



Policy on Information Management Renewal in Practice

Presentation for GTEC

RDIMS #590993

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Canada



Context

- IM Policy in effect as of July 1, 2007
- Implementation in effect as of July 1, 2007
- Directive on Roles and Responsibilities in effect as of October 8, 2007



General Principles

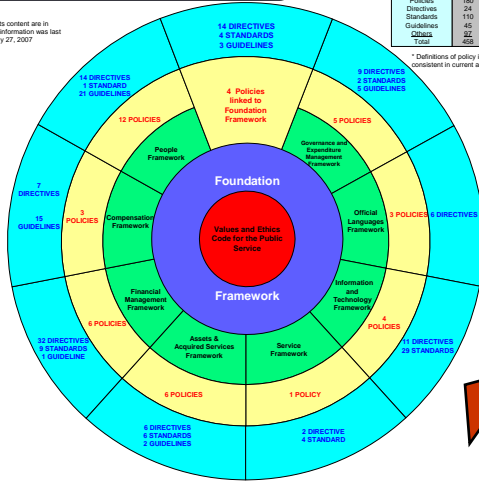
- Information is the cornerstone of a democratic and accountable government and of a knowledge-based society, and critical for the effective management of government
- Must be effectively managed throughout its lifecycle:
 - Secure, accurate, complete and up-to-date
 - Collection only where authorized and respectful of privacy
 - Timely and accessible to those authorized
 - Information management and IT management are key enablers for departments to be more responsive and accountable to Canadians.
- Well-managed information enables effective and responsive government services by providing convenient access to relevant, reliable, comprehensive and timely information.

Government Context

Policy Suite Renewal

PROPOSED SET OF TB POLICY INSTRUMENTS

This document and its content are in constant evolution. The information was last updated on July 27, 2007.

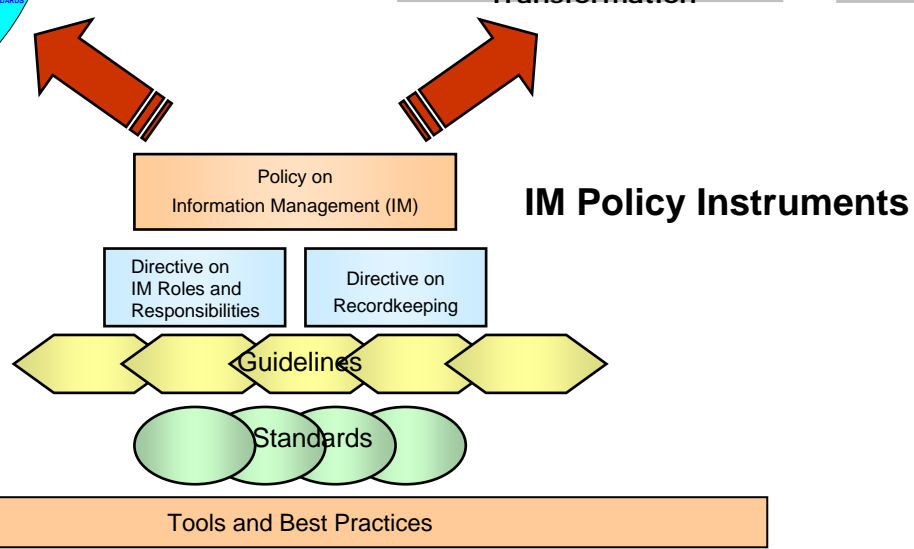
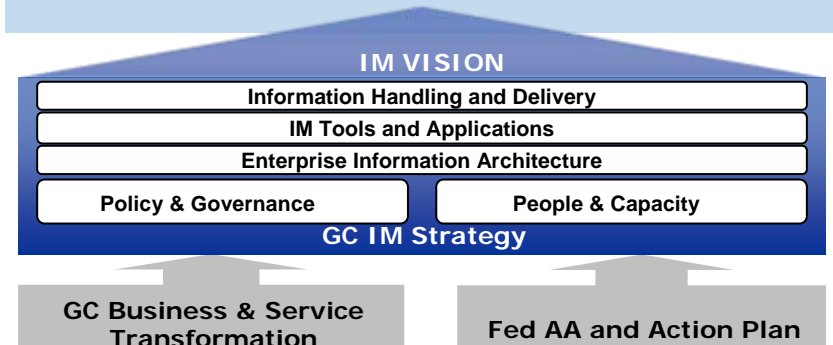


Instrument Type	INSTRUMENT TOTALS			
	Current	Proposed	Approved (to date)	Final Approved
Frameworks	2	9	6	5
Policies	180	64	20	15
Directives	24	101	25	21
Standards	110	55	4	4
Guidelines	45	47	NA	NA
Others	27	58	NA	NA
Total	488	258	55	45

* Definitions of policy instruments are not necessarily consistent in current and proposed suites.

