Supporting the Implementation of the MGI Policy and Good Information Practice in the GoC through the

MGI Policy Implementation Strategy Project

Presentation to MGI Senior Officials
November 25, 2004

Chief Information Officer Branch

Canada

Project Objective

To determine costs and identify phased strategies for the implementation of the MGI Policy to support good management of information practice across government

Challenge:

Insufficient data (work already underway, existing information)

MGI Policy requirements do not translate into tangible activities

MGI Policy interpretation and Interdisciplinary Responsibilities

1. To deliver programs, services, and information cost-effectively and consistent with the needs of Canadians, institutions must:

a. ensure the quality, consistency and availability of information across delivery channels to respect Canadians' official language of choice and their preferred means of accessing information and of communicating with government;

b. organize information to provide clarity, context, and convenient access to relevant, comprehensive, and timely information and services;

c. re-use and share information to the greatest extent possible, in accordance with legal and policy obligations and in a manner that protects personal information and the privacy of individuals;

d. document decisions and decision-making processes;

e. preserve the integrity of information, particularly when it is used in collaborative endeavours with other federal government institutions, other governments, or non-governmental organizations;

f. ensure the appropriate security, protection, and disposition of information.

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Readiness Indicators

- **Interpret MGI requirement statements into tangible activities or support mechanisms**

- **Checklist against requirements of MGI Policy**

- **Does not measure capacity - indicates conditions or provisions that demonstrate an organization's readiness to comply with policy – to support good IM**

- **Identify directives, procedures, tools, processes and organizational and technological requirements to support compliance with MGI policy**

- **Identify Interdisciplinary responsibility – supporting coordination**

- **Lead to identifying central agency vs. individual institutional responsibilities**

- **To measure progress in MGI Policy Implementation**

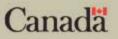- **Feed into audit tool for monitoring and evaluation**

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Developing the Readiness Indicators - process

- analysis of each statement in the *MGI Policy*

- *development of corresponding indicators of compliance readiness (366 statements – much* duplication - varying levels of precisions and detail)

- normalized to a shorter list of 104 indicators

- 104 statements assessed for common "themes"

- categorized into a list of 7 major activities

- Validation by focus group

Readiness Indicators – Major Category activities

1. *Information Management Governance and Accountability*

2. *Information Access and Use*

3. *Information Life Cycle Management Program*

4. *Information Identification, Organization and Inventory*

5. *Electronic Repository*

6. *Information Management Training and Awareness*

7. *Information Management Auditing and Evaluation*

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Governance and Accountability - Indicators –

There is a Senior Official designated to lead the IM program

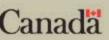*The institution has an IM governance and accountability framework*

Regions are represented in the IM governance structure

The IM accountability framework outlines roles and responsibilities of

- *the Head of the institution,*
- *the Senior Official*
- *senior management,*
- *IM Specialists,*
- *all employees*

The Senior Official has mandate to recommend allocation of appropriate resources to IM activities
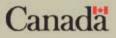
Governance and Accountability - Indicators –

The Senior Official has mandate to recommend training and development programs to support IM specialists

Performance assessments of all employees require evaluation of requisite performance in managing information

The IM governance and accountability framework mandates authority to senior official to take action to redress vulnerabilities and significant issues in IM

There is provision under the IM governance and accountability framework for ongoing monitoring of the effectiveness of the IM program across the institution

Next steps :

- **Development of rating scale to identify priority of activities**

  (Service delivery, Accountability, Transparency, Compliance, Dependencies)

- **Distinguish between Central Agency vs. individual institution responsibilities**

- **Identify activities underway – outstanding**

- **Develop phased implementation strategies**

- **Development of web-based compliance measurement tool**

- **Development of audit and review guide**