

VOL. 1 ISSUE 1 · MARCH 2019

# RIM PLUMAGE

Newsletter of the Records & Information Management (RIM) Project Management Advisory Team (PMAT), Ministry of Education, Youth & Information

## RIM ... MIND, HEART, HOPE & LEGS

"An integrated and secure records and information management 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 development goals" - this is our bold vision. In furtherance of modernising the Public Sector and building a knowledge society, we must therefore make a success of delivering a standardised and robust Records and Information Management (RIM) System that secures and manages our records so that they may be easily, efficiently and effectively retrieved, used and appropriately shared. We must also increase our capacity to acquire and preserve archival material of continuing cultural and historical value to our nation.

## This issue:

RIM ... MIND, HEART,  
HOPE & LEGS  
PAGE 01

RIM Ready  
PAGE 04

RIM is ROC Solid  
PAGE 05

Spotlight on the Jamaica  
Archives & Records  
Department  
PAGE 06

Office of the Cabinet's  
Plumes  
PAGE 08

HOPE Changes Everything  
PAGE 10

RIM Matters  
PAGE 12

RIM Announcements,  
Events & More  
PAGE 15



# RIM... MIND, HEART, HOPE & LEGS Contd..

The Ministry of Education, Youth and Information is excited to lead, adapt, influence, and innovate in these rapidly changing times. Transformation of our institutions is a must! The gift of an effective RIM System is ready access, and the ability to preserve for posterity, the vast work of the Public Service, and our historical, as well as cultural assets. These repositories all reflect our intellect, individuality, initiative and creativity.

An efficient government and an empowered people will continually rise, harnessing our collective talents, knowledge and wisdom. *With grace and prowess we will affirm for ourselves and proudly display to the world, the diversity and beauty of our plumage.*

As the Ministry with the portfolio responsibility for Information, the Ministry of Education, Youth and Information (MoEYI), was proud to secure in July 2018, the Cabinet's approval of the RIM Policy which anchors the government wide programme, and also, to be among the first eight entities in the government to commence phased implementation of the regime. In April of this year, we look forward to welcoming other Ministries, Departments and Agencies (MDAs) on board Phase II of the RIM journey, which ultimately promises to convert our operations from being paper driven to a digitalised environment. We now grapple with the many decades worth of physical records we hold and are going through the admittedly tedious process of appraisal, classification, indexing, decongestion, retention setting, business process analysis and re-engineering, as a pre-cursor to full automation.

The gift of an effective RIM system is ready access, & the ability to preserve for posterity, the vast work of the Public Service, and our historical as well as cultural assets. These repositories all reflect our intellect, individuality, initiative & creativity.

An efficient government and an empowered people will continually rise, harnessing our collective talents, knowledge & wisdom. With grace and prowess we will affirm for ourselves & proudly display to the world the diversity and beauty of our plumage.





## RIM .. MIND, HEART, HOPE & LEGS Contd..

The MoEYI has already acquired the Xythos Records and Document Management Software in response to the critical need we have to address and automate the RIM and Document Management functions of our Ministry, and the Orange HR System to digitalise Human Resource functions. With guidance from the Jamaica Archives and Records Department (JARD), our RIM specialist and team of RIM practitioners, work assiduously to align our policies and practices with the standards of the Government. Notwithstanding resource and other challenges, we have achieved much at our Ministry and are proud of the work that the other seven Phase I MDAs have done, operating with similar or even greater constraints. The accomplishments we record to date, individually and collectively, could not have been secured without collaboration with our valued partners. The Office of the Cabinet has worked from concept to execution alongside all key stakeholders, providing needed technical and financial support for the RIM Programme. The Office of the Prime Minister's Housing, Opportunity, Production and Employment (HOPE) Programme, in tandem with our Learn Earn Give and Save Programme (LEGS), has provided RIM participating entities with young, energetic interns on fire to make a difference. HEART Trust/ NTA has supplied individual RIM Projects in MDAs with supervisors deployed from the Graduate Work Experience Programme (GWEP) initiative, and the Management Institute for National Development (MIND) has nearly completed its work in capturing a competency framework for RIM Practitioners to professionalise this category of officials; - this, under its wider objective of creating a Public Sector Learning Framework for the Public Sector. MIND has also just facilitated customised training of nearly 50 RIM practitioners from fifteen MDAs and is poised to contribute much more to our RIM journey, through the creation of learning pathways for RIM and ultimately, resumption of continuous RIM Training.

