade and Investment Attraction Division
#301 - 865 Hornby Street
Vancouver, BC V6Z 2G3
Canada

Telephone:
Facsimile:
e-Mail:

604-660-5899
604-660-2520
Gregory.Matisz@gov.bc.ca



Lebrun, Matthew JTST:EX

From: Han, Henry JTST:EX
Sent: Thursday, July 26, 2012 10:31 AM
To: Ewert-Johns, Marcus JTST:EX; Irwin, Paul JTST:EX; Nicholas, Michael JTST:EX
Subject: FW:

s22

From: Sen, Shom JTI:EX
Sent: Thursday, July 26, 2012 10:22 AM
To: Han, Henry JTI:EX; Gossen, Kelly L JTI:EX; Little, Christine JTI:EX
Subject:

Transitory

Henry/Kelly

s13

Shom

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Sunday, September 2, 2012 5:33 PM
To: Taylor, Nancy JTST:EX; Little, Christine JTST:EX; Lansdell, Hayden GCPE:EX
Cc: Ewert-Johns, Marcus JTST:EX; Han, Henry JTST:EX; Perzoff, Lara GCPE:EX; Colbourne, Scott GPCE:EX
Subject: Re: Premier at WEF material

Great...thanks
Shom

From: Taylor, Nancy JTI:EX
Sent: Sunday, September 02, 2012 04:57 PM
To: Sen, Shom JTI:EX; Little, Christine JTI:EX; Lansdell, Hayden GCPE:EX
Cc: Ewert-Johns, Marcus JTI:EX; Han, Henry JTI:EX; Perzoff, Lara GCPE:EX; Colbourne, Scott GPCE:EX
Subject: RE: Premier at WEF material

s13

Nancy

From: Sen, Shom JTI:EX
Sent: Sat, September 1, 2012 9:09 AM
To: Little, Christine JTI:EX; Lansdell, Hayden GCPE:EX
Cc: Ewert-Johns, Marcus JTI:EX; Han, Henry JTI:EX; Perzoff, Lara GCPE:EX; Colbourne, Scott GPCE:EX; Taylor, Nancy JTI:EX
Subject: RE: Premier at WEF material

Confidential and Transitory

Hi Hayden

Just a couple of comments from me:

- Assume all the facts re natural gas are being double checked with MEM
- In the NR, can the Premier's quote be built into the body...or is this the format that is being used?

s13

- "It's incumbent upon us, as government, to visit Hong Kong, to continue to visit China, and make sure they're aware of the tremendous opportunities available through trade and investment in B.C." Can we say why...something about China being one of our top export markets and Hong Kong being a strong potential source of investments.

s13

- "Hong Kong and China are two of our longest and strongest trading partners."

s13

s13

- “Hong Kong and China are two of our longest and strongest trading partners.”

s13

Thanks and regards
Shom

From: Little, Christine JTI:EX
Sent: Sat, September 1, 2012 7:26 AM
To: Lansdell, Hayden GCPE:EX
Cc: Sen, Shom JTI:EX; Ewert-Johns, Marcus JTI:EX; Han, Henry JTI:EX; Perzoff, Lara GCPE:EX; Colbourne, Scott GPCE:EX
Subject: FW: Premier at WEF material

Some suggestions for the q and a's and the NR on the TIO.

From: Lansdell, Hayden GCPE:EX
Sent: Fri, August 31, 2012 4:05 PM
To: Sen, Shom JTI:EX; Ewert-Johns, Marcus JTI:EX; Little, Christine JTI:EX; Han, Henry JTI:EX
Cc: Perzoff, Lara GCPE:EX; Colbourne, Scott GPCE:EX
Subject: Premier at WEF material

Shom et al.,

First set of documents for review and approval – NRs for HK and WEF, overarching QAs and KMs for the trip, and the IB for media. Still to come is an op-ed for the TIO and KM documents for each day.

We do not plan a return event due to fact that it would compete with the quarterly financial report on that day.

Hayden

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Thursday, September 13, 2012 4:22 PM
To: Matisz, Gregory E JTST:EX
Subject: FW: Hiring and wage freeze

Sorry Greg...just got this after I sent to you. Pls delete

From: Farkas, George CSCD:EX
Sent: Thursday, September 13, 2012 4:16 PM
To: Farkas, George CSCD:EX; Byng, Dave A JTI:EX; Baskerville, Shannon JTI:EX; Sen, Shom JTI:EX; Mackay, Grant JTI:EX; Turner, Shauna JTI:EX; Mason, Shanna JTI:EX; Hughes, Trevor LBR:EX
Cc: Yelovatz, Maureen JTI:EX; Postings, Shelaina CSCD:EX; Russell, Kim CSCD:EX
Subject: RE: Hiring and wage freeze

Please make sure this document does not get distributed further. Thank you.

From: Farkas, George CSCD:EX
Sent: Thursday, September 13, 2012 1:24 PM
To: Byng, Dave A JTI:EX; Baskerville, Shannon JTI:EX; Sen, Shom JTI:EX; Mackay, Grant JTI:EX; Turner, Shauna JTI:EX; Mason, Shanna JTI:EX; Hughes, Trevor LBR:EX
Cc: Yelovatz, Maureen JTI:EX; Postings, Shelaina CSCD:EX; Russell, Kim CSCD:EX
Subject: Hiring and wage freeze
Importance: High

Dave/Colleagues

Please find attached information on today's hiring and wage freeze announcement. **The freeze is effective immediately.** Please read the Q and A carefully and feel free to call me directly if you have any questions. I'm in contact with the PSA and will send out further information as it becomes available.

<< File: QA_bargaining-hiring-wages_11Sep12.docx >>

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Thursday, September 20, 2012 1:35 PM
To: Matisz, Gregory E JTST:EX; DeWith, Peter JTST:EX; Machan, Troy JTST:EX; Track, Michael J JTST:EX; Yung, Philip JTST:EX; Taylor, Nancy JTST:EX; Krieger, Brian JTST:EX
Cc: Anastasiadis, Katerina JTST:EX
Subject: RE: URGENT FW: Figure re investment attraction

Transitory, including all preceding emails

I just managed to get a hold of Hayden

s13

Katerina, pls book a meeting tomorrow for 15 min around 11:15 for Peter, Troy, Philip and I to discuss...will need a conf call number

GCPE needs the info definitely by tomorrow. I can explain further in person.

Thx
Shom

From: Sen, Shom JTI:EX
Sent: Thursday, September 20, 2012 1:25 PM
To: Matisz, Gregory E JTI:EX; DeWith, Peter JTI:EX; Machan, Troy JTI:EX; Track, Michael J JTI:EX; Yung, Philip JTI:EX; Taylor, Nancy JTI:EX; Krieger, Brian JTI:EX
Cc: Anastasiadis, Katerina JTI:EX
Subject: URGENT FW: Figure re investment attraction
Importance: High

Don't recall whom I sent this to, but am sure it included some of you. Can you (or a subset of the team) please get together to be able to provide a breakdown. I will need something by tomorrow unfortunately (Its good we had our preliminary budget meeting today). Troy (I know you weren't involved, but since you are acting and have the international offices), could I please ask you to call Hayden with Greg or Peter to more specifically understand the request.

s13

s13

Regards
Shom

From: Lansdell, Hayden GCPE:EX
Sent: Thursday, September 20, 2012 1:17 PM
To: Sen, Shom JTI:EX; Little, Christine JTI:EX
Subject: RE: Figure re investment attraction

Hi Shom,

Any luck with this? They are getting close to the launch date.

Hayden

From: Lansdell, Hayden GCPE:EX
Sent: Thursday, September 13, 2012 4:47 PM
To: Sen, Shom JTI:EX; Little, Christine JTI:EX
Subject: Figure re investment attraction

Hi Shom,

Folks are working on QAs for the advertising campaign that GCPE HQ is releasing in the fall.

s13

s13

Hayden

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Friday, October 5, 2012 11:27 AM
To: Nicholas, Michael JTST:EX; Little, Christine JTST:EX
Cc: Ewert-Johns, Marcus JTST:EX
Subject: Re: Bollywood

This email should be transitory

----- Original Message -----

From: Nicholas, Michael JTST:EX
Sent: Friday, October 05, 2012 09:10 AM
To: Little, Christine JTST:EX
Cc: Sen, Shom JTST:EX; Ewert-Johns, Marcus JTST:EX
Subject: FW: Bollywood

is the deep media exposure for BC in India and the long term tourism benefits of this s13

s13

From: Sit, Vera JTST:EX
Sent: Friday, October 05, 2012 8:52 AM
To: Nicholas, Michael JTST:EX
Subject: RE: Bollywood

All in the same note. Thank you Michael for s22

Regards,
Vera Sit
Executive Director, Strategic Initiatives Economic Development Division Ministry of Jobs,
Tourism, and Skills Training New Phone Number: 250-387-6061

-----Original Message-----

From: Nicholas, Michael JTST:EX
Sent: Friday, October 5, 2012 8:28 AM
To: Sit, Vera JTST:EX; Little, Christine JTST:EX
Cc: Sen, Shom JTST:EX; Ewert-Johns, Marcus JTST:EX; Krieger, Brian JTST:EX; Bubrick, Elaine JTST:EX
Subject: RE: Bollywood

Hi,

s13

>> BC India Initiatives October 2012 - April 2013 <<

South Asian Film Festival (SAFF), Vancouver - October 2012

Renewable Energy Expo delegation, Delhi - November 2012

Canada India Business Forum, Delhi - November 2012

FICCI Higher Education Summit, Delhi - November 2012

Agri-food and Technology delegation, Chandigarh - December 2012

Global Mining Summit, India Mining and Metals Exhibition, Kolkata - December 2012

Joint Working Group with Indian Ministry of Mines Meeting, Delhi - December 2012

BC Trade & Investment Office Openings, Mumbai & Chandigarh - December 2012

India Telcom delegation, Delhi - December 2012

Water Show, Chennai - February, 2012

Bio India 2012, Bangalore - February 2013

Bio-Partnering North America delegation, Vancouver - February 2013

FICCI Frames Film and Digital Media delegation and road show, Mumbai - March 2012

From: Sit, Vera JTST:EX

Sent: Thursday, October 04, 2012 4:42 PM

To: Little, Christine JTST:EX

Cc: Sen, Shom JTST:EX; Ewert-Johns, Marcus JTST:EX; Krieger, Brian JTST:EX; Bubrick, Elaine JTST:EX; Nicholas, Michael JTST:EX

Subject: RE: Bollywood

Thanks very much everyone for your help. I will get in touch with GCPE on the communication plan. I should have a first draft of the document tomorrow morning.

