



Policy on Information Management

Travel Notes

IM Conference
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Destination : New Policy on IM

- Provide formal direction that imposes accountabilities at the Deputy Head level
- Provide the basis for monitoring and reporting in Departments
- Introduce consequences
- Clarify and simplify the policy, removing portions that will be better expressed as directives, standards or guidelines



Challenges along our path

- Coordinate comprehensive consultations
- Develop supporting instruments
- Prepare an implementation plan as well as a communications plan
- Harmonize our policy with others



Planning our Trip

- Consult with our Travel Agency
- Consultation Strategy
- Policy Development Capacity



Highlights of our Travel

- First Stop: LAC
- First official consultation : IM Specialists
- Program Managers
- Deputy Heads



Common Messages

- Employee responsibilities must be featured in the policy
- Consequences must be real
- IM Accountability must be reflected in DMs PMAAs
- Implementation needs to reflect reality/ capacity
- Tools, instruments required as a priority
- Need to emphasize IM is for Business
- IM Policy and IM program need to be aligned



Opportunities

- Strengthen relationships between IM and IT communities
- Get the message out : Good Business requires Good IM
- Develop standard Report Card to measure IM Performance
- Ensure IM Policy is linked/ in sync with other policies and the IM Program
- Address better management of E-records



Building on what we've heard

- Rewrote all the policy sections, plus:
 - greater emphasis on information to support business
 - information as an enterprise asset
 - sharing information
- Developing approach to define the other instruments
- Drafting an implementation plan



Draft IM Policy - Objective

Information:

- is managed as a vital business asset and knowledge resource
- supports government program and service delivery
- results in informed decision-making
- facilitates accountability, transparency and collaboration within and across organizations
- preserves information of enduring or historical value

Draft IM Policy – Expected Results

That Canadians:

- **convenient access to relevant, reliable, comprehensive and timely information**

That the Government of Canada:

- **supports the outcomes of its programs, services, operational needs and accountabilities**
- **a culture that values information**
- **practices that support accountability**
- **governance structures, mechanisms and resources for management of information**



Draft IM Policy - Requirements

Departments:

- integrate IM with business
- document decisions
- share information
- manage information
(as long as required)
- show a culture that values information
- prefer electronic systems for IM
- participate in government-wide IM



Draft IM Policy - Requirements

Treasury Board:

- provides interpretive advice
- develops a program and framework
- promotes IM functional communities
- develops competency/professional standards for IM functional specialists

Monitoring / Reporting

- Deputy Heads ensure compliance review and report information management concerns to the TBS
- TBS monitors compliance in a variety of ways including Management of Accountability Framework
- LAC monitoring specified : implementation of Records Disposition Authorities; management of published information



Consequences – New Section

- Applicable to all TB policies and set out in the Financial Administration Act
- Increased reporting to document deficiencies and track progress
- Decreased reporting as a means of demonstrating compliance
- Other consequences appear in other mandatory instruments



Policy Instruments

- Proposed Directives, Standards and Guidelines and tools in the following areas
 - information management governance
 - information management capacity development
 - information handling
 - information delivery



Last Stretch....

- Finalizing our policy
- Developing the implementation plan
- Drafting the communications strategy
- Preparing a TB Submission
- Working on the development of the instruments

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