We are 'a people transitioning to digital' and our practitioners and partners are diligent, committed and capable. With an inclusive approach and a fixity of purpose, the urgency of the now propels us forward, and towards achieving our shared goals. *Our minds are focused and determined, hearts courageous, our hope eternal, our legs are swift and we are indefatigable, we are indomitable - we are proud Jamaicans.*

We are 'a people transitioning to digital' and our practitioners and partners are diligent, committed and capable. With an inclusive approach and a fixity of purpose, the urgency of the now propels us forward, and towards achieving our shared goals.

Our minds are focused & determined, hearts courageous, our hope eternal, our legs are swift and we are indefatigable, we are indomitable - we are proud Jamaicans.





## RIM Ready



HON. ALANDO TERRELONGE, MP  
MINISTER OF STATE  
MINISTRY OF EDUCATION, YOUTH & INFORMATION

Jamaica is now only a little more than a decade away from the 2030 marker for our country to become, as we envision, 'the place of choice to live, work raise families and do business.' There is an undeniable excitement and expectation as we inch closer to achieving our shared goal, but from experience, 'the win' is secured when all the fundamentals have been attended to and when nothing is left to chance. In the context of the modernisation of the Public Sector, a premium has to be placed on accessibility, good governance and transparency but none of these can be achieved without sound Records and Information Management (RIM). Similarly, in crafting the way forward, we have had to acknowledge that we must first have in place a swift, sustainable and workable

system for mining information and data, if we are to have an informed citizenry steeped in the knowledge of and pride in self; to thrive in a Jamaica equipped to leverage our cultural assets; and more generally be poised to attain our national development goals. *We subscribe to the view that the biggest determinant in a nation's life is its culture and then good governance - we need RIM to nurture both.*

The challenge in the Digital Age is that mechanisms for easy retrieval must equally build in features for appropriate access, tracking, use and security; and devices and systems which allow for increased productivity (through enabling the 24 hour generation of a plethora of data and documents) must also have controls which ensure we can account to Jamaica for these assets and exploit them for the benefit of our citizens. ICT architecture deployed must meet standards set for RIM functionality and interoperability, while also serving the unique needs of Ministries, Departments and Agencies and matching the legitimate expectations of our people. *To secure 'the win' for our country in this complex and dynamic environment, every official must be able to demonstrate a new intelligence, flex and develop new muscles, be properly resourced and rewarded to become - RIM fit and ready.* Our design therefore is being carefully calibrated to include investment in our human capital, to ensure the relevant competencies, skills and sensitivities attend our service to the public; relevant RIM career pathways are established; necessary institutional reform is undertaken; and that enabling legislation for regulating and reporting on the new system is provided. We are committed to heralding an era of good governance and people centred service, characterised by efficiency and effectiveness and an enviable rate of return.

Long inspired by the MoEYI's mantra that 'every child can learn, every child must' and my belief that every Jamaican deserves to achieve their dream and every Jamaican must, it is with a keen sense of duty, privilege and focus that I join with the esteemed team in the MoEYI in 'RIM readying' the Public Sector. *We will succeed, indeed RIM will be another feather in the cap of a Ministry and a people with a proven track record in delivering with aplomb.*

*"We subscribe to the view that the biggest determinant in a nation's life is its culture and then good governance - we need RIM to nurture both.*

...

*To secure 'the win' for our country ... every official must be able to demonstrate a new intelligence, flex and develop new muscles, be properly resourced and rewarded to become - RIM fit and ready.*

...

*We will succeed, indeed RIM will be another feather in the cap of a Ministry and a people with a proven record in delivering with aplomb."*

THE HON. ALANDO  
TERRELONGE, MP





## RIM is ROC Solid



DR GRACE MCLEAN, OD, JP  
PERMANENT SECRETARY,  
MINISTRY OF EDUCATION, YOUTH  
& INFORMATION (ACTING)

This month marks the two year anniversary of the birth of the RIM Oversight Committee (the ROC) which provides strategic direction for the RIM Programme. In keeping with our Charter, ROC's work over the period has proceeded with laser like focus on ensuring that the objectives of the RIM Policy are met. The ROC, which I now have the privilege of leading, is also committed to ensuring that the hallmark of implementation will be progressing the RIM agenda in a structured manner, maximising available resources and promoting appropriate access to authentic records, transparency and accountability.