Vera Sit

Executive Director

Economic Development Division

Ministry of Jobs, Tourism, and Innovation

From: Little, Christine JTST:EX

Sent: October 4, 2012 4:15 PM

To: Sit, Vera JTST:EX

Cc: Sen, Shom JTST:EX; Ewert-Johns, Marcus JTST:EX; Krieger, Brian JTST:EX; Bubrick, Elaine JTST:EX; Nicholas, Michael JTST:EX

Subject: FW: Bollywood

Assume you are linking into GCPE to get a comm. plan once we got some paper to share with them?

Elaine - can you please send this on to Klaus - he doesn't seem to be coming up in the IDIR.

Thanks.

Christine Little, BA, MA Econ
Executive Director, Strategy, Policy and Performance International Trade and Investment
Attraction Ministry of Jobs, Tourism and Skills Training 3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479

Mobile: s17

From: Sit, Vera JTST:EX
Sent: Thursday, October 4, 2012 4:10 PM
To: Little, Christine JTST:EX
Cc: s22
Subject: Bollywood

Hello Christine,

I just left you a voice mail. I understand from talking to Grant MacKay that we need to prepare a briefing paper for s13

s13

I will connect with you in the morning to see how we are doing.

Many thanks

(I also have draft list of next steps:)

.

Regards,
Vera Sit

Executive Director, Strategic Initiatives Economic Development Division Ministry of Jobs,
Tourism, and Skills Training New Phone Number: 250-387-6061

Lebrun, Matthew JTST:EX

From: Leduc, Danine CSCD:EX
Sent: Wednesday, October 10, 2012 3:28 PM
To: Ewert-Johns, Marcus JTST:EX
Subject: Re: Thanks!

s22

I will call you tomorrow for a quick chat.

Thanks
Danine

From: Ewert-Johns, Marcus JTST:EX
Sent: Wednesday, October 10, 2012 12:54 PM
To: Leduc, Danine CSCD:EX
Subject: FW: Thanks!

Hey Danine,

s22

Marcus

From: Little, Christine JTST:EX
Sent: Wednesday, October 10, 2012 11:31 AM
To: Ewert-Johns, Marcus JTST:EX; Papadakos, Caterina JTST:EX; Nicholas, Michael JTST:EX; Buttner, Klaus JTST:EX; Krieger, Brian JTST:EX
Cc: Sen, Shom JTST:EX; Bubrick, Elaine JTST:EX
Subject: Thanks!

Hi everyone – just wanted to let you know that Dave spoke to John Dyble about the India submission yesterday and John passed along his thanks for the quick turnaround and great work that was done. He recognized it meant people putting in hours over a holiday long weekend and wanted Dave to let us all know that he very much appreciated the effort. Will let you all know when we hear an outcome.

In the meantime please delete all drafts of the materials and e-mail correspondence should be treated as transitory.

Thanks from me as well!

Christine Little
Executive Director, Strategy, Policy and Performance
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism and Innovation
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479
Mobile: s17

Lebrun, Matthew JTST:EX

From: Little, Christine JTST:EX
Sent: Wednesday, October 10, 2012 11:31 AM
To: Ewert-Johns, Marcus JTST:EX; Papadakos, Caterina JTST:EX; Nicholas, Michael JTST:EX; Buttner, Klaus JTST:EX; Krieger, Brian JTST:EX
Cc: Sen, Shom JTST:EX; Bubrick, Elaine JTST:EX
Subject: Thanks!

Hi everyone – just wanted to let you know that Dave spoke to John Dyble about the India submission yesterday and John passed along his thanks for the quick turnaround and great work that was done. He recognized it meant people putting in hours over a holiday long weekend and wanted Dave to let us all know that he very much appreciated the effort. Will let you all know when we hear an outcome.

In the meantime please delete all drafts of the materials and e-mail correspondence should be treated as transitory.

Thanks from me as well!

Christine Little
Executive Director, Strategy, Policy and Performance
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism and Innovation
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479

Mobile: s17

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Monday, October 15, 2012 2:06 PM
To: Anastasiadis, Katerina JTST:EX
Subject: RE: SPP branch records management

Hi Katerina,

For administrative documents that your branch creates and is responsible for maintaining, I would refer you to the ARCS website: <http://www.gov.bc.ca/citz/iao/arcs/index.html>. Any types of records with a final disposition of “SR” requires the record to be selectively retained by the archives or by us (depending on the record), and “FR” requires full retention. (You should be able to search the terms “SR” and “FR” – all the relevant types of records should appear in the results.) I have not had a chance yet to create a more user-friendly version that outlines the types of documents to be selectively or fully retained; when I complete that document, I will send you a copy.

For documents that are not administrative in nature, and are organization-specific, such as Missions, Events, International Relations, etc., there is no approved classification schedule (ORCS). This means that until a schedule is passed – which I am working on developing – no organizational record can be destroyed.

I would like to know specifically what kinds of records your branch creates. That way we can incorporate these documents into our new ORCS for our division. Do you have a list of what records or types of records you have?

Thanks,

Matthew

From: Anastasiadis, Katerina JTST:EX
Sent: Monday, October 15, 2012 1:51 PM
To: Lebrun, Matthew JTST:EX
Subject: RE: SPP branch records management

Hi Matthew,

Thanks for this note. I have one more question for you please.

Are there any ***guidelines for precisely which kinds of files are required to be archived by branches?*** In other words, ***is there any criteria about what should be saved/stored versus shredded?***

Thank you,
Katerina

From: Lebrun, Matthew JTST:EX
Sent: Monday, October 15, 2012 11:06 AM
To: Anastasiadis, Katerina JTST:EX
Subject: RE:

Hi Katerina,

Asset files are kept with Division Operations, and the primary contact would be Dianne Anderson. There are currently no files that list all of the assets or equipment for your branch. Your branch would not be responsible for creating or maintaining such a list, and if you did create such a list, the retention period is SO nil DE. That means any such list can be destroyed when it is no longer required for reference purposes.

Please let me know if I can provide further assistance.

Regards,

Matthew Lebrun

Records Management Coordinator
Division Operations - International Trade & Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-0967

Cell: s17

Matthew.Lebrun@gov.bc.ca

From: Anastasiadis, Katerina JTST:EX
Sent: Friday, October 12, 2012 1:36 PM
To: Lebrun, Matthew JTST:EX
Subject:

Hi Matthew,

Thanks again for the chat today.

As discussed if you could look into where my branches asset files are possibly located that would be great. Otherwise, we may need to create such records.

Best,
Katerina

Katerina Anastasiadis

Research and Policy - Strategy, Policy & Performance Branch
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism & Skills Training
T: 604-660-5887

C s17

F: 604-660-6835

E: Katerina.Anastasiadis@gov.bc.ca



<https://trade.britishcolumbia.ca/>

Lebrun, Matthew JTST:EX

From: Bubrick, Elaine JTST:EX
Sent: Wednesday, October 17, 2012 12:07 PM
To: Lebrun, Matthew JTST:EX
Subject: RE: Records

Thank you for all your help today Matthew and this additional information. The information you provided was very helpful. As you can tell, those files haven't been touched in a while considering that some of the coding had been changed.

Cheers,

Elaine

Elaine Bubrick
Executive Administrative Assistant
Office of the Assistant Deputy Minister
Ministry of Jobs, Tourism and Skills Training
and Ministry Responsible for Labour
International Trade and Investment Division
Suite 730 - 999 Canada Place
Vancouver, BC V6C 3E1
Phone: 604 775-0005

From: Lebrun, Matthew JTST:EX
Sent: Wednesday, October 17, 2012 11:28 AM
To: Bubrick, Elaine JTST:EX
Subject: Records

Hi Elaine,

A couple of notes about the records we looked at today: It looks like the "250" files, where they are meetings with vendors, do have to be kept for seven years under 1070-30. I will check with Victoria regarding the 324-40 files.

Also, if any of the records are in any way relating to the ADM specifically, then they must be kept for ten years. I apologize for this oversight – I should have mentioned it when I was there.

Regards,

Matthew Lebrun

Records Management Coordinator
Division Operations - International Trade & Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-0967
Cell: s17
Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Wednesday, October 17, 2012 11:38 AM
To: Bubrick, Elaine JTST:EX
Subject: FW: Presentations and speeches

Hi Elaine – It looks like the files under 324-40 can be disposed of as well.

Regards,
Matthew

From: Bird, Mike LCTZ:EX
Sent: Wednesday, October 17, 2012 11:37 AM
To: Lebrun, Matthew JTST:EX
Subject: RE: Presentations and speeches

Hi Matthew,

If these are copies, I would put them as NONOPR.