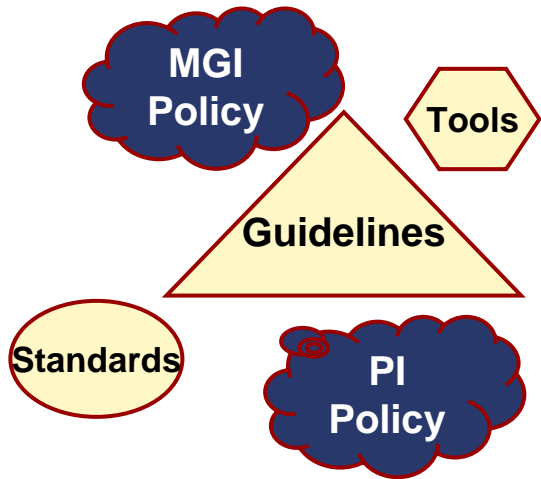
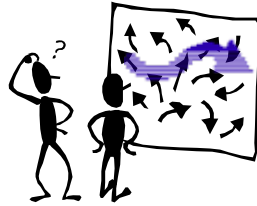
GC Enterprise IM Framework

Effective Decision-making | Agility | Trust in Government

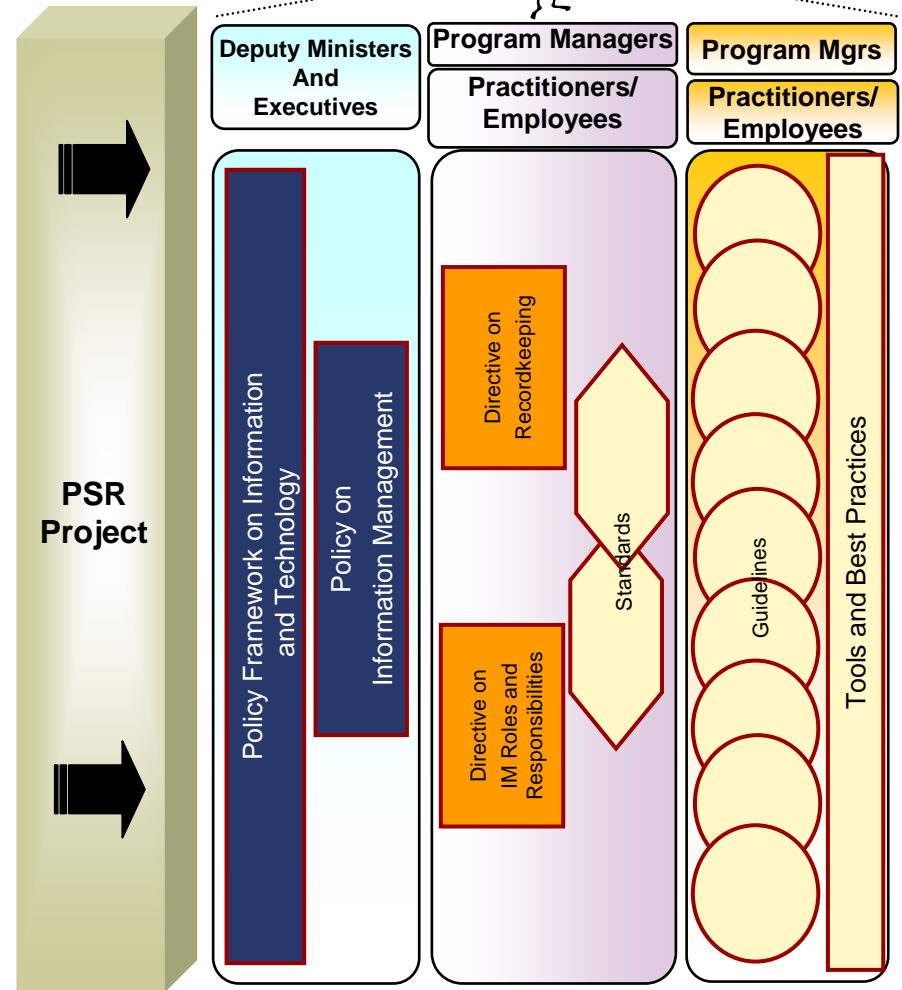


Information Management

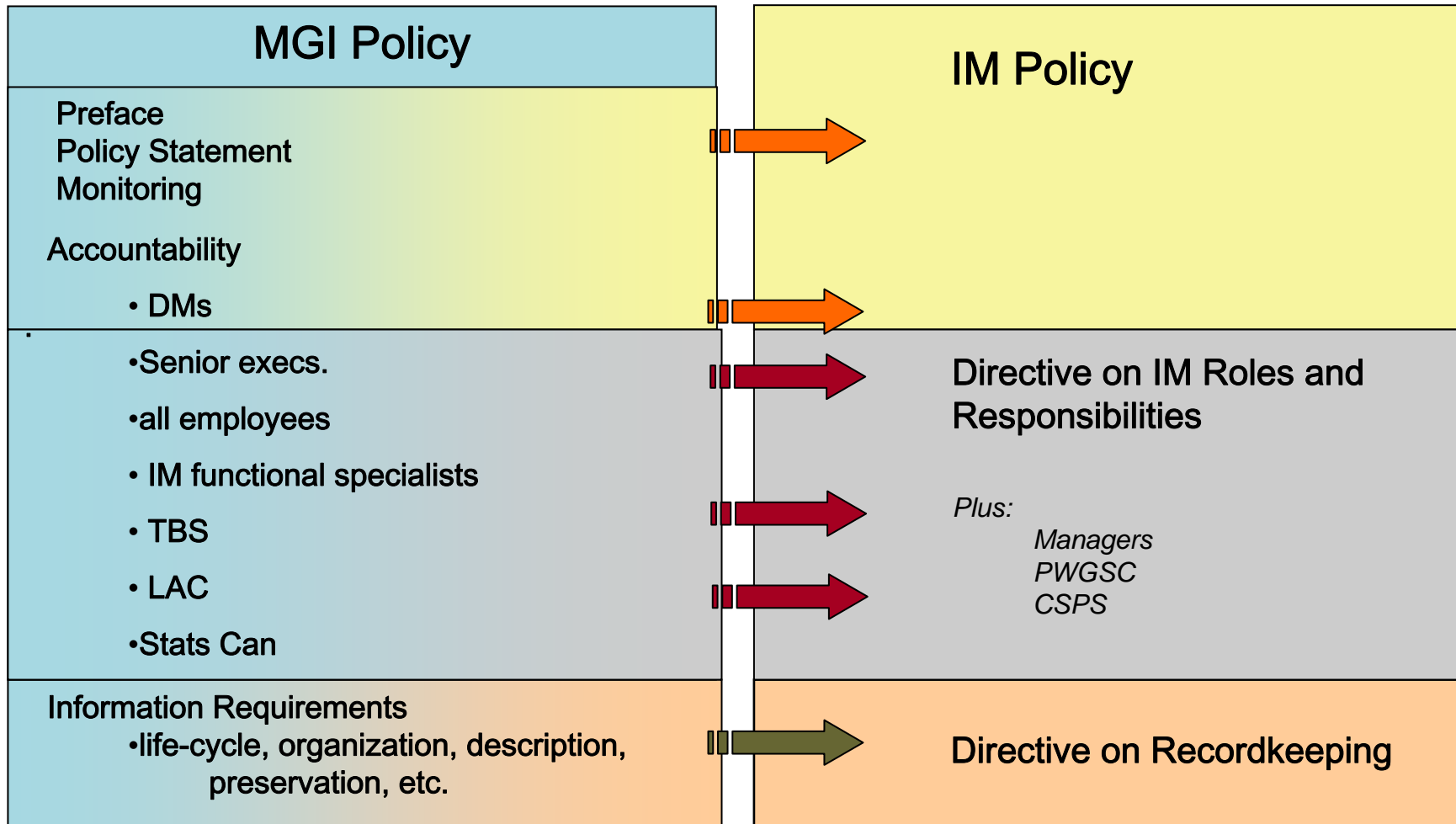
BEFORE



AFTER



MGI Policy and Directive on IM Roles & Responsibilities - Crosswalk: No Gaps





Key Features of Policy & Directive

- Same 2003 MGI Policy
 - but more focussed:
 - Deputy Heads accountabilities
 - Departmental personnel roles & responsibilities
 - monitoring and reporting in Departments
 - consequences for non-compliance
 - simplification e.g. removed portions dealt with by other policies such as privacy and official languages or as directives, standards or guidelines

Key Consultation Groups

IM Specialists

- IM Forum & related IM Policy Subcommittee
- IM Leadership Initiative

Executives

CIMB (ADM)
CIMB AG (DG/D)
MGI Leads (broad group)

Program Managers

Departmental
Representatives
(HQ and Regional)

Professional Associations

Council of Federal Libraries (CFL)
Association of Records Managers and
Administrators (ARMA)

TBS & Portfolio

MPOC
Policy Centres
Legal





Highlights of Consultations

- Welcome the introduction of consequences
- Appreciate focus on Deputy Head accountabilities
- Important to reference that all employees are responsible for managing information
- Priority is now the development of other policy instruments
- Stress importance of a phased implementation approach
- Reporting should take advantage of existing mechanisms