Against this background, the ROC commends our Project Management Advisory Team (PMAT) for bringing this first issue of "RIM Plumage" to the screens and desks of RIM practitioners and other officials across the Public Service, as well as to the public whom we serve. *We look forward to the spotlight being shone on the progress we make regarding RIM's contribution to the transformation of the Public Service, into one which is agile, efficient, fit for purpose and which manifestly, as well as consistently, uplifts our people and holds sacred our documentary heritage. The ROC is solid and solidly behind the work of the RIM Practitioners who invariably work invisibly and all too often thanklessly, to make the magic embedded in our mission a reality - we salute you!*

I also take the opportunity to thank the distinguished members of the ROC and its Committees for the diligence and commitment to the RIM Programme each member brings to this mammoth undertaking; the benefit of your expertise and experience; the weight of your intellect; as well as the gift of your insight and sacrifice.

The RIM Programme will continue its roll out in phases and across the five identified key results areas: policy and legislation; organisational structures and human resources; modernisation of the Jamaica Archives; RIM Systems & RIM Capacity Building. Phase I and (soon to be inducted) Phase II entities, the onward march is steady and sure. *Let us proceed with a pep in our step and belief in our heart. We know that our strategies are the variegated feathers that, with the wind of change and determination, will spread and display brilliant plumage. The road ahead for us all is long and throws up challenges, but as symbolised by our flag - the sun shineth, the land is green and we the people are strong and creative.*

*"We look forward to the spotlight being shone on the progress we make regarding RIM's contribution to the transformation of the Public Service, into one which is agile, efficient, fit for purpose & which manifestly, as well as consistently, uplifts our people and holds sacred our documentary heritage.*

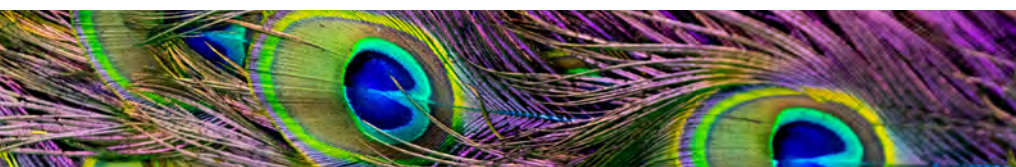
....

*The ROC is solid and solidly behind the work of the RIM Practitioners who invariably work invisibly and all too often thanklessly, to make the magic embedded in our mission a reality - We salute you!*

...

*Let us proceed with a pep in our step and belief in our hearts. We know that our strategies are the variegated feathers that, with the wind of change and determination, will spread and display a brilliant plumage. The road ahead for us all is long and throws up challenges, but as symbolised by our flag - the sun shineth, the land is green & we the people are strong and creative."*

DR GRACE MC LEAN OD, JP





# SPOTLIGHT ON THE JAMAICA ARCHIVES & RECORDS DEPARTMENT (JARD)

MRS CLAUDETTE THOMAS  
GOVERNMENT ARCHIVIST  
JAMAICA ARCHIVES & RECORDS DEPARTMENT

We at JARD are privileged to once more be at the helm of a Records and Information Management (RIM) centred transformational initiative of the Government of Jamaica. We may recall the uncertainty and anticipation across the Public Sector when the Access to Information Act was passed in 2002. Our mission now, as it was then, is to ensure that increasingly, the records of the people of Jamaica, are as authentic as they are accessible and efficiently managed. This call to action compels the creation of a RIM System which is designed and uniformly implemented to promote transparency and accountability across the Public Sector, thereby deepening the proud traditions which underpin our democracy. Enthusiastically, humbly and with a keen sense of duty we respond: *we are here to support your metamorphosis*, that is, the transformation of each Ministry, Department and Agency (MDA) from purely paper based operations to a fully RIM compliant, digitalised, efficient and effective machinery.

## WE ARE HERE TO SUPPORT YOUR METAMORPHOSIS

In this regard, a partnership approach has placed us in good stead. Being true to the 2012 Memorandum of Understanding (MoU) and the successor 2016 MoU (with the Office of the Prime Minister, the Office of the Cabinet (OoC) & JARD in the first instance, and Ministry of Education, Youth & Information (MoEYI), the OoC & JARD as parties in the second), JARD has supported the research and policy formulation undertakings of our Ministry (MoEYI) and led the implementation of the RIM Programme, while



Image by Stefan Schwehofer - Pixabay





## SPOTLIGHT ON THE JAMAICA ARCHIVES & RECORDS DEPARTMENT CONTD...

participating in the RIM Pilot.