Cheers
Mike

From: Lebrun, Matthew JTST:EX
Sent: Wednesday, October 17, 2012 11:31 AM
To: Bird, Mike LCTZ:EX
Subject: Presentations and speeches

Hi Mike,

One of our offices has copies of some speeches made by ministers and executives. We have no use for them, and ARCS 324-40 advises that they are to be selectively retained by the archives. How do we proceed?

Regards,

Matthew Lebrun

Records Management Coordinator
Division Operations - International Trade & Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-0967

Cell: s17

Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Friday, October 26, 2012 10:46 AM
To: Chen, Christine JTST:EX
Subject: 2012-10-26 APBC Files

Hi Christine,

Some of the files that I wasn't sure about earlier I can now explain in detail:

- Safety Plans: Have to be kept until replaced by new plans.
- Access Card files: Keep for 2 years.
- APBC Project Signage and Project U2: Destroy two years after the project has been completed.
- APBC Layout and Staff Reorganizations: One copy of the floor plan or layout must be kept permanently. Everything else can go if 2 years has elapsed since the reorganization.

Please let me know if I can provide further details.

Regards,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-0967
Cell: s17
Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Tuesday, October 30, 2012 4:32 PM
To: Nicholas, Michael JTST:EX; Adam, Marina JTST:EX; Buttner, Klaus JTST:EX; Ewert-Johns, Marcus JTST:EX; Little, Christine JTST:EX
Cc: Bubrick, Elaine JTST:EX
Subject: RE: India event

Please treat the prior note as transitory...

Lebrun, Matthew JTST:EX

From: Byng, Dave A JTST:EX
Sent: Sunday, November 4, 2012 7:04 AM
To: Sen, Shom JTST:EX
Subject: Re: A Question

Thanks for the follow up Shom.

Sent from my iPad

On 2012-11-02, at 5:30 PM, "Sen, Shom JTST:EX" <Shom.Sen@gov.bc.ca> wrote:

Hi Dave

FYI...we have legal support as per Vera's note...

Shom

From: Sit, Vera JTST:EX
Sent: Friday, November 2, 2012 5:24 PM
To: Sen, Shom JTST:EX; Mackay, Grant JTST:EX
Subject: RE: A Question

Hi Shom,

We work with both our contract manager and legal counsel from MAG on the agreement.

s13

Regards,

Vera Sit
Executive Director, Strategic Initiatives
Economic Development Division
Ministry of Jobs, Tourism, and Skills Training
New Phone Number: 250-387-6061

From: Sen, Shom JTST:EX
Sent: Friday, November 2, 2012 5:18 PM
To: Mackay, Grant JTST:EX; Sit, Vera JTST:EX
Subject: A Question

Transitory

Hi Grant/Vera

s13

s13

Do we have

legal counsel representing our side in the negotiations?

Regards

Shom

From: [Little, Christine JTST:EX](#)
To: [Sen, Shom JTST:EX](#)
Subject: FW: India
Date: Monday, November 5, 2012 2:18:00 PM

Transitory advice to Cabinet – point #1 below, I have discussed this with Michael and together we will come up with some draft language for a contract that speaks to point #1 below, namely that

s13, s16, s17

Point #3 below –

s13

s13, s16, s17

s13, s16, s17

Christine Little, BA, MA Econ
Executive Director, Strategy, Policy and Performance
International Trade and Investment Attraction
Ministry of Jobs, Tourism and Skills Training
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479

Mobile: s17

From: Sit, Vera JTST:EX
Sent: Monday, November 5, 2012 10:05 AM
To: Little, Christine JTST:EX
Subject: FW: India

Regards,
Vera Sit
Executive Director, Strategic Initiatives
Economic Development Division
Ministry of Jobs, Tourism, and Skills Training
New Phone Number: 250-387-6061

From: Enemark, Gord FIN:EX
Sent: Friday, November 2, 2012 6:34 PM
To: Sit, Vera JTST:EX
Cc: Farkas, George CSCD:EX; Jacobs, Murray JTST:EX
Subject: FW: India

s13

s13

s13, s17

From: [Little, Christine JTST:EX](#)
To: [Sen, Shom JTST:EX](#); [Nicholas, Michael JTST:EX](#); [Adam, Marina JTST:EX](#)
Cc: [Bubrick, Elaine JTST:EX](#)
Subject: FW: Any word on the outcome of the India Project?
Date: Monday, November 5, 2012 8:22:00 AM

TRANSITORY NOTE BELOW – Shom, Grant will be calling you to discuss point #2. I don't know

s13, s16, s17

s13, s16, s17

I have a call with Vera at 10am, so I'll let you know if she has more to add.

Christine Little, *BA, MA Econ*

Executive Director, Strategy, Policy and Performance

International Trade and Investment Attraction

Ministry of Jobs, Tourism and Skills Training

3rd Floor, 1803 Douglas Street

Victoria, BC

Phone: 250-953-3479

Mobile: s17

From: Mackay, Grant JTST:EX
Sent: Friday, November 2, 2012 6:29 PM
To: Little, Christine JTST:EX
Subject: RE: Any word on the outcome of the India Project?

Christine, decision (transitory)

s13, s17

s13, s17

s13

s13

I

would ask that you, Shom and Michael determine the best way to satisfy the second point.

I'm going to be very busy early next week and would ask you connect with Vera to ensure we're all on the same page on what we need to get done.

Thanks and have a great weekend. Grant

Grant Mackay
Assistant Deputy Minister, Tourism Division
Ministry of Jobs, Tourism and Skills Training
12th Floor, 510 Burrard Street
Vancouver BC V6C 3A8
T 604.660.6319
F 604.660.3383
grant.mackay@gov.bc.ca



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From: Little, Christine JTST:EX
Sent: Friday, November 2, 2012 1:56 PM
To: Mackay, Grant JTST:EX
Cc: Sit, Vera JTST:EX
Subject: Any word on the outcome of the India Project?

Christine Little

Executive Director, Strategy, Policy and Performance

International Trade and Investment Attraction Division

Ministry of Jobs, Tourism and Skills Training

3rd Floor, 1803 Douglas Street

Victoria, BC

Phone: 250-953-3479

Mobile: s17

Not Responsive

Not Responsive

From: Little, Christine JTST:EX
Sent: Monday, November 5, 2012 3:42 PM
To: Sen, Shom JTST:EX
Cc: Nicholas, Michael JTST:EX; Adam, Marina JTST:EX; Buttner, Klaus JTST:EX
Subject: Changes to TB Reco re: India

Transitory for Cabinet – see suggested wording changes below. Vera advises that TB has agreed to these changes. We already did the high level strategy as part of the last TB Submission, just need to review and tweak.

We are also refining further via the work Marina/Michael are doing on the market strategy.

Christine Little, BA, MA Econ
Executive Director, Strategy, Policy and Performance
International Trade and Investment Attraction
Ministry of Jobs, Tourism and Skills Training
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479
Mobile: s17

From: Little, Christine JTST:EX

Sent: Monday, November 5, 2012 2:22 PM
To: Sit, Vera JTST:EX
Subject: RE: India

s13

s13 I'm unsure with the wording below what is being asked for.

My suggestions to clarify are included in **RED** below.

Christine Little, *BA, MA Econ*
Executive Director, Strategy, Policy and Performance
International Trade and Investment Attraction
Ministry of Jobs, Tourism and Skills Training
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479

Mobile: s17

From: Sit, Vera JTST:EX
Sent: Monday, November 5, 2012 10:05 AM
To: Little, Christine JTST:EX
Subject: FW: India

Regards,
Vera Sit
Executive Director, Strategic Initiatives
Economic Development Division
Ministry of Jobs, Tourism, and Skills Training
New Phone Number: 250-387-6061

From: Enemark, Gord FIN:EX
Sent: Friday, November 2, 2012 6:34 PM
To: Sit, Vera JTST:EX
Cc: Farkas, George CSCD:EX; Jacobs, Murray JTST:EX
Subject: FW: India

s13

s13

s13, s17

Lebrun, Matthew JTST:EX

From: Matisz, Gregory E JTST:EX
Sent: Wednesday, November 28, 2012 12:52 PM
To: JTST International Trade & Investment Attraction Division
Subject: Document Retention and Destruction

To: All Staff
International Trade and Investment attraction Division

This note is intended to provide some guidance around what documents we can destroy, what types of documents we must keep and for how long. This is important as the number of Freedom of Information (FOI) requests increases.

We will be providing some FOI and document management workshops for Division staff in the near future.

[Matthew Lebrun](#) (604 660-1794) is our Records Management Coordinator located in Vancouver with the Division Operations Branch. If you have any questions around files, including retention, destruction or FOI requests, please contact him direct.

s13

ARCS is used to classify, file, retrieve and dispose of the administrative records of the Government of British Columbia. ARCS is the legally approved standard for the management of government's administrative records. Matthew will be working with everyone in the Division over the next few months to ensure our records are being managed in accordance with policy.

Types of Files to Destroy

1. Transitory records are records of temporary usefulness that are not an integral part of an administrative or operational record series, that are not regularly filed with standard records or filing systems, and that are only required for a limited period of time for the completion of a routine action or the preparation of an ongoing record.

They are to be destroyed when they are no longer required for reference purposes. Transitory records include photocopies of records, unnecessary duplicates, and working materials and drafts.

Unnecessary duplicates refer to extra blank forms, pamphlets, and publications that are no longer required.

Working materials and drafts are considered as such once the finished record has been produced, documented, and incorporated into a regular filing or records system.

Remember: Writing the word "transitory" on a document does not make it transitory.

2. Employee files of employees that are no longer employed with the division or a branch are to be destroyed under ARCS 1385-20. The complete file is maintained by PSA.

3. Emails that are not business-related are not records. They should not be kept in an employee's email or on the shared drive.

