MANAGEMENT OF GOVERNMENT INFORMATION POLICY

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Outline

♦ Background

♦ Overview of MGI policy and new requirements

♦ Tools that will support the policy

Background

♦ Current TB Management of Government Information Holdings (MGIH) policy approved in 1987, amended in 1994

♦ 1999 Heads of IT Conference and *Situational Analysis of Information Management in the Government of Canada* – the McDonald Report (2000) – recommended renewal of MGIH policy

♦ President of the TB and TIMS committed in 2000 to renew the MGIH policy

♦ In his *2000-2001 Annual Report*, the Information Commissioner called commitment to MGIH renewal a "positive change"

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Why renew the MGIH?

♦ MGIH review determined that while its principles remain sound, a revised policy was needed to reflect information management (IM) requirements of:

- electronic services, documents, and records

- multi-channel service delivery

- information sharing across organizations

- all government employees, not simply IM professionals

Policy drafting and consultation

♦ TBS began formal consultations on the MGI in Sept 2000

♦ Policy drafted with input from interdepartmental working group (20 departments and agencies) and circulated for wider review in summer 2001

♦ Input received from Information Commissioner and from key stakeholders (Canadian Association of Research Libraries, Association of Canadian Archivists, Canadian Association of Public Data Users)

♦ Policy endorsed by ESD, IMB, TIMS, and TBS policy centres

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Policy objective

- ◆ To ensure that information under the control of the Government of Canada is effectively and efficiently managed throughout its life-cycle, so as to support:
  - informed policy and decision-making
  - the delivery of high quality programs, services, and information through a variety of channels
  - preservation of the historical record
  - accountability for government

Policy enhancements

Existing Policy

- Requires management of physical information holdings throughout their life cycle
- Identifies information as a corporate resource that supports decision-making and the fulfilment of operational and legal requirements

Enhancements

- Requires management of **all information**, regardless of medium or format
- Further positions effective information management as key to better **service delivery** and the promotion of **public trust**
- Requires that information be managed to ensure its consistency, availability, security, integrity, and usability across **all information and service delivery channels**

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Policy enhancements

Existing Policy

♦ Mostly silent on governance and accountability requirements with respect to information management

Enhancements

♦ Requires establishment of a **sustainable program** for managing information and an **accountability framework** to monitor results

♦ Requires **documentation of activities and decisions** to account for government operations

♦ Requires that accountability frameworks be in place when **information is shared** with other institutions, governments, or organizations

♦ Accountability section outlines roles and responsibilities for **all managers and employees**

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Policy enhancements

Existing Policy

♦ Silent on new technologies

Enhancements

♦ Promotes electronic channels as the **preferred means** of creating, using, and managing information

♦ Encourages the use of **common infrastructures** for IM across government

♦ Requires management of information to ensure its **authenticity and integrity** through time and technological change

♦ Requires **comprehensive classification structures**, including metadata

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Accountabilities

♦ **Deputy Heads**: ensure policy implementation; promote supportive IM culture; allocate appropriate resources; designate senior executive accountable for the policy

♦ **Senior executives**: champion IM practices; co-ordinate IM planning, implementation, and resourcing; ensure IM is addressed in program design or when information is shared

♦ **IM specialists**: design and implement IM procedures, standards, and guidelines; assess IM training and resource requirements

♦ **Managers and employees**: apply IM principles, standards, and practices; document activities and decisions; identify requirements to IM specialists

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Lead agency responsibilities

- **TBS**: develop and promote, with departments and agencies, IM policies, frameworks, standards, guidelines, and best practices; lead government-wide IM efforts; monitor (with NA and NL) implementation and effectiveness of the policy

- **National Archives**: advise institutions on records and information life cycle management; develop operational tools and guidelines; facilitate the management of records across government *(National Archives Act)*

- **National Library**: advise institutions on and monitor the management of published information and its long-term access and preservation (*National Library Act*)

- **Statistics Canada**: assist institutions in collection, compilation, analysis, and publication of statistical information; address opportunities to avoid duplication of statistical collection across government (*Statistics Canada Act*)