Simultaneously, we have been undergoing a whirlwind of change to facilitate modernisation of our operations and ready ourselves to provide the services of a National Archives in keeping with the prescriptions of the RIM Policy.

## Our History

We are however buoyed by the knowledge of our own history and proven resilience in the face of change. Always, we work to honour the privileged position we occupy as custodians of the largest repository of historical and official records in Jamaica.

A few may know that we began in the Island Secretary's Office established in 1659, dismantled in 1879 and some of its functions shifted to the Island Records Office in Spanish town by dint of the Records Law of that year. Mr Clinton Black was appointed the first Government Archivist in Jamaica and in fact the Commonwealth Caribbean, heading the newly created Archives Section of the Island Records Office. The Jamaica Archives was created in 1962, the year of our independence, when the holdings of the Archives Section and the historical records of the law courts were merged, but still formed part of the Island Records Office. It was in 1982 that the Archives Act was passed in Parliament establishing an office to be known as the Jamaica Archives. The current extended reference to the Jamaica Archives and Records Department emerged in the late 1980s to signal the records management function we perform.

## Our Functions & Services

JARD preserves paper, audio visual and electronic records which relate to our history and heritage. We serve as a government repository for temporary storage of official documents and records at our Government Records Centre (GRC) at Church Street, Kingston, which is home to MDA's semi active files and is the centre from which the RIM standard setting and support comes. The GRC location also houses the Office of the Government Archivist. We receive deposits from MDAs, private collections, churches, charities and other organisations with materials of national significance.

Additionally, we provide a research and reference service to the public and our outreach programme is geared towards building awareness of and interest in the rich holdings of the Jamaica Archives at our Spanish Town location, which includes: The West India Committee Collection, the Silver Men: West Indian Labourers at the Panama Canal; Registry of Slaves of the British Caribbean 1817 - 1834 ; & the Patents (Land Grants) 1661 - 1940 which all appear in the Memory of the World Register of the United Nations Educational, Scientific and Cultural Organisation (UNESCO).

JARD 's Audio Visual Collection, is built out from its first holdings of the Jamaica Broadcasting Corporation (JBC) but now comprises the Air Jamaica Collection, private collections and other holdings from MDAs. These are housed in Half Way Tree on the premises of the Public Broadcasting Corporation of Jamaica (PBCJ), the successor body to the JBC.

## Our Journey & Destination

We at JARD, along with RIM Professionals in MDAs, have sought to keep pace with the exponential increase in the capacity of officials to create documents ( from any number of devices on site and off site - and most often out of the sight & knowledge of our registries). Like our global counterparts, we confronted the reality that long held RIM procedures and practices could no longer serve us - let alone well. We came to the inescapable conclusion that we needed to create, embrace and perform well in a new paradigm.

With that realisation, we are committed to making the needed shift to modernise and ultimately transform JARD. With Change Champions on board, we have set sail to 'blue oceans' where we will grow to meet the expectations of our public and government entities; provide new and meaningful ways to add value to our unique offerings; enable each MDA to make informed decisions with the benefit of easily retrieved & well managed documents; and for us all to efficiently and effectively serve our citizens.

We look forward to physically being located in a fit for purpose building and to enjoy visits to our online facilities which will allow the challenged, those in our diaspora, and citizens of the records and information society, to virtually explore & exploit our enviable and growing public & private collections that serve to take Jamaica - *to the world!*



## Office of the Cabinet's Plumes

MR GARFIELD THOMAS  
RIM PRACTITIONER  
OFFICE OF THE CABINET

I joined the Office of the Cabinet (OoC) in February 2017 as a part of the Documentation, Information and Access Unit within the Corporate Affairs Division. By then, the Ministry had already begun its journey towards modernisation of its Records and Information Management (RIM) systems as a part of the first four participants of the Government of Jamaica's Pilot Project and was now considered a "Phase I" entity. Over the period, I have been mentored by two Directors of Documentation, Information and Access Services, the Director of Information Systems and the Principal Director of the Corporate Affairs Division. Their support, understanding and drive creates a unity of purpose, commitment and determination to ensure that the OoC's RIM Programme is a success.



