

Page 01 to/à Page 09

Withheld pursuant to/removed as

s.13;s.17

## La Vertu, Kate MNGD:EX

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**From:** Sit, Vera JTST:EX  
**Sent:** Friday, September 5, 2014 4:24 PM  
**To:** Wray, Jennifer MNGD:EX  
**Cc:** Ciccateri, Jim JTST:EX  
**Subject:** RE: Business requirements for FCV

Hello Jennifer,

Unfortunately we do not have any budget for web page development. I hope the suggestions from Jim below align with the web page updates MNGD has in mind.

Thanks.

Regards,

**Vera Sit**

Executive Director, Strategic Initiatives  
Office of the ADM | Tourism & Small Business Division  
Ministry of Jobs, Tourism and Skills Training  
7th Floor, 1810 Blanshard Street | Victoria, BC | V8T 4J1

Telephone: 250-387-6061

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**From:** Wray, Jennifer MNGD:EX  
**Sent:** Friday, September 5, 2014 1:55 PM  
**To:** Ciccateri, Jim JTST:EX  
**Subject:** RE: Business requirements for FCV

Hi Jim –

Budget for the new FCV work order for the changes to the template.

Tx,  
Jen

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**From:** Ciccateri, Jim JTST:EX  
**Sent:** Friday, September 5, 2014 1:55 PM  
**To:** Wray, Jennifer MNGD:EX  
**Subject:** RE: Business requirements for FCV

Jennifer,

Just so I'm clear, what is the budget to be applied to?

- For the work FCV will do to adjust access in the template so that the MNGD web team can make changes when we need them?
- For the work that Jordie (or an equivalent person) will do in making periodic changes?
- For something else?

Jim

---

**From:** Wray, Jennifer MNGD:EX  
**Sent:** Friday, September 5, 2014 1:01 PM  
**To:** Ciccateri, Jim JTST:EX  
**Cc:** Sit, Vera JTST:EX; Wilson, Gordon JTST:EX  
**Subject:** RE: Business requirements for FCV

Thanks Jim, I will bring this forward to FCV for an estimate. Can you also provide info on your available budget for this work just we have a ballpark?

Tx,

Jennifer Wray  
Director, LNG Outreach Programs  
LNG Task Force | Ministry of Natural Gas Development  
p: 250.952.0523  
m:250.217.3470

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**From:** Ciccateri, Jim JTST:EX  
**Sent:** Friday, September 5, 2014 12:08 PM  
**To:** Wray, Jennifer MNGD:EX  
**Cc:** Sit, Vera JTST:EX; Wilson, Gordon JTST:EX  
**Subject:** RE: Business requirements for FCV

Hi Jennifer,

Regarding the LNG-Buy BC webpage, we would like to be able to do the following:

**In the Left (main) column:**

Add/Change content

- Adjust existing text
- Add new text – headers and paragraphs (including hyperlinks)
- Add lists
  - List items may be hyperlinked
  - Hyperlinks may connect to websites outside of government (e.g. Bechtel procurement page)
- Add/change images
  - Images may be hyperlinked
  - Images may be of various sizes (w/in the limits of the column width)
  - Images may have titles and/or captions
  - Images may initiate videos (hosted on government's YouTube channel) or presentations

**In the Right column:**

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We understand that GCPE controls all publicly-facing content and that changes would require GCPE approval. So, we need a clear, timely process for achieving approvals and making changes – that is what our Tuesday meeting is all about

We need technical support with appropriate access to be able to make timely changes. Just as Jordie currently does, we need the ability to post proposed changes to a test site where they can be reviewed.

We may not need any style changes to the site (we are only concerned with space below the header bars) but that should come out of the conversation on Tuesday. However, we did find that Jordie had trouble putting two pictures side-by-side in the main column because of the way the template constrained the formatting; so, we should explore what controls we have. We understand GCPE dictates some of this. I can't provide more detail because Jordie was the one actually making the change.

I think the list above covers the activity we're looking for. I don't think we are looking for any fancy features (e.g. RSS feeds, blog-type feedback, social media connections, etc.) but my LNG-Buy BC colleagues will correct me if I am wrong about that.

Thanks,  
Jim

---

**From:** Wray, Jennifer MNGD:EX  
**Sent:** Friday, September 5, 2014 11:21 AM  
**To:** Ciccateri, Jim JTST:EX  
**Cc:** Sit, Vera JTST:EX  
**Subject:** Business requirements for FCV

Hi Jim –

We would like to provide FCV with your detailed business requirements by noon Tuesday. Do you have something you can send me that outlines the changes you would like implemented on your page?