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Implementing the MGI policy

Policy direction (new MGI)
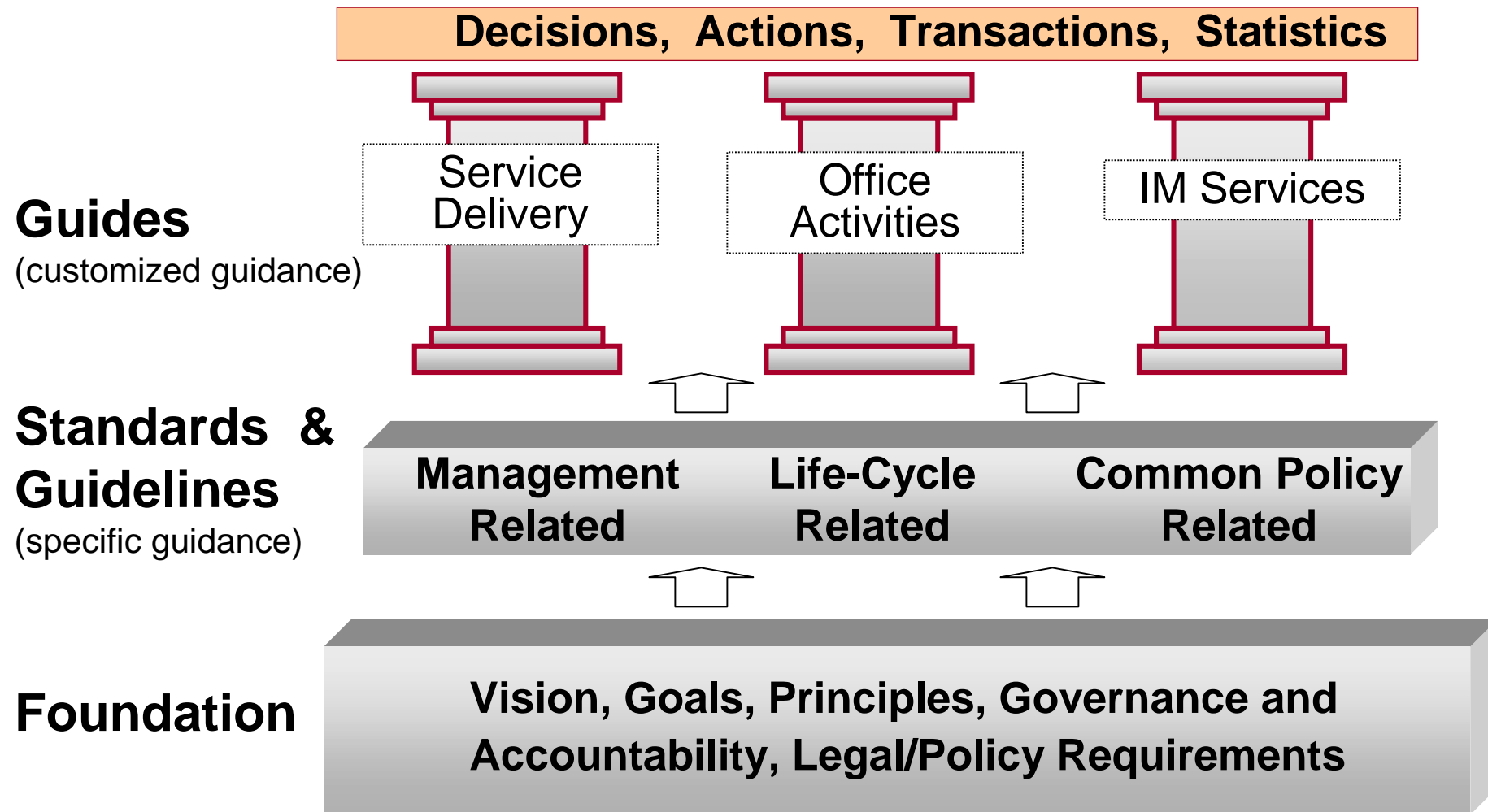
Practical guidance (Framework for MI)

Community development / Skills

Interoperability and technology

Communications / Awareness raising

Resources

Components of the FMI

Decisions, Actions, Transactions, Statistics

Service Delivery

Office Activities

IM Services

Guides
(customized guidance)

Standards & Guidelines
(specific guidance)

Management Related	Life-Cycle Related	Common Policy Related

Foundation

Vision, Goals, Principles, Governance and Accountability, Legal/Policy Requirements

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IM initiatives underway: TBS

♦ Development of IM **guidelines, standards, and tools**
  - Content management (portals, gateways, clusters)
  - IM guide for office activities (eg, e-mail management)
  - IM requirements for program and service delivery
  - Controlled vocabularies and metadata
  - MGI Audit and Evaluation guide

♦ Promotion of **IM community**
  - Through IM Champions Committee, identify IM community requirements and recommend initiatives and programs to develop IM capacity
  - Develop a comprehensive HR competency framework to include specialized IM requirements along with IT and Service communities

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IM initiatives underway: National Archives

- Guidance on **records retention and disposition**
  - Clear Paper Mountain pilots (Health Canada, Natural Resources Canada, Justice)
  - Develop rules and protocols to avoid similar situations in the future
- Development of an **IM Maturity Model** and Assessment tool
  - Define desired future state of IM and help departments assess current status and develop improvement plans
- Development of an **archival infrastructure** for e-records
  - Develop strategy for archiving e-records
  - Define form, format, and methods for departments to transfer e-records to NAC

IM initiatives underway: National Library

◆ Revisions to the ***National Library Act*** to require legal deposit of electronic publications

◆ Guidance on **publications and publishing**
  • Management of government publications
  • Best practices on electronic publishing for Canadian publishers and government institutions

◆ Building a national **bibliographic database** (AMICUS)

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Next steps

◆ Formal approval of MGI policy by TB Ministers

◆ Launch and communication of MGI policy

◆ Continued development and roll-out IM tools and guidance

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