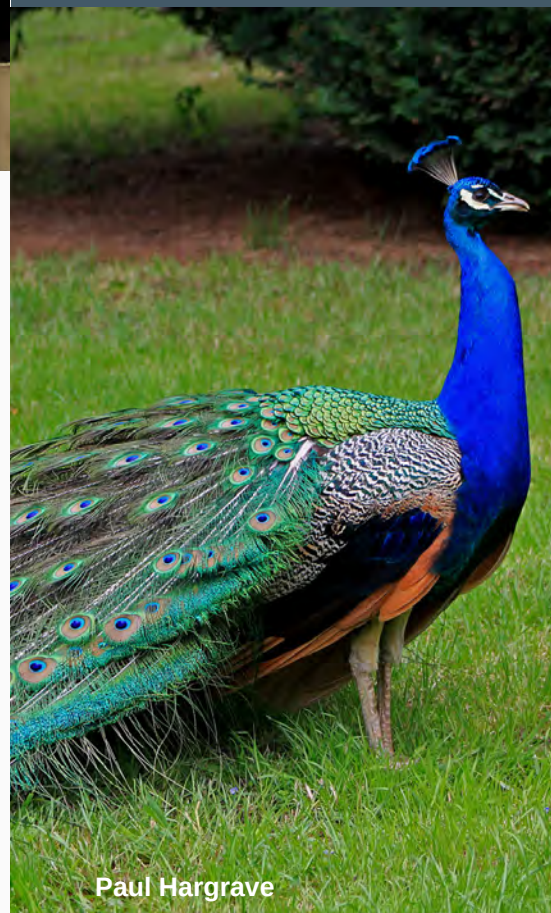
***It is unmistakable that the OoC takes pride in being RIM trail blazers and enablers of the transformation of the Public Service.*** Being a member of this elite team is a special experience, as we are part of an important process that will forever change government norms, how it performs and interacts with the public.

The new RIM system will advance the objectives of earlier initiatives of the government to increase the accessibility, transparency and accountability of all Ministries, Departments and Agencies (MDAs) in carrying out our work, we keep in mind that not only will RIM modernise the in-house processes of all MDAs, but it will help to build a modern knowledge-based society which is key as the GoJ moves towards its Vision 2030 goals.

The RIM programme rests on important principles, some of which are:- the accountability for the proper management of records and information, maintaining integrity and authenticity of records in our custody, the protection of official records, the adherence to retention schedules and the complete development and deployment of a GoJ wide RIM system. Through this understanding, my colleagues and I know that the RIM Policy and associated

**"... the Office of the Cabinet takes pride in being RIM trail blazers & enablers of the transformation of the Public Service."**

MR GARFIELD THOMAS  
RIM PRACTITIONER



Paul Hargrave





## Office of the Cabinet's Plumes Contd...

MR GARFIELD THOMAS  
OFFICE OF THE CABINET

programmes will touch the lives and work of every public sector worker and it will also have a massive impact on our nation's development. This, for me and my colleagues, is a key motivating factor. **Success is our only option and we have tremendous support from our leaders, in particular, the Cabinet Secretary, Ambassador the Hon. Douglas Saunders.**

The weight of responsibility of our team has also been made lighter by the work of our RIM Committee, which provides a good spread of knowledge, discipline and skills to weigh in on the important decisions that must be taken on a wide range of technical issues, including our use of technology and the creation of the OoC's retention and disposition schedules.

**"Success is our only option and we have tremendous support from our leaders ..."**

MR GARFIELD THOMAS  
RIM PRACTITIONER



I know that Phase II is slated to begin shortly and I wish to encourage all participants to maintain focus on the incredible benefits of the programme, employ strategies which will help to manage foreseeable risks and draw on the support that is made available to you through the Jamaica Archives and Records Department and the RIM Project Management and Advisory Team (PMAT). I would also suggest making contact with Phase I entities to learn from their experiences gained throughout the last few years. Congratulations to PMAT on their first issue of RIM Plumage, I look forward with interest, to the next issue and seeing the details of other plumes.