If an electronic mail record is required for ongoing legal, fiscal, audit, administrative or operational purposes, transfer it to the shared drive or to the paper file to which it belongs. Emails saved to the shared drive should be saved as an msg file (Outlook format). Not all emails need to be printed or saved – only the ones that have value or that need to be shared should be kept.

Good rule of thumb: for internal emails, whoever sends the email, saves the email. For external emails, the primary contact saves the email. For a chain of emails, save the copy (or copies) containing the most information.

4. Source records are records that have been converted from paper to electronic form, and can be destroyed when the following conditions have been met:
- a) official file copies have been made and verified in accordance with applicable best practices and standards
 - b) the source records have been confirmed as not needing to be retained in the original format
 - c) the official file copies of the records have been classified under an approved records schedule

NOTE: Contact the Records Management Coordinator before any records are destroyed under this section, in order to ensure that the paper records are not required to be fully or selectively retained by the government archives.

5. Records where the division or a branch is not the primary owner. Some of these records include copies of legislation, external manuals, and speeches by a Minister or MLA. This applies to records that are created or “owned” by a different branch, where the official copy is known to exist.
6. Records which have no long-term value in keeping. Some of these records include calendars, meeting room bookings, staff biographies (of anyone under the level of Executive Director), contact lists, mailing lists, delivery and courier slips, packing slips, file lists, and previous-year vacation schedules.

Types of Files to Keep, and for how long

The following is a brief, condensed list of the types of documents to keep, and for how long:

<u>Item</u>	<u>Length of time</u>
Agreements and Contracts.....	7 years after expiry
Business Continuity Plans.....	6 years after new version made
Conferences and Events.....	remainder of calendar year + 2 years
Cooperation and Liaison (Intergovernmental)...	remainder of calendar year + 2 years
Manuals.....	2 years after new version made
Organizational Moves and Space Transfers.....	2 years after completion/cancellation
Planning and Performance.....	2 years after completion/abandonment
Projects.....	2 years after completion/abandonment
Publications.....	6 years after publication
Staff Meetings.....	remainder of calendar year + 2 years
Staffing Competitions.....	2 years after completion/cancellation
Training.....	2 years
Travel Authorizations.....	remainder of the fiscal year + 7 years
Visitor/Trip Planning.....	1 year after completion/cancellation

Financial documents, such as accounting, banking, budgeting, financial transactions, invoices, journal vouchers, financial reporting, and Treasury Board submissions..... remainder of the fiscal year + 7 years.

Note that no record that is classified under *ARCS* should be destroyed without the approval of the Records Officer. Please contact Matthew for assistance.

Again, we will be providing some FOI and document management workshop in the near future.

GREGORY MATISZ

Director, Division Operations
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism and Skills Training
p: 604-660-5899



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Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Friday, November 30, 2012 12:41 PM
To: JTST ITIA ADM; JTST ITIA DO Division Operations; JTST ITIA IMD Export Development & Olympic Legacy; JTST ITIA IMD International Market Development; JTST ITIA IMD International Marketing; JTST ITIA International Investment & Company Attraction; JTST ITIA Strategy, Policy and Performance; JTST ITIA Trade Initiatives
Subject: Treasury Board Metrics for ITIA Division
Attachments: Business Plan FINAL Nov 14 12 V3.docx
Importance: High

STRICTLY CONFIDENTIAL

During the All-staff call, I committed to sending around the metrics that Treasury Board will evaluate us against over the next three years. I wanted to share this with the entire team, but would please ask that you do not forward or share with anyone since the document relates to Treasury Board commitments.

Regards
Shom

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Wednesday, December 5, 2012 12:32 PM
To: Little, Christine JTST:EX; Adam, Marina JTST:EX; Yang-Mason, Gloria JTST:EX
Cc: Anastasiadis, Katerina JTST:EX; Bubrick, Elaine JTST:EX
Subject: FW: As Requested (please see scanned and attached doc)
Attachments: BC Power Summit 2013.pdf

Importance: High

Christine, Marina, Gloria

Pls find attached the summary which we can use to develop the ppt. on an India Outreach Strategy. We will need to work with Grant and team...assume Gloria can contact to integrate TOI info.

Flow should be (based on discussion with DM):

s13

DM would like to see an outline asap – lets target next Monday COB for review by me

Start putting together graphics, etc. that could go into a ppt. This will have to be kept highly confidential, so the question (I'm re-thinking things a bit Christine), is whether we keep this one in-house, and get someone who is great with PPT to work on it.

Also "props" – e.g. 4 page insert into TOI as prepared by Nancy, any poster-boards we may wish to do when we present.

Audience will initially be John Dyble, then the Minister. Lets target having the PPT complete by mid-December before the holidays. The meeting with John Dyble will likely be the first or second week of Jan. and we'll need Dave's approval in advance.

Thanks
Shom

From: Anastasiadis, Katerina JTST:EX
Sent: Wednesday, December 5, 2012 11:52 AM
To: Sen, Shom JTST:EX
Subject: As Requested (please see scanned and attached doc)

Hi Shom,

As per your request. Please see attached.

Best,
Katerina

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Wednesday, January 2, 2013 3:21 PM
To: Taylor, Nancy JTST:EX
Subject: Records Management

Hi Nancy,

I would like to thank you and the International Marketing team for meeting with me last month. As discussed, I am enclosing some records management tips for the new year. Please pass this along to your staff.

- Definition of a record: A "record" is information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media. We are required to manage records to meet legal, fiscal, and historical obligations.
- All documents and emails created or received at work are in the custody and control of the BC government and therefore must be managed as records.
- Transitory records are records of temporary usefulness that are not an integral part of an administrative or operational record series, that are not regularly filed with standard records or filing systems, and that are only required for a limited period of time for the completion of a routine action or the preparation of an ongoing record. Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions. These may be destroyed when they are no longer needed.
- Administrative records in the BC government are governed by the retention schedule *ARCS*, or Administrative Records Classification System. Using a numerical system, ARCS outlines how long to keep each type of record for. Administrative records include financial, human resources, information technology, and marketing records.
- Organizational records in the BC government are governed by different *ORCS* that are created specifically for each subject. Unfortunately, our division does not have an ORCS, and therefore at this time no organizational records can be destroyed. Organizational records can include economic development files, missions and events, and investor services files.
- Under the *Document Disposal Act*, records cannot be destroyed without the approval of the Records Officer. Please contact me for assistance.
- For electronic files, the standard for date format in the BC government is YYYY-MM-DD. Today, that would be 2013-01-02. That way, documents that are named by date appear in the proper chronological order, as opposed to an alphabetical order, having April be the first month, followed by August.
- The BC Government receives Freedom of Information requests from political parties, media outlets, and private citizens on a variety of topics. It is very important that when government receives an FOI request, all applicable records have to be produced if we have them. Working with branch staff, the ADM's office, and Management Services, we can remove information that would
 - Violate cabinet confidence
 - Reveal policy advice or recommendations
 - Reveal legal advice
 - Harm intergovernmental relations or financial interests of the government
 - Harm the business interests of a third party
 - Violate someone's personal privacy

If you have any questions or concerns, please do not hesitate to call me at 604-660-1794 or send me an email. Thank you.

Regards,

Matthew Lebrun

Records Management Coordinator

International Trade and Investment Attraction Division

Ministry of Jobs, Tourism, and Skills Training

Phone: 604-660-1794

Cell: s17

Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Taylor, Nancy JTST:EX
Sent: Tuesday, January 8, 2013 11:06 AM
To: Lebrun, Matthew JTST:EX
Cc: Charchuk, Lynda JTST:EX; Lambert, Genevieve JTST:EX; Ommundsen, Eric JTST:EX
Subject: RE: 2012-01-08 IMD Meeting Materials

Hi Matthew, thanks for these – they are helpful.

As per this morning's call on Divisional consistency for filing, it is expected that the Executive will review your recommendations in the coming weeks and some standardization protocols will be developed for the Division.

In the meantime, I am confirming with you that we both recommend maintaining the ISMO drive which contains all of the IM files, but making those files "Read Only" access for the other ITIA division members.

Before this can be done, I would be grateful if you could work with Lynda Charchuk to review our ADMINISTRATION files and assist with cleaning them up as well as Locking the ADMIN and other files (perhaps Personal Files?).

I will be including this information in my transition notes.

Many thanks

Nancy

Nancy Taylor

Director, International Marketing
International Market Development
Ministry of Jobs, Tourism and Skills Training

T. 250 953.3397

M: s17



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From: Lebrun, Matthew JTST:EX
Sent: Tuesday, January 8, 2013 10:48 AM
To: Taylor, Nancy JTST:EX
Subject: 2012-01-08 IMD Meeting Materials

Hi Nancy,

My apologies for forgetting to send you a copy of this earlier. Attached are the handouts of the meeting: a tips-and-tricks sheet, and a chart showing who has access to all of the folders on the shared drive that International Market Development uses, plus Export Development.

Regards,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794

Cell: s17

Matthew.Lebrun@gov.bc.ca

File Management



International Market Development

January 8, 2013




What is a Record?

- ISO Standard 15489
 - A "record" is information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, "regardless of media".
- Records to be kept have operational, legal, fiscal, vital or historical value
- Transitory records (duplicates, draft versions with minor revisions) have little to no value and can be destroyed
- Often this is a judgment call




Why Manage Records?

