Management of Government Information

Senior Executives

Chief Information Officer Branch

Treasury Board Secretariat

March 12, 2004

Canada

MGI Senior Executives
Your Mandate

The MGI policy requires each department to designate a senior executive to be accountable to:

- Champion information management

- Co-ordinate strategic planning, resourcing and implementation of IM activities including training

- Ensure IM requirements are identified and addressed during program and system design

- Ensure effectiveness of policy implementation is periodically assessed

- Ensure IM accountability frameworks and terms of reference are in place when information is shared

Survey of MGI Senior Executives

A survey was conducted between November 19, 2003 and January 31, 2004 to gather information related to the status of:

– **IM capacity assessments**
– **Strategies to address resulting IM gaps**
– **IM governance & accountability frameworks**

In addition, we gathered information about you and the scope of your responsibilities

Of 59 MGI senior executives contacted, 42 of you replied, representing a 71% response rate

Who are you? A Varied Cadre

In total, 59 MGI Senior Executives were named and include

Assistant Deputy Ministers (4)

– Corporate Services, IM, Modernizing Services

Vice-Presidents (2)

– Corporate Services, Technology and Learning

 Commissioner

Chief Information Officers (14)

Directors General (15)

– Communications and IM, Corporate Services, IM and IT Business Services, IT Services
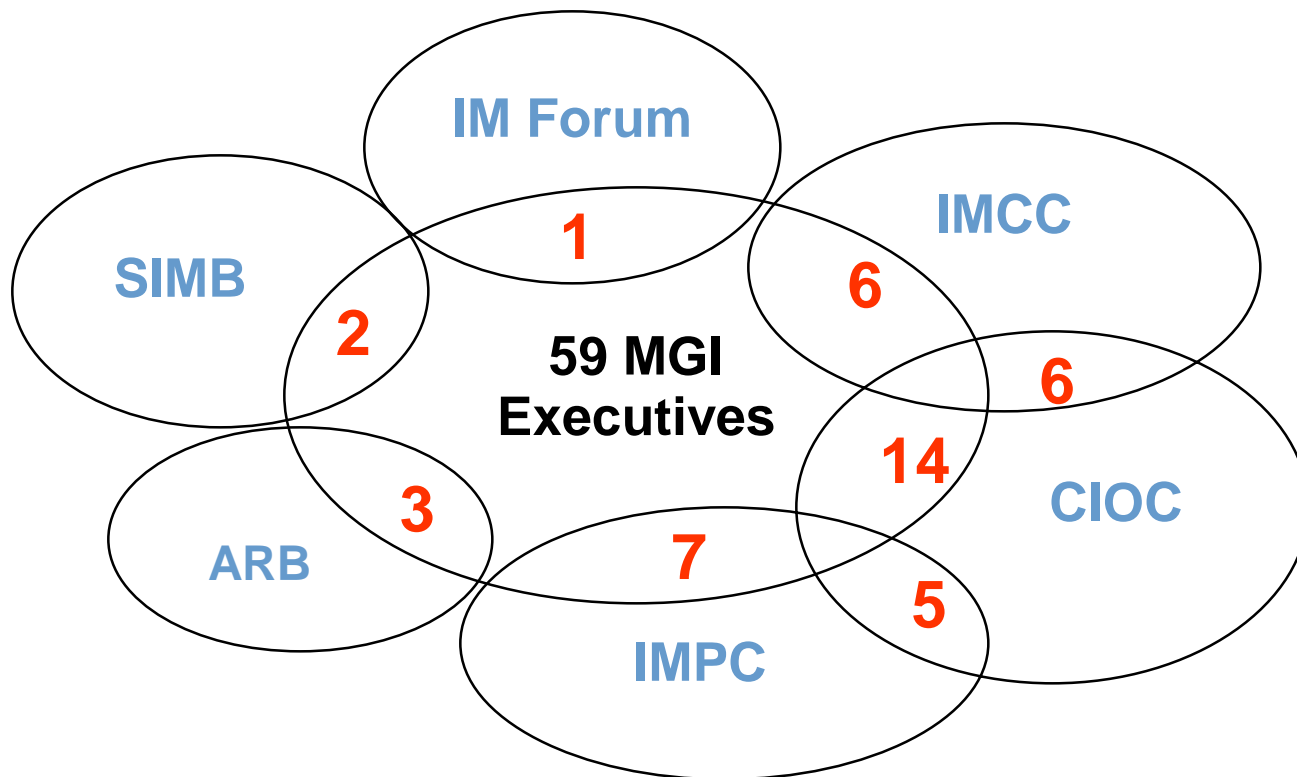
Directors (18)

– Administration, Communications and Information Systems, Data Access, Corporate Services, Library and IM Services,

Chiefs (3)

– Corporate Services, Financial, Management Services

Others (3)

Your Links to Existing Networks

IM Forum

SIMB

IMCC

1

6

2

59 MGI Executives

6

14

CIOC

3

ARB

7

5

IMPC

33 of you are not directly associated with any of the GoC Senior Management IM Governance Networks

Scope of Your Responsibilities

Operational roles

Of the 42 responses

- 36% are directly responsible for IM functions only
- 5% are directly responsible for IT functions only
- 55% are directly responsible for both IM and IT
- 4% have no direct responsibility for IM or IT operations

Responsibility for IM specialist functions

- 43% - Web content management
- 68% - Library services
- 89% - Records Management operations
- 95% - Corporate support of Records Management
- 30% - ATIP

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IM Capacity Assessments

15 departments have **completed** an IM capacity assessment or MGI compliance assessment

- 10 were institution-wide

A variety of tools were used

- 5 used IMCC (developed by LAC and endorsed by IMPC)
- 2 used MGI Compliance Review developed by Agriculture and Agri-Food Canada
- 1 used IM Readiness Check developed by Environment Canada
- 7 used alternate tools such as State of Information Study, Internal Audit of RM-IM, IM-Records Management Review, and A Review of the IM Domain

IM Capacity Assessments

12 departments have IM capacity assessments **underway** with completion dates of Spring and Summer 2004

- 9 will be institution-wide

- 9 will use the IMCC

- 2 will use the IM Review Guide (developed by Transportation Safety Board), and 1 was unspecified

Strategies to Address Capacity Gaps

Of the 15 departments that completed an IM capacity assessment

- 3 have an IM strategy for addressing gaps
- 10 have an IM strategy under development
- 2 have no strategy planned for the coming fiscal year

Governance and Accountability Framework

- 19 departments have set up an IM accountability regime with clear roles and responsibilities

What issues did you identify?

Areas where you identified a need for support were grouped under 4 broad categories

1. **IM Management** – funding for resources and tools (i.e. financial support for acquisition and upgrading of systems) was most frequently cited

2. **IM Training and Support** – professional IM training was the requirement most frequently identified

What issues did you identify?(2)

2. **IM Tools** – publishing of best practices, GoC-wide standards and guidelines for implementation of MGI, & developing costing modules for MGI implementation were most often named

3. **IM Communication** – majority identified the need to develop communication tools and support of GoC and ADM-other senior executive forums.

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How can we help?

Good IM requires a sustained, multi-year effort. TBS, LAC and PW can support you and your mandate

- **Development of the IMCC - endorsed assessment tool**
- **MGI and RDIMS implementation funds**
- **Development of practical IM guidance and tools**
- **IM Day and other IM Learning events**
- **IM Portal (standards, guidance, tools, best practices, HR**
- **Develop a phased implementation strategy at the whole of government level**
- **IM Champions and MGI Executives**

What Else do you Need?

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