Vittorio Zamboni



Photo: Donald De La Haye

The Prime Minister, Most Hon Andrew Holness, &  
Col Martin Rickman, National Coordinator - HOPE

# HOPE

## CHANGES

## EVERYTHING

Colonel Martin Rickman, MSc, psc, JP  
National Coordinator  
Housing Opportunity Production Employment  
(HOPE)  
Office of the Prime Minister



The HOPE initiative, launched by the Most Hon. Andrew Holness on May 8, 2017, is in part a training and apprenticeship programme. The initiative provides an avenue for the development of fully rounded individuals, to become productive members of society through the system of a National Service Corps. Our programme attracts participants between the ages 18 and 24 years old, who are not otherwise accessing training, education or employment opportunities. *The HOPE Programme is guided by the principle that every Jamaican youth will be provided the opportunity to work to learn, work to earn, work to give service to the nation, and work to save for their future - Learning, Earning, Giving and Saving (LEGS).* While we aim to engage 15,000 persons on an annual basis, we have in fact been surpassing these numbers, even with budgetary and space constraints in Government. We are heartened by this, as it means a programme designed to promote and optimise the human and social development of our youth has had the desired impact on more lives, more quickly, and this is consistent with the Vision 2030 goal of empowering Jamaican youth to contribute meaningfully to building and strengthening the communities to which they belong.

Participants' engagement in enriching activities within the Public Sector, augurs well for achievement of their fullest potential and becoming more active contributors to the economic growth and prosperity of the country. *Deploying our interns across Ministries, Departments and Agencies (MDAs) in support of, among other things, the transformational Records and Information Management (RIM) Programme, has been a wonderfully natural fit.*

# HOPE CHANGES EVERYTHING CONTD.

Colonel Martin Rickman



Rapid advances in technology has meant a proliferation of documents and information exchanges by officials, which the traditional records management systems would not have accounted for.

*The implementation of a modern RIM System across MDAs, as is now being undertaken, needs agile minds and many capable hands to bring current practices in line with new procedures and standards set. HOPE's Document Management and Digitising Corps provides that and brings life to RIM.* Similarly, HOPE interns who have benefited from skills training in RIM, are able to apply the skills gained immediately on assignment, get on the job training, and are mentored for the duration of their apprenticeship. *Our HOPE Programme therefore, aligns with the Government of Jamaica's strategic objective of establishing a comprehensive and modern RIM System for purposes of increased efficiencies and transparency, by providing an additional source of human capital to undertake the programme and HOPE interns, are provided with tools for their professional lives, meaningful experiences and a means to realise career goals - HOPE changes everything!*

The Document Management and Digitising Corps undergo six weeks of skills training which includes document sorting; filing systems; scanning; data entry; labelling; archiving; and storing. After the training, interns are placed within MDAs to conduct the activities under the guidance of the RIM Project.

## *"HOPE's Document Management and Digitising Corps ... brings life to RIM"*

It is important for MDAs wanting to access our support generally, to understand that the HOPE Programme consists of three main components:- (i) core skills training; (2) On-the-Job Training and (3) Volunteerism (Giving Service). Our recruits therefore are given mandatory Core Skills Training administered by HEART Trust/NTA for two weeks, and skills training which may be done whilst on the job. Internship/apprenticeship is possible for up to one year, during which period they are mentored and also assessed by HEART for Certification. It is encouraging that overall, reports from MDAs are that participants have been making a difference and most all participants stay the course. Moreover, youths who have left the Programme have gone into jobs, or have gone into further training and are doing well. We move forward inspired, motivated and with great hope!



HOUSING, OPPORTUNITY,  
PRODUCTION & EMPLOYMENT

*"Our HOPE Programme ... aligns with the Government of Jamaica's strategic objective of establishing a comprehensive and modern RIM System ... by providing an additional source of human capital ... and HOPE Interns, are provided with tools for their professional lives, meaningful experiences and a means to realise their career goals - HOPE CHANGES EVERYTHING!"*

**Col Martin Rickman**





## The RIM Policy Launch

- October 4, 2018

L- R Mr Cordel Green, Executive Director, Broadcasting Commission, Mr Dean Roy Bernard (former) Permanent Secretary, Ministry of Education, Youth & Information (MoEYI), (former) Sen. the Hon Ruel Reid, Minister of Education, Youth & Information, Mrs Veniece Pottinger-Scott, Director General, Office of the Cabinet, Col. Martin Rickman, National Coordinator - Housing Opportunity Production & Employment (HOPE) Programme, Mrs Kadeish Jarrett-Fletcher Court Management Services, Ms Jo-Anne Archibald, Principal Director, MoEYI, Mrs Claudette Thomas, Government Archivist, Jamaica Archives & Records Department (JARD).