- We manage records to provide:
 - Protection and support in litigation
 - Evidence of business and cultural activity
 - Consistency, continuity, and productivity in management and administration
 - Continuity in the event of a disaster



Basic Folder Structure


- Hierarchical: Function > Activity > Transaction
- Types of folders:
 - Open to all
 - Branch-specific
 - Restricted (for HR files)
- Do not recommend using *ARCS/ORCS* as ARCS numbers change and *ORCS* has not been developed yet



Naming Convention Tips

- Dates: **YYYY-MM-DD**
 - Why? Chronological instead of alphabetical
 - 08 instead of August, 04 instead of April

YYMMDD = Y2K issues
 MMDDYYYY = orders alphabetically
 DDDMMYYYY = days group together regardless of year or month created (all 25th's of every month will display together)



Naming Convention Tips (Continued)

- Use short, descriptive, and meaningful names
 - Remember that other people will need to locate your files
- Avoid repetition in file and folder names
 - International Market Development\Meetings\AdvisoryCommittee\Minutes\2008-08-08 Folder\Folder\Folder\Folder\Document_Name

Lebrun, Matthew JTST:EX

From: Little, Christine JTST:EX
Sent: Sunday, January 20, 2013 12:10 PM
To: Sit, Vera JTST:EX
Cc: Mackay, Grant JTST:EX; Burnes, Jane I JTST:EX; Bhullar, Barinder PREM:EX; McAndrews, Caroline GCPE:EX; Sen, Shom JTST:EX; Yang-Mason, Gloria JTST:EX; Guy, Brodie JTST:EX
Subject: RE: Power Point status
Attachments: India Outreach Strategy _ 20120118.pptx

Hi all - shom has sent this directly to the DMS office, but here is the latest copy for your information as well. Please consider this a confidential document for internal use and distribution only.

Please view the file in notes mode as the notes below each slide are a key part of the story.

If you have any question or comments please let me know.

-----Original Message-----

From: Sit, Vera JTST:EX
Sent: Sun, January 20, 2013 10:33 AM
To: Little, Christine JTST:EX
Cc: Mackay, Grant JTST:EX; Burnes, Jane I JTST:EX; Bhullar, Barinder PREM:EX; McAndrews, Caroline GCPE:EX
Subject: Power Point status

Hi Christine,

We will have an update with Dave on Monday morning and we anticipate that Dave will ask about the Power Point.

Could you tell us the status of the Power Point, and also share a copy of the current draft with Grant.

Thanks.

Vera Sit
Executive Director, Strategic Initiatives Economic Development Division Ministry of Jobs,
Tourism and Skills Training

250 387 6061

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Monday, January 21, 2013 4:10 PM
To: Nicholas, Michael JTST:EX
Subject: RE: FOI Requests - Timing, Fees, and Obligation to Release

Yes please, if you could send those, that would be great.

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: s17
Matthew.Lebrun@gov.bc.ca

From: Nicholas, Michael JTST:EX
Sent: Monday, January 21, 2013 4:05 PM
To: Lebrun, Matthew JTST:EX
Subject: RE: FOI Requests - Timing, Fees, and Obligation to Release

Hi Matthew,

I don't have any emails from the ADM that mention deleting mails but do have a few that are marked as "transitory" – should these be included?

Regards,

Michael

From: Lebrun, Matthew JTST:EX
Sent: Wednesday, January 16, 2013 11:48 AM
To: Sen, Shom JTST:EX; Buttner, Klaus JTST:EX; Ewert-Johns, Marcus JTST:EX; Irwin, Paul JTST:EX; Han, Henry JTST:EX; Machan, Troy JTST:EX; Nicholas, Michael JTST:EX; Lambert, Genevieve JTST:EX; Gossen, Kelly L JTST:EX; Krieger, Brian JTST:EX; Track, Michael J JTST:EX; White, Don D JTST:EX; Little, Christine JTST:EX; Matisz, Gregory E JTST:EX
Cc: Heine, Chris JTST:EX
Subject: FOI Requests - Timing, Fees, and Obligation to Release

Hi everyone,

I am hearing that it is taking a long time to search for records across the division for the two most-recent FOI requests, JTST-2012-0006 (direction to delete) and Not Responsive I have received an extension for both until end of day on January 21, 2013.

Going forward, when you canvass your staff for records, please advise how long it takes (or will take) for each employee to search their emails, shared drives, paper notes, etc. s13

s13 If you could let me know how long it took your areas to search for records for the current requests, that would be great.

As a reminder, if staff have such records, they must be produced. Also, if you are sending me emails, please include them in their original format – please do not forward me the email directly. (This ensures the integrity of the record.)

Please contact me if you have any questions. Thank you all for your help with this.

Regards,

Matthew Lebrun

Records Management Coordinator

International Trade and Investment Attraction Division

Ministry of Jobs, Tourism, and Skills Training

Phone: 604-660-1794

Cell: s17

Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Sen, Shom JTST:EX
Sent: Monday, January 21, 2013 2:02 PM
To: Lebrun, Matthew JTST:EX
Cc: Leduc, Danine CSCD:EX
Subject: RE: FOI Request Scope - JTST-2013-00006

No problems Matthew....I'll get them to you by end of day.

Regards
Shom

From: Lebrun, Matthew JTST:EX
Sent: Monday, January 21, 2013 1:18 PM
To: Sen, Shom JTST:EX
Subject: FW: FOI Request Scope - JTST-2013-00006

Hi Shom – If you could please provide me with the emails that are marked “transitory”, that would be great. Thank you.

Regards,

Matthew Lebrun
Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: ^{s17}
Matthew.Lebrun@gov.bc.ca

From: Leduc, Danine CSCD:EX
Sent: Monday, January 21, 2013 1:16 PM
To: Lebrun, Matthew JTST:EX; D'Argis, Krista CSCD:EX; Smerechinskiy, Kathryn L JTST:EX
Subject: RE: FOI Request Scope - JTST-2013-00006

Hi Matthew;
Please provide them.
Thank you,
Danine

Danine Leduc
Manager, Crowns & Strategic Initiatives

Ministry of Community, Sport and Cultural Development
Ministry of Jobs, Tourism and Skills Training and
Minister Responsible for Labour

Tel: (250) 387-8728 Fax: (250) 387-8038
E-mail: Danine.Leduc@gov.bc.ca

From: Lebrun, Matthew JTST:EX
Sent: Monday, January 21, 2013 1:00 PM

To: Leduc, Danine CSCD:EX; D'Argis, Krista CSCD:EX; Smerechinskiy, Kathryn L JTST:EX

Subject: FOI Request Scope - JTST-2013-00006

Hi there,

A question that came up last week, and is coming up again today, is whether or not putting the word "Transitory" in an email, or using the phrase "Please consider all emails as transitory" could be interpreted as falling within the scope of this request, i.e., providing direction to delete

s13

s13

Please let me know your thoughts.

Thanks,

Matthew Lebrun

Records Management Coordinator

International Trade and Investment Attraction Division

Ministry of Jobs, Tourism, and Skills Training

Phone: 604-660-1794

Cell: s17

Matthew.Lebrun@gov.bc.ca

File Management



International Trade and Investment Attraction Division

January 22, 2013



What is a Record?

- ISO Standard 15489
 - A "record" is information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, "regardless of media".
- BC Government's definition (*Interpretation Act*):
 - **"record"** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise
- Records to be kept have operational, legal, fiscal, vital or historical value
- Transitory records (duplicates, draft versions with minor revisions) have little to no value and can be destroyed
- Often this is a judgment call

Why Manage Records?

- We manage records to:
 - Provide evidence of business and cultural activity
 - Document transactions and manage events
 - Provide protection and support in litigation
 - Respond accurately and timely to FOI requests
 - Provide consistency, continuity, and productivity in management and administration
 - Allow for continuity in the event of a disaster or staff turnover

Problems/Issues

- Reorganizations
 - Different drives used after re-organizations
 - IT adds to shared drives that have space, not necessarily by division
- Staff shortages and new hires
- Difficult to search and find documents
- Cultural issues within branches
- Need to have buy-in from and consultation with Executive and staff
 - Directors, Managers, Information Officers, Program Assistants
- May election



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Questions

- How to file – What makes sense?
- Paper file vs. electronic file
- Different branches file using different methods
- File by function/subject/project
- What is primary function?
 - Sectors
 - Missions
 - Projects
 - Events



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Proposed Solutions

- Work with branches to re-build folder structures
- Build solid naming conventions that make sense across the division
- Educate staff on how long to keep records for
- Clean out old administrative records
- Develop *ORCS* to legally classify operational records and dispose of old operational records
- Business rules to be established
 - “Whoever sends, saves”
 - Entire chain of emails saved once, rather than every email



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Goals – Short Term (by April 1, 2013)

- Establish new filing and folder structures
 - Division-shared, Branch-only, HR-restricted
 - Paper and electronic
 - Must work for staff
- Develop naming conventions
- Create and publish policies
 - Employees should be aware of what the policies of the BC government are with respect to records management and FOI.
 - Business rules for saving records should be established.
 - This includes naming and saving emails
 - “Whoever sends, saves”
 - Sharepoint site for file management procedures and policies



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Goals – Medium- and Long-Term

- Medium-term (by December 31, 2014)
 - *ORCS*
 - *Organizational Records Classification System*
 - Used to classify and dispose of operational records
- Long-term (past January 1, 2015)
 - New electronic document system

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Thursday, February 21, 2013 8:54 AM
To: JTST ITIA ADM; JTST ITIA DO Division Operations; JTST ITIA IMD Export Development & Olympic Legacy; JTST ITIA IMD International Market Development; JTST ITIA IMD International Marketing; JTST ITIA International Investment & Company Attraction; JTST ITIA Strategy, Policy and Performance; JTST ITIA Trade Initiatives
Subject: Cabinet Submissions
Importance: High

Good morning,

Further to the presentation made yesterday by Christine Little in the bi-weekly division meeting, I would like to clarify some of the policies around Cabinet submissions.

