**PROGRAMMES UNDER THE INFORMATION SUBJECT**

# GOVERNMENT OF JAMAICA RECORDS AND INFORMATION MANAGEMENT PROGRAMME

The Government of Jamaica (GoJ) Records and Information Management (RIM) Programme is an initiative of the Ministry of Education, Youth and Information under the Information subject. The RIM Programme is managed by the Information Division with support from the Office of the Cabinet (OoC) and the Jamaica Archives and Records Department (JARD).

The GoJ RIM Programme is implemented in keeping with Cabinet Decision #25/18 which approved the implementation of the RIM Policy (the Policy) across the Public Sector. The Policy applies to all public sector records, and seeks to facilitate the exchange of data among public sector entities; and provide for the establishment of the institutional and legislative frameworks for the effective management of records. It also promotes the accessibility and timely sharing of information within and across government, while at the same time, protecting confidential information. The Policy is aligned to related International Records Management Standards and the General International Archival Descriptive Standard.

# Vision Statement

*An integrated, standardised, and secure RIM system, which facilitates access to Government information and archival material; preserves and leverages Jamaica’s historical, information and cultural assets; as well as enables efficient service delivery, enhanced decision making and overall attainment of national developmental goals.*

# Policy Goal

The goal of the Policy is to contribute to modernising and transforming the public service and the building of a knowledge society by:

* managing, securing and making accessible, the records of the GoJ in an efficient, effective and transparent manner, throughout their lifecycle; and
* acquiring and preserving archival material.

# Policy Purpose

The purpose of the Policy is to:

* provide a framework for the standardised management of official records in the GoJ; and
* ensure that all activities and decisions of the GoJ are fully and accurately documented, managed and monitored in accordance with the regulatory framework and the life cycle principles of records creation, maintenance, use and disposal.

# Objective

The Policy objective is to enhance the performance of business activities, decision making and service delivery by all government institutions, contribute towards the achievement of the National Development Plan and support the Government’s obligation for transparency and accountability to its citizens and other stakeholders.

# Policy Benefits

The benefits of the Policy inter alia, include:

* improved decision making where decision makers have the information they need when they need it;
* enhanced service delivery to citizens, businesses and other Government entities;
* improved and integrated communication within and between Government institutions;
* reduced operating costs through the efficient and effective management of space, equipment and technology and through the application of records disposition procedures;
* protection and support for the government through the management of risks associated with the existence or non-existence of evidence during litigations;
* assimilation of new records management technologies to leverage efficiency, economy and effectiveness and an e-governance framework in the GoJ;
* preservation of the national memory through documenting and preserving records and archives with historical value to the nation;
* safeguarded vital information which is critical for business resumption/continuity in the event of a disaster; and
* increased qualified RIM practitioners in Jamaica and the Caribbean region.

# Key Result Areas (KRAs)

The implementation of the RIM Programme is pursued under the following five Key Result Areas (KRAs):

1. KRA 1: Legislative and Regulatory Framework (chaired by MoEYI) with the objective of developing a modern policy, legislative and regulatory framework for the effective and efficient management of the GoJ records;
2. KRA 2: Organisational Structures and Human Resources for RIM (Chaired by MoEYI) with the objective of ensuring that efficient RIM services are delivered by trained and experienced RIM professionals in JARD and Ministries, Departments and Agencies;
3. KRA 3: Reform of JARD’s Institutional Framework and Infrastructure (chaired by MoEYI) with the objective of creating a modern National Archives with a capacity to discharge its mandate;
4. KRA 4: Implementation of standardised RIM Systems (Co-Chaired by JARD and eGov Jamaica) with the objective of promoting and facilitating the management of GoJ records in accordance with International Standards and the policy and legislative framework; and
5. KRA 5: Capacitation of Key Stakeholders (chaired by MoEYI) with the objective of equipping key stakeholders with the capacity to implement the requirements of the Policy.

**Policy Implementation**

The operationalisation of the Policy is guided by an overarching RIM Strategy and Implementation Plan which uses a phased approach. The new RIM systems were first piloted in the OoC, Office of the Prime Minister, JARD and the Auditor General’s Departments. Full implementation of RIM Systems with the Ministries, Departments and Agencies is currently being undertaken incrementally.

**Policy Review**

The RIM will be reviewed and/or updated at least once every five years. This review will be initiated by the Ministry with portfolio responsibility for the National Archives/JARD.

# GOVERNMENT OF JAMAICA DATA COLLECTION AND INFORMATION SHARING PROGRAMME

The Data Collection and Information Sharing (DCIS) Programme is an initiative of the Ministry of Education, Youth and Information and managed by the Information Division. The Ministry recognises the importance of being able to access accurate and current data to make sound decisions, conduct evidence based policy making and deliver public services more seamlessly. Additionally, citizens, businesses and other stakeholders of Jamaica have increasingly greater expectations of the Government. The public expects to access government services easily, and is impatient with the bureaucratic processes, which require the provision of the same information multiple times, or visits to multiple government entities to access a single service.