## RIM Matters - From your PMAT Team

The Project Management Advisory Team (PMAT) is pleased to bring you the first edition of *RIM Plumage* - your Records and Information Management (RIM) Newsletter. PMAT looks forward to bringing to you this quarterly feature which allows a look at a range of RIM matters, and on the journey, explores why RIM matters to everyone within and beyond the Public Service. Two years into the life of the PMAT, we have had a bird's eye view of the first eight implementing Ministries, Departments & Agencies and have been inspired by their **resilient** approach and resolve; witnessed a growing appreciation across the Public Sector that the benefits of the programme are manifestly **immeasurable**; and that the scope of the undertaking is **monumental**.

We look forward to keeping our readers up to date on developments affecting RIM. Like our five key results areas for the programme, these will range from matters of policy, legislation and regulation; to RIM matters affecting the Organisational Structure and Human Resources of the Public Sector; modernisation of the Jamaica Archives & Records Department; roll out of RIM Systems; as well as RIM capacity building in the Public Sector. On these pages, various RIM practitioners will invite you to look at their RIM plumes, sharing best practices, proud moments, and meaningful approaches to treating with issues encountered along the way and more.

Resilient

Immeasurable

Monumental

#RIMatters

We ask our readers to always recall, that the development and implementation of the RIM Programme has been motivated by an increased demand for access, transparency and accountability in the management of government records, in order to effect timely and informed decision-making; as well as to support efficient delivery of services & the ease of doing business. In all matters therefore, we the members of PMAT, keep in sight that the GoJ has committed to improving the integration and harmonisation of government information infrastructure and systems, and enhancing service delivery, through the development and implementation of an effective Government-wide RIM Programme, among other initiatives.



The Project Management Advisory Team boasts having on board, two Principal Directors, hailing from the Office of the Cabinet and the Ministry of Education, Youth and Information and two Project Management Professionals from the Cabinet Office, winning for the team, the desired mix of policy and technical input at the senior levels, as well as the employment of tried and true Project Management tools to navigate this Programme.

Fuelled by progress, the PMAT team will be busy making stops to entities throughout March & April, as we prepare to bring more entities on board the RIM Programme.

We stand ready to answer your queries as you start thinking about preparing for RIM in the near future. We share some of the questions we have gotten so far, ideas generated from RIM Professionals, & our own thoughts. Send your queries to [marsha.spence@moe.gov.jm](mailto:marsha.spence@moe.gov.jm) - we are waiting to hear from you.



# *RIM Matters - From Your PMAT Team*

## Your Questions

---

How will the RIM Programme be funded?

---

Isn't it likely that there will be resistance to change - how will this be managed?

---

What is the process for bringing an entity on board the RIM Programme?

## Suggestions from RIM Practitioners

---

There should be a dedicated Fund for RIM for the period of the Programme

---

Regular visits from the PMAT team with drivers of change should secure compliance

## Our Responses

---

Each MDA will need to budget for RIM annually & the sums allocated for the purpose should then be utilised to roll out the programme in respective MDAs.

Funding is provided by the Ministry of Education, Youth & Information as well as the Office of the Cabinet to support high level strategies such as RIM Training & having a RIM Consultant as a resource to implementing entities