Any and all records relating to cabinet submissions must be sent off to the Deputy Minister's Office once the submission is complete. Our division should not be keeping copies; in fact, we are not allowed to. These records include correspondence, submissions, draft submissions, developmental drafts, supporting documentation, notices, agendas, minutes, records of decision, reports, presentation handouts, and other related records.

The reason for this is Cabinet Operations holds the master versions of Cabinet submissions. It is the policy of Cabinet Operations that ministry copies of Cabinet submissions and draft submissions are to be kept secure to ensure no unauthorized access. Substantial drafts should be kept locked in the Deputy Minister's or Minister's Office – these offices are the “offices of primary responsibility” for our ministry.

s13

s13

s13

This includes all copies in your email, personal drive, shared drive, filing cabinets, and anywhere else that you might store records. Your areas may either print the records off or email them to me; however, they must be deleted everywhere once they are sent to me.

Please let me know if you have any questions, concerns, or I need to provide further explanation. Thank you.

Regards,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794

Cell: s17

Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Tuesday, February 26, 2013 11:05 AM
To: Wempe, Sarah JTST:EX; White, Don D JTST:EX
Subject: RE: Trade Initiatives Folder Structure

No problem Sarah. I think we should definitely set up a conference call to hammer out concrete steps and what goals we want to achieve. As we want to build a consistent filing system, I think it would be great to know who is filing in each folder. I find it is important to get staff buy-in when making changes to their workflow.

Another issue I should raise is that I want to set up a set of restricted folders for Human Resources files, such as EPDPs, performance issues, training, and other sensitive personal information that may exist in different branches. I'm currently in talks with other program areas to figure out the best way forward; so far, I favour a common HR folder at the top level, with restricted subfolders by branch/program area – each folder would be restricted to only staff that have a business reason to view/modify such files.

My schedule is wide open, so please let me know when you and Don (and anyone else who can provide input at this stage) are free.

Thanks,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: s17
Matthew.Lebrun@gov.bc.ca

From: Wempe, Sarah JTST:EX
Sent: Tuesday, February 26, 2013 10:16 AM
To: Lebrun, Matthew JTST:EX; White, Don D JTST:EX
Subject: RE: Trade Initiatives Folder Structure

Great, thanks Matthew!

I'm not sure how to go about this exactly so any advice you have will be greatly accepted!

To answer your questions (Don may have further comments):

- We have a restricted folder for Director's (up one level entitled TIB), so everyone in the branch should have access to the files in the Trade Initiatives Folder
- From my knowledge, most folks have created folders for specific topics but if I were to search our drive, I suppose I would search by subject as you suggest

Perhaps we could set something up via phone call if you have other suggestions that we could use. I'm a bit hesitant to start moving files within files, as folks in the branch have organized their files in their own system and don't want to confuse those systems in place.

I will work with Don's schedule, and maybe in the near future, I could set up a conversation with you and get your suggestions. Thanks for your help with this.

From: Lebrun, Matthew JTST:EX
Sent: Tuesday, February 26, 2013 9:10 AM
To: White, Don D JTST:EX; Wempe, Sarah JTST:EX
Subject: Trade Initiatives Folder Structure

Hi Don (and Sarah),

I have some questions to get the ball rolling on fixing Trade Initiatives' folder structure.

- Are there subjects that should be restricted to certain staff?
- When you go to look up an issue, do you primarily look by subject (softwood lumber, liquor imports), or by country/region (US, Mercosur, etc.)?

I also have a few ideas to discuss. I'm looking through TRADE_INITIATIVES and I see that there are a lot of folders mixed between administrative and operational functions. I think one of our focuses should be streamlining those and keeping them consistent. Also, I've noticed that many of your area's records have dates on them. One of the changes I would suggest is having the date format standardized to YYYY-MM-DD, so that dates remain in the proper order.

Let me know how you want to approach this. We can do a conference call, or communicate by email.

s22

s22

Regards,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794

Cell: s17

Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Thursday, February 28, 2013 10:14 AM
To: Ollenberger, Shane JTST:EX
Cc: Mayes, Laura JTST:EX
Subject: Criminal Records Checks

Hi Shane,

As per ARCS [1665-04](#), whichever office is hiring staff is required to keep criminal records check consent (CRC) forms for persons not hired for the remainder of the calendar year, plus five years. For staff that are hired, their CRC forms are sent to PSA and filed under [1385-20](#). For the results of the CRC, as per [section 14 of the PSA manual](#), we are required to destroy unsuccessful applicants' results, and keep employees' results strictly confidential.

I am unable to find out how long we are to retain the ID for, so I have forwarded that question to our Records Officer.

If you have any questions or concerns, please let me know.

Regards,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: ^{s17}
Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Track, Michael J. JTST:EX
Sent: Thursday, February 28, 2013 7:21 PM
To: Lebrun, Matthew JTST:EX
Cc: Fernandez, Leonora JTST:EX
Subject: RE: Confidential HR Files - International Investment & Company Attraction

Hello Matthew:
I agree with Nora.

When we fill the 2 DIRECTOR positions in the Branch (Developed Markets and Emerging Markets) they will warrant access to HR files

Regards,

...Michael

Executive Director, International Investment & Company Attraction
Ministry of Jobs, Tourism & Skills Training
NOTE NEW PHONE NO > 604-775-2202

From: Lebrun, Matthew JTST:EX
Sent: Thursday, February 28, 2013 12:14 PM
To: Track, Michael J. JTST:EX
Subject: Confidential HR Files - International Investment & Company Attraction

Hi Michael,

We are going to set up a series of restricted folders for human resources files based on a common folder structure, restricted to each branch. These files can include performance evaluations, training files, competitions, and any other files directly relating to the management of your employees. I spoke to Nora, and she said that you and her are the only ones who would need access to these files. Is this correct, or is there anyone else in your area who would need to access these files?

Many thanks,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: s17
Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Buttner, Klaus JTST:EX
Sent: Thursday, February 28, 2013 12:14 PM
To: Lebrun, Matthew JTST:EX
Subject: RE: Confidential HR Files - Priority Markets

Matthew,

For the moment, I have been keeping HR files in my Outlook.

Klaus

Klaus Buttner

Executive Director
International Market Development
International Trade and Investment Attraction
Ministry of Jobs, Tourism and Skills Training
Suite 730-999 Canada Place
Vancouver, British Columbia
Canada V6C 3E1
Tel: +1 (604) 660-3549
klaus.buttner@gov.bc.ca
www.britishcolumbia.ca

From: Lebrun, Matthew JTST:EX
Sent: Thursday, February 28, 2013 12:06 PM
To: Irwin, Paul JTST:EX; Han, Henry JTST:EX; Machan, Troy JTST:EX; Nicholas, Michael JTST:EX; Buttner, Klaus JTST:EX
Subject: Confidential HR Files - Priority Markets

Hello all,

We are going to set up a series of restricted folders for human resources files before we start opening up folders across your branch, as discussed in the meeting last month. These files can include performance evaluations, training files, and any other files directly relating to the management of your employees.

With that in mind, do your areas keep human resources files in your shared drive, Outlook, or personal drives? If you don't, but someone in your area does, could you please forward this on to them?

Many thanks,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: s17
Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Little, Christine JTST:EX
Sent: Thursday, February 28, 2013 12:26 PM
To: Lebrun, Matthew JTST:EX
Subject: RE: Confidential HR Files - Strategy, Policy, and Performance

Should just be Cindy and I for now. Thanks for this!

Christine Little, BA, MA Econ
Executive Director, Strategy, Policy and Performance
International Trade and Investment Attraction
Ministry of Jobs, Tourism and Skills Training
3rd Floor, 1803 Douglas Street
Victoria, BC

Phone: 250-953-3479
Mobile: s17

From: Lebrun, Matthew JTST:EX
Sent: Thursday, February 28, 2013 12:16 PM
To: Little, Christine JTST:EX
Subject: Confidential HR Files - Strategy, Policy, and Performance

Hi Christine,

We are going to set up a series of restricted folders for human resources files based on a common folder structure, restricted to each branch. These files can include performance evaluations, training files, competitions, and any other files directly relating to the management of your employees. This will include files stored in I:\SPP\2012\Human Resources and any other place where HR files could be at this time (Outlook, personal drives, etc.). Before we set this up, who from your area will need access to these files?

Many thanks,

Matthew Lebrun
Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: s17
Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Lebrun, Matthew JTST:EX
Sent: Thursday, March 7, 2013 12:29 PM
To: Wempe, Sarah JTST:EX
Subject: Guide - Destroy or Archive?
Attachments: Condensed ARCS Guide - Destroy or Archive.xlsx

Hi Sarah,

Attached is a brief, condensed list from ARCS of administrative records that, once the retention periods have expired, are either destroyed or sent to the government archives. The red tab outlines records that must be retained, and the green tab outlines records that can be destroyed at the end of their lifecycle.

This list does not include operational records; as there is no ORCS for this division, we cannot destroy operational records of substantive value at this time. I am hoping to start the process next month, and have been in talks with IAO to get the ball rolling so that we may classify our operational records.

Please let me know if you have any questions or I need to provide further explanation – I tried to make it brief and easy to read.