**Programme Objectives**

The key strategic objectives of the programme are:

1. An approved Data Collection and Information Sharing Policy (the proposed Policy);
2. To develop an implementation strategy and Plan;
3. Build institutional capacity and train staff to undertake policy element; and
4. Established governance arrangement for Data Collection and Information Sharing across the Public Sector.

The proposed Policy is intended to facilitate standard collection and appropriate sharing of data and information between government entities to inform decision-making and enhance service delivery.

**Proposed Policy Goals**

The Policy will provide the framework for Public Sector entities to effectively collect and share government data and information by:

* establishing the institutional framework to govern the collection, maintenance and distribution of data and information;
* identifying the requirements for the effective collection, storage, management and retrieval of government data and information;
* establishing the governance and monitoring framework for the implementation of the Policy; and
* providing minimum standards and guidelines for:
	+ the collection of and proactive sharing of data and information between government entities, taking into consideration security, privacy and confidentiality of data; and
	+ accessing data and information through appropriate funding models where applicable.

**Expected Policy Benefits**

The expected benefits include:

* more joined-up and responsive services which can revolutionise how services are delivered in the public sector and the speed at which such services are delivered;
* improved value for money and the streamlining of services to help tackle crime and fraud and improve effectiveness in the enforcement of civil judgments, criminal court fines and breaches of community penalties;
* better targeted policy making based on evidence;
* more effective, efficient and timely planning; and
* reduced duplication and waste as a result of established mechanisms which will easily identify existing data source.

# ELECTRONIC MEDIA AND CONTENT SECTOR

The programme for the Electronic Media and Content sector in Jamaica is managed by the Ministry of Education, Youth and Information. The Information Division supports the Minister in designing and implementing the policy and legislative framework while the sector is regulated by the Broadcasting Commission. Currently, the media landscape is framed by television and radio, with radio penetration holding the highest audience although the Market Research Services Limited (MRSL) have indicated that the number of radio sets and listeners are declining.

Jamaica has kept pace with developed nations in adopting new and emerging Information and Communication Technologies (ICT), leading to areas of media activity that were never contemplated by the Broadcasting and Radio Re-Diffusion Act (the Act), when it was promulgated in 1949, nor the Television and Sound Broadcasting Regulations, (the Regulations) in 1996.

**Programme Objectives**

The Programme provides for:

* an approved Election Media and Content Policy (the proposed Policy);
* amendments to the Legislative and Regulatory Framework;
* design of an appropriate institutional framework; and
* approved standards for Digital Switchover

**The Proposed Electronic Media and Content Policy**

This proposed Policy seeks to provide an adequate level of equity for all forms of content distribution, without stifling creative innovation or alienating audiences for reason of an overly prescriptive policy framework.

**Vision Statement**

*A modern policy, legal, regulatory and institutional framework, which contributes to the creation of a knowledge-based, digital literate and empowered citizenry, as well as enables a competitive electronic media industry to advance national development and add value to the global information society.*

**Proposed Policy Objectives**

The proposed Policy will seek to:

1. introduce a service-based definition which captures the activities of all ‘like’ services in new legislation to ensure applicability (as far as is possible) of common regulations to all providers of ‘like’ services for purposes of transparency and equity; and
2. provide for the establishment of a comprehensive legal and regulatory framework which facilitates accessible, equitable, expeditious, enabling and effective regulation of the electronic media; protects all consumers, including vulnerable audiences; and is supportive of the development and promotion of high quality local content.

**Some Elements of the proposed Policy**

The modernisation of the Media Sector will require consideration of a number of elements that will support the establishment of a modern media environment including:

1. standardising Regulatory Provisions Governing the Industry and Simplified Application Process;
2. recognition and Support of Priority Indigenous Programming;
3. introduction of a new Advertising Regime and Additional Revenue Streams for Electronic Media Industry Stakeholders;
4. introduction of a New Ownership Structure in the Electronic Media; and
5. establishing the Transmission Standards for Digital Switchover.

## Digital Switchover (DSO)

The term “Digital Switchover” (DSO) refers to the transition from analogue television broadcasting to digital television broadcasting. Digital television allows for better picture and sound quality, as well as more choice of channels and programmes.

## Benefits of DSO

Among the tremendous benefits to be derived from DSO

* Spectrum optimization
* Reduction of greenhouse-gas emissions due to a massive reduction in the power consumption of broadcasting transmitters.

It is expected that the process of DSO will generated an increase in ICT waste and it therefore signals the need to ensure that standards and protocols are in place for the proper disposal and treatment of such waste. The Government of Jamaica (GoJ) remains committed to minimising the environmental impact of DSO and all other initiatives and practices with which the Industry engages which threatens to increase Jamaica’s carbon footprint.