SMALL AGENCY STRATEGY

Overview

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Presentation Outline

- **Introduction / Background of the Strategy**

- **Background and goal of the Strategy**

- **Goal and Deliverable**
  - **1-** Leadership, Governance and Accountability
  - 2- IM Roadmap
  - 3- IM Best Practices
  - 4- IM Experts
  - 5- Classification System Environmental Scan
  - 6- RDIMS Readiness Checklist
  - 7- IM Training Materials

- **SAS Contributors**

Introduction/ Background

Introduction

- Purpose of this presentation is to give a high-level overview of the Small Agency strategy and an update on the IM projects produced.

Background

- A study Commissioned by Treasury Board to study IM Capacity of Small Agencies (December 2004)
  ### Results:
    - IM capacity is consistent across the small agency community (TBS Report, March 2005)
    - Efforts should now be concentrated on building capacity
    - Seven distinct areas were identified, which become basis for Small Agency Strategy
    - LAC volunteers to lead SAS initiative on behalf of the SAAN

Background and goal of the Strategy

Background

- The Small Agency Strategy was funded under the MGI Fund, intake 2, managed by the Treasury Board Secretariat.

Small Agency Strategy Main Goal

- Building IM tools in seven predetermine arias to help Small Agencies comply with the MGI policy.

  ### Projects

  1. Leadership, Governance and Accountability
  2. IM Roadmap
  3. IM Best Practices
  4. IM Experts
  5. Classification System Environmental Scan
  6. RDIMS Readiness Checklist
  7. IM Training

1- Leadership, Governance and Accountability

Project Goal

1. Identify and develop governance structures
2. Identify and develop accountability framework
3. Develop performance indicators

Deliverables

"A Guide" of proposed governance structures and accountability framework.

- Strategy for implementing the guidance
- Part One: Concepts
- Part Two: Implementation

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Project Goal

1. Develop an IM Roadmap to assist agencies determine their IM requirements, how to meet them and in what order

2. Identify and describe common tools, templates and guidelines that an agency could use to follow the IM Roadmap

Deliverables

- An IM Roadmap
- A Guide that links the steps to be followed with the tools that are compiled through this project

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3- IM Best Practices

Project Goal

1. Research, collect, analyse, organize IM Best Practices

Deliverable

- Designed and Developed IM Best Practices Repository that can be accessed with a browser

1. Access Rights and User Security
2. Accountability Framework
3. Change Management and Communications
4. Data Capture
5. Data Consistency
6. Feedback Processes/Mechanism
7. Governance
8. IM Evaluation
9. IM Planning and Strategy
10. IM Workflow
11. Official Languages
12. Record Retention and Disposition Processes
13. Training
14. Web Publishing

4- IM Experts

Project Goal

1. Provide On-Site expertise to small agencies to help with one or more of the SAS IM initiatives

Deliverables

- Professional services given to small agency clients based on requests for service

- Shared information from service delivery results

5- Classification System Environmental Scan

Project Goal

1. Determine the applicability of using a function based classification system in a small agency
2. Feasibility of using BASCS for Administrative Functions in small agencies

Deliverable

- A comparative analysis of classification models that exist in the small agency community and congruency of model (BASCS) being developed at LAC

  - Small Agencies BASCS Scan

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Project Goal

1. Prepare a checklist for small agencies to prepare for an RDIMS implementation

Deliverable

- Checklist describing viability of RDIMS for small agencies as a stand alone organization or a partner sharing an installation

  - RDIMS Readiness Checklist and Clustered RDIMS

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7- IM Training Materials

Project Goal

1. Identify IM training options for SA

Deliverables

- The IM Certificate is the best IM training for SA

- Collaboration with Veterans Affairs to help them develop IM Basics e-learning tool

SAS Contributors

- Atlantic Canada Opportunities Agency
- Canada Economic Development
- Can. Artists and Producers Prof.
- Relation. Tribunal
- Canada Firearms Center
- Canada school of public services
- Canada Space Agency
- Canadian Environmental Assessment Agency
- Canadian Forces Grievance Board
- Canadian Human Rights Commission
- Canadian Human Rights Tribunal
- Canadian Industrial Relations Board
- Canadian International Trade Tribunal
- Canadian Museum of Civilisation
- Canadian Nuclear Safety Commission

- Canadian Radio-Television and Telecommunications Commission
- Canadian Transportation Agency
- Canadian Transportation Safety Board
- Commission for Public Complaints Against the RCMP
- Commissioner for Federal Judicial Affairs
- Commissioner of Official Languages
- Communications Security Establishment
- Competition Tribunal
- Competition Tribunal Registry
- Copyright Board
- Courts Administration Service
- Department of National Defence
- FINTRAC
- Governor General's Office

SAS Contributors

- Immigration and Refugee Board
- Infrastructure Canada
- Library of Parliament
- National Energy Board
- National Film Board of Canada
- National Parole Board
- National Roundtable on the Environment and the Economy
- National Sciences & Engineering Research Council
- Office of Indian Residential Schools Resolution of Canada
- Office of the Correctional Investigator
- Office of the information & Privacy Commissioners
- Office of the Privacy Commissioner of Canada
- Office of the Secretary to the Governor General

- Office of the Superintendent of Financial Institutions Canada
- Patented Medicines Prices Review Board
- Pensions Appeals Board
- Public Health Agency of Canada
- Public Service Commission
- Public Service Labour Relation Board
- Public Works & Government Services Canada
- RCMP External Review Committee
- Status of Women Canada
- Supreme Court of Canada
- Treasury Board of Canada Secretariat
- Veterans Affairs Canada
- Western Economic Diversification Canada

Questions?

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