Thanks,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: s17
Matthew.Lebrun@gov.bc.ca

FR or SR Record Types - International Trade and Investment Attraction Division

Primary	Document Type	When to archive?
Administration	Organization charts and organization histories	When no longer required for reference NOTE: Only required to keep if not maintained by Division Operations.
Agreement Negotiation and Management	Approved internal and local agreement files (i.e., not OIC'd) (includes internal agreements between BC government ministries and agencies, such as service level agreements)	Upon expiry or termination of the agreement, and if applicable, upon completion of audit
Badges, Emblems, and Other Visual Identifiers	Ministry/agency visual identity files	One year after design completion or abandonment, and when no longer required for reference purposes
Circular, Directive, and Manual Development	Cabinet directives	Three years after replacement or significant amendment
Circular, Directive, and Manual Development	Pre-2009 operational manuals - final	Two years after replacement or significant amendment
Committees	Committee files	7 years after committee is no longer active and/or file/volume has been closed for one year
Communications	Staff biographical sketches or profiles (Executive Director and above)	When replaced by more current information or when individual leaves the ministry or agency
Communications	Staff speeches and presentations	When no longer required for reference
Communications	Final formal statistical survey summary reports	When no longer required for reference
Disaster/Emergency Response Planning	Disaster/emergency incident case files	6 years after no longer required for review and analysis
Executive Services	Executive briefing notes	Remainder of calendar year, plus ten years
Executive Services	Executive correspondence referral replies	Remainder of calendar year, plus ten years
Executive Services	Executive issues records	Ten years after issue completed / no longer required for reference
Legal Matters	Legal document register	When updated and no longer required for reference purposes
Legal Matters	Legal files	When no longer required to document precedents and protect the legal interests, rights, and obligations of the government
Legislation - Ministry/Agency	Legislative program	Upon conclusion of legislative session, and when no longer required for reference purposes
Legislative Matters	House briefing materials and questions	Upon conclusion of legislative session, and when no longer required for reference purposes
Planning, Performance, and Projects	Final annual reports	One copy to be set aside and sent to archives
Planning, Performance, and Projects	Final internal strategic and business plans	One copy to be set aside and sent to archives
Finance - Audits and Compliance Reviews	External audit and review reports and findings	7 years after audit completed and released
Treasury Board Submissions	Policy and procedures	7 years after ministry/division-level policies and procedures are amended or updated
Human Resources	Job description and classification/appeal files (formerly known as position history files)	When amended and no longer required for reference
Training and Development	Training packages	When no longer required for reference
Special Media Records	Photographs, sound recordings, motion picture films, video recordings, audio-visual materials, pictorial records, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, or cartographic materials.	When no longer required for reference and not classified with other records

Record Types Eligible for Destruction

Primary	Document Type	When to destroy?
Administration	Appointment and meeting scheduling records (includes calendars and meeting room bookings)	When no longer required for reference
Administration	Staff meetings	Remainder of calendar year, plus two years
Administration	Ministry/agency organization files	When no longer required for reference
Agreement Negotiation and Management	Agreement development files	7 years after agreement is approved or negotiations are suspended
Agreement Negotiation and Management	Approved extra-provincial agreements (i.e., OIC'd)	7 years after expiry or termination of the agreement, and if applicable, upon completion of audit
Appreciations, Complaints, and Invitations	Acknowledgements and regrets, complaints or criticism, invitations and greetings	When no longer required for reference
Cabinet	Cabinet submissions	When cabinet submission is completed, all copies and supporting materials sent to the Deputy Minister's Office
Circular, Directive, and Manual Development	Administrative manuals	2 years after manual is updated, and no longer required for reference
Communications	News clippings	When no longer required for reference
Communications	Staff biographical sketches or profiles (for anyone below Executive Director)	When replaced by more current information or when individual leaves the ministry or agency
Communications	Telephone/contact lists	When no longer required for reference
Communications	Other speeches and presentations	When no longer required for reference
Conferences and Events	Conference and event files	Remainder of calendar year, plus two years
Cooperation and Liaison	Cooperation and liaison files	Remainder of calendar year, plus two years
Delegation of Authority	Delegation of authority authorization records	7 years after the authority has expired or been superseded by new instructions
Disaster/Emergency Response Planning	Emergency, disaster, and fire evacuation planning	When replaced by new procedures or plans
Disaster/Emergency Response Planning	Business continuity plans	6 years after replaced by new plan
Forms Management	Forms management files	1 year after a form is no longer used, or the information is no longer required
Information and Privacy	FOI requests and related complaints	When file is closed, all avenues of appeal are exhausted, and the information is no longer needed for reference
Information and Privacy	FOI consultation requests	When request is closed
Information and Privacy	FOI and protection of privacy issues	When issue has been resolved, the information is no longer current, and/or the information is no longer required for reference purposes
Information and Privacy	Privacy impact assessments	Upon disposition of records covered by the PIA or completion of a new PIA
Legislation	Legislation	When no longer required for reference
Legislation	Approved ministry/agency-administered legislation	When no longer required for reference
Legislative Matters	House documents (i.e., Hansard)	Upon conclusion of legislative session, and when no longer required for reference purposes
Planning, Performance, and Projects	Ministry/agency planning and performance files (includes researching, establishing, and implementing ministry/agency	2 years after no longer required for planning or performance evaluation and reporting
Planning, Performance, and Projects	Cross-government and administrative project files	2 years after project completion or cancellation
Planning, Performance, and Projects	Management review/evaluation of internal programs	2 years after completion of review or evaluation and when corrective action is taken NOTE: These records document management reviews and evaluations of the effectiveness of internal programs in achieving their objectives and the efficiency with which they are administered.
Postal, Courier, and Freight Services	Postal mailing lists	When no longer required for reference

Record Types Eligible for Destruction

Primary	Document Type	When to destroy?
Postal, Courier, and Freight Services	Postal/courier delivery slips	When no longer required for reference
Records Management	Current file lists	When no longer required for reference
Reporting and Statistical Analysis	Reports and statistics (not covered elsewhere)	Remainder of calendar year, plus one year
Risk Management and Insurance	Risk management files	One year after project completion or cancellation, resolution of issue, or provision of information, whichever is relevant
Accommodation Planning	Building floor plans and drawings	When no longer required for reference
Accommodation Planning	Space inventory and allocation	When no longer required for reference
Accommodation Planning	Organizational moves and space transfers	When no longer required for reference
Equipment and Supplies	Equipment and supplies subject files (General)	When no longer required for reference
Equipment and Supplies	Surplus asset review and transfer records	3 years after asset replacement or disposal
Equipment and Supplies	Purchase requisitions and purchase orders	Remainder of the fiscal year, plus 7 years
Equipment and Supplies	Packing slips	When no longer required for reference
Finance - Accounting	Financial account analysis and reconciliation files	Remainder of the fiscal year, plus 7 years
Finance - Accounting	Accounts payable files (includes invoices, receipts, statements, travel vouchers, expense claims, etc.)	Remainder of the fiscal year, plus 7 years
Finance - Accounting	Advance accounting and reconciliation files	Remainder of the fiscal year, plus 7 years
Finance - Audits and Compliance Reviews	Audit and review files	7 years after completion of audit or review and when corrective action is taken
Finance - Budgeting	Budget files	Remainder of the fiscal year, plus 7 years
Finance - Cost-sharing Agreements and Claims	Cost-sharing agreement files	7 years after expiry of the agreement and all extensions to the agreement, and upon conclusion of audit and other requirements stipulated in the agreement
Finance - Cost-sharing Agreements and Claims	Cost-sharing claim files	7 years after final payment is received and upon conclusion of audit and other requirements stipulated in the agreement
Finance - Payment Instruments	Payment instrument authorization files	7 years after payment instrument (e.g., card or BTA) is cancelled
Finance - Payment Instruments	Payment instrument monitoring files	7 years after completion of reconciliation and review and when corrective action is taken
Financial Reporting and Analysis	Period-end financial reports	Remainder of the fiscal year, plus 7 years
Financial Transaction Batching and Posting	Journal vouchers	Remainder of the fiscal year, plus 7 years
Financial Transaction Batching and Posting	Financial transaction batches	Remainder of the fiscal year, plus 7 years
Procurement and Contract Management	Unsolicited offers of service	Remainder of calendar year, plus one year
Procurement and Contract Management	Contract management files	7 years after expiry or termination of the contract and conclusion of all extensions to the contract
Procurement and Contract Management	Procurement files	7 years after contract is awarded and signed or upon cancellation of contract opportunity
Travel Authorization	Denied travel requests	Remainder of the fiscal year, plus one year
Travel Authorization	Travel authorization files	Remainder of the fiscal year, plus 7 years
Treasury Board	Treasury Board submission files	Remainder of the fiscal year, plus 7 years

Record Types Eligible for Destruction

Primary	Document Type	When to destroy?
Human Resources	Employee files	When no longer required by manager/supervisor or upon expiry of retention periods stipulated in the collective agreement (e.g., disciplinary records)
Human Resources	Strike planning	When no longer required for reference
Human Resources	Essential service planning	When no longer required for reference
Human Resources	Collective bargaining preparation	When no longer required for reference
Human Resources	Branch or field office leave/time reporting files	When no longer required by current manager/ supervisor
Human Resources	Staffing requirements planning files	When no longer required for reference
Human Resources	Staffing competition files	2 years after the date the successful applicant is placed into new position (i.e., the effective date of the appointment), and if an eligibility list or inventory has been established, when the list has been exhausted or the term of the list has expired, whichever is earlier
Human Resources	Strategic HR planning and advice project files	2 years after project is completed, closed, or cancelled, and when no longer required for reference purposes
Training and Development	Employee orientation information	When no longer required for reference
Training and Development	Career development paths	When no longer required for reference
Training and Development	Training and skills needs analysis	When no longer required for reference
Training and Development	Training evaluations	When no longer required for reference
Training and Development	Training session attendance files	When no longer required for reference

Lebrun, Matthew JTST:EX

From: Wempe, Sarah JTST:EX
Sent: Thursday, March 7, 2013 1:23 PM
To: Lebrun, Matthew JTST:EX
Subject: RE: Trade Initiatives Folder

This is great, thank you!

s13

For documents that I am unsure of, I will put them into a Delete folder and check with Don (and crew) before I hit delete.