IM Roles & Responsibilities

- **Deputy heads**
 - Identify accountabilities to ensure integration of IM department and government wide, and designate senior executive for IM
- **Senior Executives designated by DMs**
 - Participate at GC level, coordinate/manage internal IM
- **Managers NEW**
 - Manage IM as part of their program/ project, work with IM specialists, ensure information management in terms & conditions for contractors
- **All employees**
 - Apply IM to support their work, identify IM requirements to managers & IM functional specialists
- **IM Functional Specialists**
 - Provide IM functions, services and advice to all levels of staff, participate at GC level
- **TBS** - Review progress, provide GC-wide direction for IM
- **LAC & Stats Can** - Per IM Policy
- **Others** - PWGSC, CSPS **NEW**



Implementation Objectives

- Smooth transition from MGI policy
- Build strong foundation, then ramp up capacity
- Progressive approach

Implementation Plan – 3 Phases

Phase	Timeline	Outcomes
1. IM Governance & Employee Awareness of IM	July 1, 2007 to June 30, 2008	Policy & Directive issued & implementation of policy and directive requirements underway
2. Supporting Business Processes	July 1, 2008 to June 30, 2009	Integration of IM and Recordkeeping in business activities
3. Sustainability of IM	July 1, 2009 to June 30, 2010	Common IM performance measures & reporting Improvement priorities

Way Forward for Phase 1

Time period	Activity	Outcomes
Up to October 2007	Communication from TBS and CIOB to departments advising of 3 phases, new features of Policy and Directive Designation of Senior Executive for IM matters in departments	<p>Departmental staff & executives are aware of their IM roles & responsibilities</p> <p>GC & departmental training reflects current IM policy and directive requirements</p>
October 2007 to June 2008	CIOB presentations and communication to departments, designated Senior Executives, CIMB, CIMB AG, IM Forum, etc., on new policy & directive and progress of other policy instruments	
	Development of materials for use in departments to augment their awareness activities, e.g., generic deck, presentations.	
Ongoing	<p>Development of other policy instruments and best practices in consultation with IM and Business communities</p> <p>Updating of CSPA course material for IM curriculum and management courses</p> <p>(will influence MAF indicators beginning Round 6 FY 08-09)</p>	

Communications Plan for Phase 1

Target Audience	Theme	Key Messages for departmental action	TBS Action
Deputy heads	IM Policy & Directive on IM Roles & Responsibilities – part of Policy Suite Renewal	<p>Renewed deputy head accountabilities</p> <p>Need to designate an IM senior executive</p> <p>Need to disseminate Policy & Directive including links to learning opportunities</p>	Letter from TBS to inform deputy heads and request nomination of departmental IM senior official
Senior executives	Information is a strategic resource & has value	<p>Participation in GC-wide & internal departmental decision-making</p> <p>Need to include IM in departmental planning – strategic, resource, project & program</p>	<p>Socialization of Policy and Directive</p> <p>Provide IM sessions in various fora, e.g., IM stream in GTEC; IM Conference</p>
Managers	Proper IM enables better business delivery		
All employees	Managing information is everyone's business	<p>All employees are responsible for managing their information</p> <p>There are specific roles & responsibilities</p>	Development of generic communications instruments
IM Functional Specialists	IM Functional Specialists are more important than ever	<p>Need to develop & promote the use of IM products/services (GC wide & departmentally)</p> <p>Participation in IM Forum for information sharing</p>	<p>Development / re-confirmation of generic tools to assist specialists</p> <p>Providing IM sessions in various fora, e.g., IM stream in GTEC; IM Conference</p>



MAF V: Effectiveness of Information Management

For 2007/2008, the lines of evidence for Effectiveness of Information Management continue previous themes:

1. Corporate governance for information management.
2. Management of information and records to meet program and service outcomes, operational needs and accountabilities.
3. The administration of the *Privacy Act* (including the sound management of personal information), which is reflected in public and Parliament Reporting tools.
4. The administration of the *Access to Information Act*, which is reflected in public and Parliamentary reporting tools.

• Possible Sources of Information

- Departmental governance documents, eg. organizational charts, roles and responsibilities, authorities, committees' terms of reference, agendas, membership, records of decisions, web sites, guidelines, business processes and/or procedures
- Institutions' information management-related policies, strategies, implementation plans, workplans, reports
- TB submissions
- _____
- Annual Reports to Parliament on the administration of the *Access to Information and Privacy Acts*
- Info Source - Main Book
- Annual Reports (including report cards) of the Information and Privacy Commissioners
- Reports of other Officers of Parliament related to ATIP
- Personal Information Banks
- Classes of Personal Information
- Departmental Performance Reports

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