Thanks,

Jennifer Wray  
 Director, LNG Outreach Programs  
 LNG Task Force | Ministry of Natural Gas Development  
 p: 250.952.0523  
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Director, LNG Outreach Programs  
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**Purpose** This project will ensure that LNG project proponents are able to connect with both small and large businesses in every corner of British Columbia. The project will help connect the goods and services offered by British Columbia businesses to companies looking to build LNG projects.

**Background** It is anticipated that LNG will create up to \$1 trillion in economic activity and as many as 100,000 jobs in B.C. over the next 30 years. When these projects move forward, it is important that B.C. business community can participate fully in the opportunity LNG offers. LNG-Buy BC will highlight B.C.'s goods and services to LNG proponents and provide a platform for major investors in a wide range of industries to tap into everything B.C.'s business community has to offer.

Objectives

- Generate broad public and industry awareness regarding LNG opportunities
- Promote ways for B.C. businesses to take advantage of LNG opportunities and to connect directly with LNG proponents to promote their businesses
- Provide a path for LNG proponents to connect with B.C. Businesses
- Work with industry associations, economic development agencies, chambers of commerce, and others to ensure maximum exposure of LNG-Buy BC
- Coordinate with organizations doing similar procurement work, and promote access to a single online platform for both businesses and proponents

In Scope

- Research best practices in other jurisdictions with major infrastructure and advocacy programs similar to LNG-Buy BC
- Evaluate existing supplier databases/online registries, and recommend solutions for whole-province coverage by the registry
- Promote and populate registry with accurate data
- Ensure on-going maintenance of websites and registry
- Engage with stakeholders on project development & delivery
- Create a web presence/portal for LNG-Buy BC
- Facilitate communication of LNG proponent needs and requirements
- Support the LNG Conference in May 2014
- Assist and support BC businesses in becoming ready and qualified to compete in LNG global supply chains
- Assess and report on the performance of the project

Out of Scope

- Skills training
- Community infrastructure development

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Critical Success Factors

- Adequate consultation with BC business community
- Effective engagement strategy
- Active participation & support from energy proponents
- Business registry well populated with accurate data
- Business registry accessible and user-friendly
- Excellent cross-ministry coordination
- Strong performance evaluation framework

Links & Dependencies

- Potential tie-in with existing databases (e.g., BC Business Network; Supply Chain Connector; First Nation Economic Development Database)
- Integration with LNG Conference
- Connection with community infrastructure project (CSCD)

Risk Assessment

Risk	Response Strategy
Poor cross-government coordination	Use of cross-ministry Project Board and Project team
Low company turnout at LNG Conference	Support to businesses to attend conference (being addressed by conference organization team)
Tool not useful to LNG proponents	Identify proponent needs through consultation and incorporate in tool design
Project not supported by First Nations	Identify FN needs through consultation and incorporate in program delivery; coordinate consultation activities with MARR member on Project Board
Communities unaware of LNG opportunities and not benefiting from the project	Community promotion and consultation by the Advocate

Workplan Schedule

Deliverable/Milestone	Targeted
Research of best practices in other jurisdictions on advocacy of LNG	January 31, 2014
Evaluation of existing tools, recommendations on web portal and online registry	January 31, 2014
Consultation with proponents, business community, other stakeholders	February 28, 2014
Build on-line LNG-Buy BC web site and province-wide registry for BC businesses	March 31, 2014
Market and promote LNG online business registry	May 23, 2014
LNG-Buy BC component of LNG Conference	May 21-23, 2014
Deliver 10 Supplier Boot Camps	June 1, 2014

Governance

Name/Project Role	Responsibility
Minister Bond	Government Direction
Dave Byng/Sponsor	Funding & Resources
Kaaren Lewis/Executive Project Lead	Delivery of Program
LNG Buy BC Project Board	
Kaaren Lewis	Chair / Strategic Alignment
Laurel Nash	MARR
Suzanne Manahan	MNGD
Brian Krieger	MIT
Sarah Fraser	JTST EDD

Project Team

Name/Project Role	Duration	% FTE
Vera Sit / Exec. Director	7 months	30%
Jim Ciccateri / Project Mgr.	7 months	80%
Jen Wray / LNG Conference	5 months	30%
Gordon Wilson / Advocate	4 months	100%
Tuan Bui / MIT	5 months	10%
Kursti Calder / MNGD	5 months	10%

Stakeholders

Name	Organization
Economic Development Agencies	NDIT, Econ Dev officers
Other Ministries	MIT, MNGD, MARR
BC Businesses & organizations	BCBC, Chamber, CAPP, CEPA, MABC
Energy Proponents & Contractors	Shell, Spectra, BG, etc.
First Nations	FN Summit, ABIC, and other FN organizations

Executive Lead Approval:

\_\_\_\_\_ Date \_\_\_\_\_

Deputy Minister Approval:

\_\_\_\_\_ Date \_\_\_\_\_

Minister Approval:

\_\_\_\_\_ Date \_\_\_\_\_