Thanks again!

From: Lebrun, Matthew JTST:EX
Sent: Thursday, March 7, 2013 10:27 AM
To: Wempe, Sarah JTST:EX
Subject: Trade Initiatives Folder

Hi Sarah,

Attached is an updated version of the document I sent yesterday, accurate as of this morning. (There may be some excel-related errors that cause folders to appear at the wrong level – I think I fixed most of these though.)

Before we start cleaning up the folder structure, I want to clarify how we should be destroying electronic and paper records. I will apply for a records destruction authorization number, we will list what we want to destroy, and get the records officer's approval before we actually destroy anything. This is especially important for records of substantive value, such as old contracts, human resources files, etc., where we could be liable if we fail to document their destruction. For electronic files, we can move them into a "Delete" folder, where they will await destruction but not be in anyone's way. (We had something similar at the LDB.)

This process does not apply to the following types of records, which can be destroyed without the records officer's approval:

- Duplicates
- Blank forms and templates
- Draft documents with no substantive changes
- Paper copies where the record has been changed to electronic format, and vice-versa
- Documents of no value to the division/branch, such as external pamphlets, brochures, presentations, etc.

I will send out a list of what can be destroyed and what cannot be destroyed later today. Please let me know if you have questions or concerns.

Thanks for your help with this!

Regards,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794

Cell:

s17

Matthew.Lebrun@gov.bc.ca

Lebrun, Matthew JTST:EX

From: Krieger, Brian JTST:EX
Sent: Thursday, March 14, 2013 8:26 AM
To: Lebrun, Matthew JTST:EX
Subject: RE: Confidential HR Files - Export Development

Hi Matthew,

Just me at the moment.

Brian
(604) 660-0220

From: Lebrun, Matthew JTST:EX
Sent: Thursday, March 14, 2013 8:24 AM
To: Krieger, Brian JTST:EX
Subject: RE: Confidential HR Files - Export Development

Hi Brian – Just following up on this. Could you please confirm who would need access to HR files?

Thanks,

Matthew Lebrun
Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: s17
Matthew.Lebrun@gov.bc.ca

From: Krieger, Brian JTST:EX
Sent: Thursday, February 28, 2013 12:35 PM
To: Lebrun, Matthew JTST:EX
Subject: RE: Confidential HR Files - Export Development

Hi Matthew,

Let me look through the files. Most of what you've mentioned isn't on the shared drive at the moment.

From: Lebrun, Matthew JTST:EX
Sent: Thursday, February 28, 2013 12:10 PM
To: Krieger, Brian JTST:EX
Subject: Confidential HR Files - Export Development

Hi Brian,

We are going to set up a series of restricted folders for human resources files before we start opening up folders across your branch, as discussed in the meeting last month. These files can include performance evaluations, training files, competitions, and any other files directly relating to the management of your employees. This will include files stored in

I:\BCBS OL\Administration\Human Resources and any other place where HR files could be at this time (Outlook, personal drive, etc.).

Who from your area will need access to these files? Beatrice tells me that you, her, Jeanette, and Harbs have used HR files in the last few months or so. Will they all need access to these files?

Many thanks,

Matthew Lebrun

Records Management Coordinator

International Trade and Investment Attraction Division

Ministry of Jobs, Tourism, and Skills Training

Phone: 604-660-1794

Cell: s17

Matthew.Lebrun@gov.bc.ca

From: [Matisz, Gregory E JTST:EX](#)
To: [Lebrun, Matthew JTST:EX](#); [Ollenberger, Shane JTST:EX](#)
Subject: RE: HR Folder Structure
Date: Tuesday, March 19, 2013 8:40:10 AM

APPROVED

Greg

From: Lebrun, Matthew JTST:EX
Sent: Monday, March 18, 2013 2:33 PM
To: Ollenberger, Shane JTST:EX; Matisz, Gregory E JTST:EX
Subject: HR Folder Structure

Hi Shane,

I recommend that we have a new folder structure created specifically for the purpose of human resources, to file confidential documents that relate to the management of employees. [Section 30 of the Freedom of Information and Protection of Privacy Act](#) requires us to make “reasonable security arrangements” to protect, as much as possible, personal information. I believe that creating such a folder structure, with access severely restricted, will satisfy this requirement.

Subject to Greg’s approval, please put a request through to create a folder in the shared drive, called “HR”, directly at the top level. Staff listed below should only have reader access at this level. Below “HR”, please create the following subfolders, with the following users having author access:

s13

Elaine and I agreed that I will organize her HR files on the shared drive, and once that is done, my access will be removed from the ADMO folder.

Greg – Please let us know if this meets with your approval. I want to get this request put through today or tomorrow. Folks are keen to get this process started.

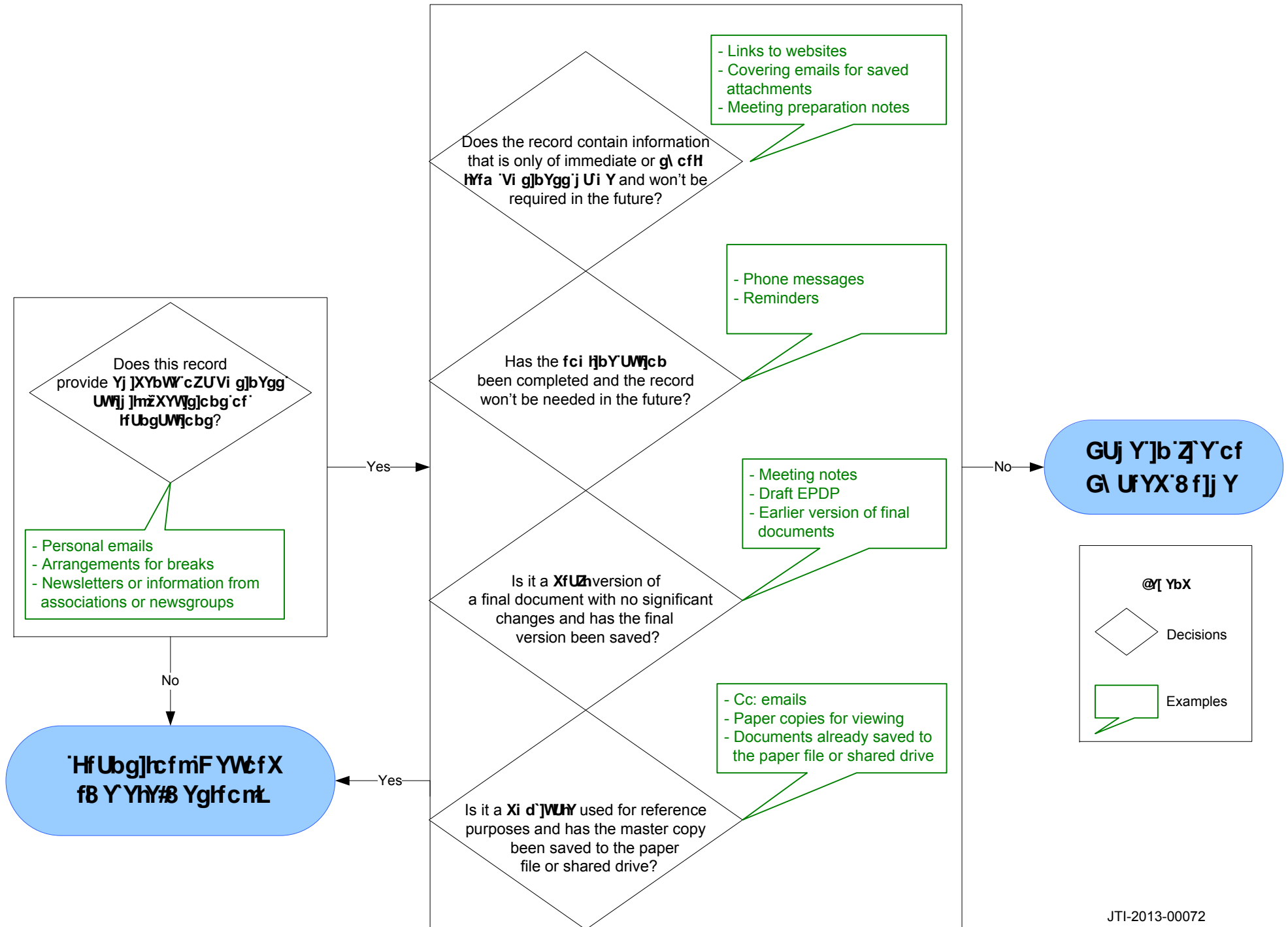
Thanks guys!

Regards,

Matthew Lebrun

Records Management Coordinator
International Trade and Investment Attraction Division
Ministry of Jobs, Tourism, and Skills Training
Phone: 604-660-1794
Cell: s17
Matthew.Lebrun@gov.bc.ca

TRANSITORY RECORDS DECISION DIAGRAM



Sen, Shom JTST:EX

From: Sen, Shom JTI:EX
Sent: Thursday, January 5, 2012 4:53 PM
To: Heiman, Carolyn GCPE:EX
Cc: Hayden, Dana JTI:EX
Subject: FW: FOLLOW UP

Importance: High

Confidential/Transitory

Carolyn

Staff have gone through all the numbers again (just forwarding the info below). We are providing the total picture as we have it, in response to the request for more info ("P.o and hq want additional q/a on the total cost of the trip, ministers expenses included"). Would appreciate if you could discuss with GCPE HQ and PO to finalize.

We put in Minister Bell's costs but don't have for other ministers/ministries as mentioned (hopefully your other questions for GCPE HQ were answered).

s13, s17

CONFIDENTIAL AND TRANSITORY

s13, s17

s13, s17