

## **Message from the Minister**

I am pleased to present the Government of Nova Scotia's updated management manuals.

The management manuals are a key part of our plan to promote accountability throughout government and its agencies. It is important to be clear about what good government is, and this consolidation of administrative policies and procedures helps provide that clarity.

These manuals serve as a guide for all our operations, from human resources to accounting. While these policies have been in use for some time, many have been revised to make sure they are current and relevant to government today.

Publishing the manuals on the Internet makes the policies accessible to all - the public as well as government workers. The new online format allows for regular updating as required. This means that employees and senior officials of government can easily get the information they need to do their jobs well. That's important - not only to government leaders, but to the Nova Scotians who use our programs and services - as well as pay for them.

Coordinated by Treasury and Policy Board, the management manuals project has been a collaboration of many government departments and offices. On behalf of the Government of Nova Scotia, I would like to thank all those involved in preparing these documents.

I encourage all staff to take advantage of this useful tool, and to contribute to improving it in the future.

A handwritten signature in blue ink that reads "Michael Baker".

Honourable Michael Baker  
Chair of Treasury and Policy Board