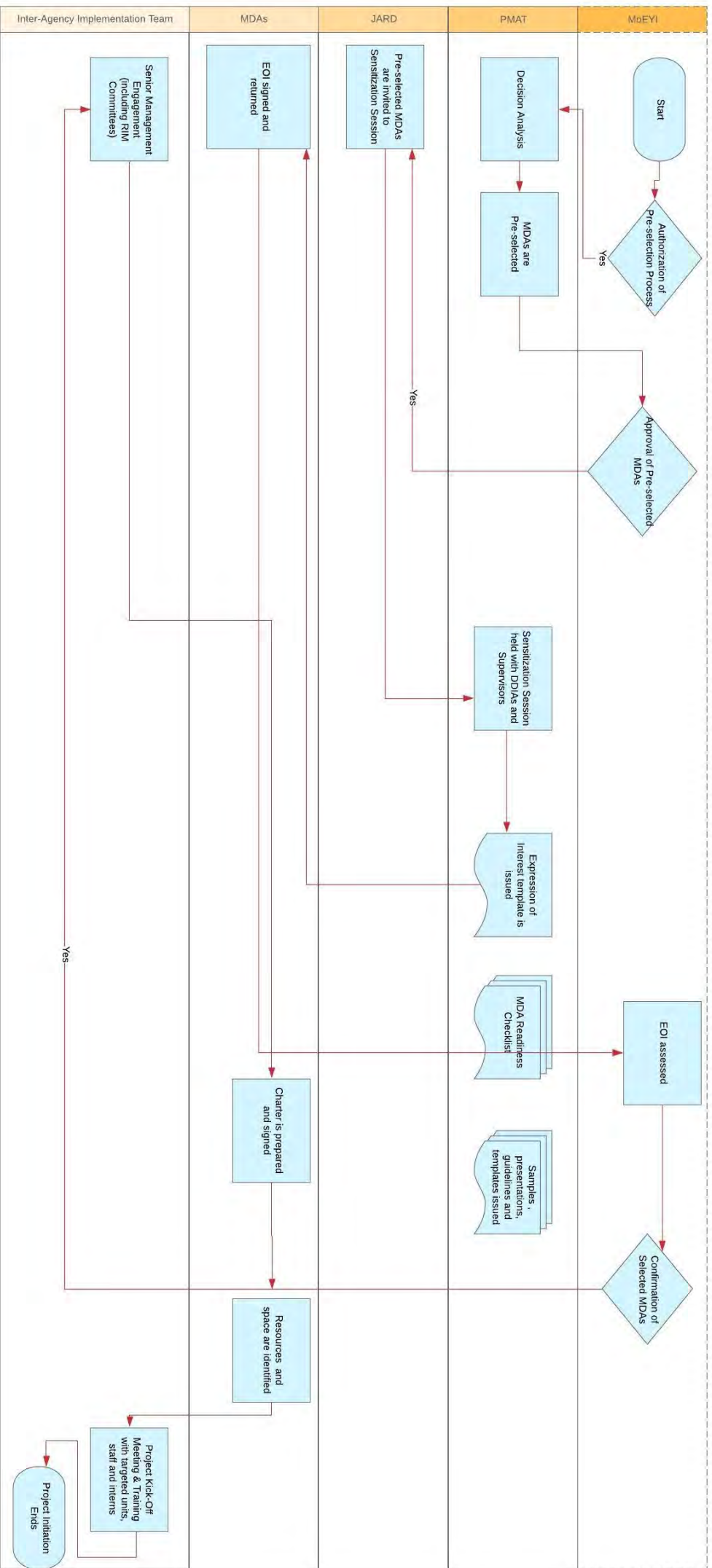
---

Change Management strategies, including the appointment of Change Champions in each MDA is a must. PMAT interface with Change Champions & other key team members in MDAs will likely take place in groups as more entities come on board.

---

We have mapped out the process in a Flow Chart just for you...

# RIM Project Initiation in MDAs





# Announcements, Events & More

# RIM

Save the Dates

Photos snatched from PMAT & JARD Albums

April is RIM  
Month

April 30  
Phase II  
'On-Boarding'  
Ceremony

April 2020  
RIM Inaugural  
Annual  
Conference



PMAT visits MCGES



PMAT with MoEYI & JARD stars

The Government Archivist delivering RIM training at MIND



JARD @ Jamaica Day



# RIM PLUMAGE

## PUBLICATION TEAM

**Ms Jo-Anne Archibald**  
Principal Director, Information Division  
Ministry of Education, Youth & Information

**Mrs Latoya Richards Franklin, PMP**  
Senior Director  
Public Sector Transformation & Modernisation Programme  
Office of the Cabinet

**Mr Dwayne Cargill, PMP**  
Policy Analyst  
Public Sector Transformation & Modernisation Programme  
Office of the Cabinet

## CONTACT US

**RIM PROJECT MANAGEMENT ADVISORY TEAM**  
C/o INFORMATION DIVISION  
MINISTRY OF EDUCATION, YOUTH & INFORMATION  
1 PHOENIX AVENUE  
KINGSTON 10  
876-926 8878

**Email: [marsha.spence@moey.gov.jm](mailto:marsha.spence@moey.gov.jm)**

Cover Pg Photograph of Book Shelves - Susan Ying

*Every Child Can Learn*  
*Every Child Must Learn*