

RIM PLUMAGE

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

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Stay the Course



HON. KARL SAMUDA, CD, MP
MINISTER WITHOUT PORTFOLIO WITH
RESPONSIBILITY FOR MINISTRY OF EDUCATION,
YOUTH & INFORMATION

As I reflect on the role and functions of the Jamaica Archives and Records Department (JARD), I am more convinced of the need for the Government of Jamaica (GoJ) Records and Information Management (RIM) Programme. In the 21st Century where content is being created and published by various known and unknown sources, the GoJ must be able to validate, challenge and respond to any such information if and when the image and integrity of our operations are threatened.

The Public also, now more than ever have higher expectations of the Government and we must be in a position at all times to respond. We can only respond effectively if properly managed records are in places that allow us to formulate policies and programmes that boost faster decision-making processes.

The RIM Policy promises “review and consolidation of governing RIM legislation in the medium term, with a view to overcome the legislative weaknesses and providing a modern framework for RIM; as well as the establishment of a National Archives, through the modernisation/reconfiguration of JARD to be an independent body, empowered to earn income independent of the public purse.”

We are committed to the policy provision and with the support of the Public Sector Transformation and Modernisation Division in the Office of the Cabinet. The Ministry is actively procuring expert services to undertake the strategic review and modernisation of JARD. Simultaneously, the Legal Service Unit in this Ministry is reviewing the Cabinet Submission for the issuing of Drafting Instructions for the new National Archives and Records Management Bill which will provide the legal framework for a modernise National Archives among other things.

A well-structured record and information management programme will provide critical benefits for the future of our country as it is an invaluable part of creating a culture of accountability and transparency.

I want to express appreciation to the staff at JARD and all RIM Practitioners for the contributions you make every day and ask you to stay the course as we push ahead with modernising RIM across the GoJ. The road ahead is challenging but it promises to be a fulfilling one. The job you do is critical for the prosperous Jamaica we all want to see.

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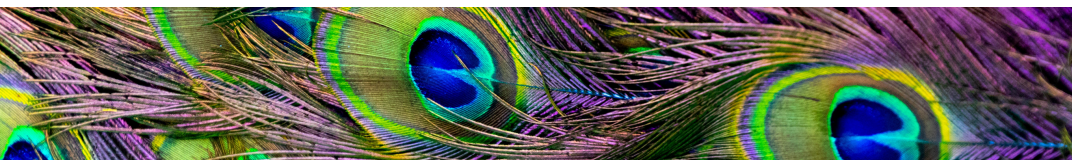
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HON. KARL SAMUDA, CD, MP





Charting the Future



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

The implementation of the Records and Information Management (RIM) Policy is highly recognised by the Government of Jamaica as the tool to improve performance, enhance service delivery and promote openness and accountability across the Public Service and ultimately the wider Jamaican society. As such the Ministry of Education, Youth and Information remains committed to promote and facilitate effective records management systems, procedures and practices across the public sector.

I am aware that we have in the past experienced challenges and weaknesses in the management of government's records and information across the Public Sector. Now we have a RIM Policy coupled with sound systems and procedures that promote and facilitate the efficient and effective creation, maintenance and use of records.

The sphere of the RIM Policy includes employees/public officials of MDAs (including municipal corporations and the judiciary) and provides for the acquisition of private collections and archives of national value. The people of Jamaica particularly our children and youth will be grateful to you for maintaining good records as this is the avenue through which they learn about the operations of government, the important milestones of our beloved country and our history. As the GoJ moves to digitise records, let us ensure that we maintain the standards set out in the RIM Policy to have a standardised framework that we all can be proud of. This is an important tool in our armoury as we move to become a prosperous Jamaica.

The people of Jamaica, therefore, are depending on all RIM professional to continue to support the implementation of the new RIM System across the GoJ as the success of the programme rests on your shoulders. The GoJ is committed to this programme and we are you to work collaboratively and systematically in your efforts.

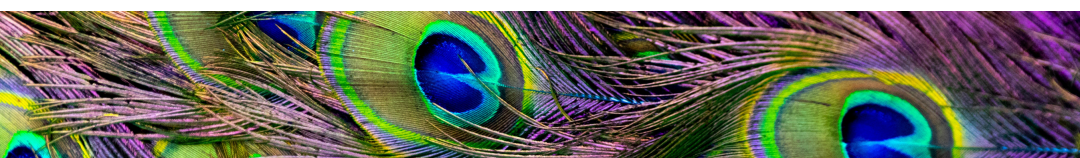
I am pleased to be able to acknowledge the dedicated work of all RIM practitioners in advancing the work of record and information management. I can assure you that your work has been appreciated and has not gone unnoticed. I implore you to continue to promote good ethics and integrity in your respective domain and the wider public sector.

"The sphere of the RIM Policy includes employees/public officials of MDAs (including municipal corporations and the judiciary) and provides for the acquisition of private collections and archives of national value. This reminds us of the importance of good record keeping and information management that demands high levels of accuracy and accessibility.

...

"As the GoJ moves to digitise records, let us ensure that we maintain the standards set out in the RIM Policy to have a standardise framework that we all can be proud of. This is an important tool in our armory as we move to becoming a prosperous Jamaica."

HON. ALANDO TERRELONGE, MP





RIM ... on Track pt 2



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

It gives me great pleasure to extend to you all a very warm welcome on behalf of the Ministry of Education, Youth and Information to the third Issue of our RIM Plumage, which highlights the work being undertaken to improve records management across the Public Sector. As chairman of the RIM Oversight Committee, I want to reassure all RIM professionals of our commitment to transform and modernise the Public Sector. At our meeting in September, we agreed that the RIM System Implementation

Strategy will see all MDAs operating under the new RIM Framework. Work in the first Cohort of Ministries, Agencies and Departments (MDAs) is progressing steadily and the initial engagement process for the second Cohort has commenced with Kick-Off Sessions and Records Survey Exercise to be held in the near future. I will be writing shortly to all Permanent Secretaries advising of the dates for Cohort 3 which will include all Ministries.

We are in the process of finalising Procurement with the Management Institute for National Development (MIND) to start work that will build the capacities of RIM Professionals and other key stakeholders in order to support the implementation of the GoJ RIM Programme. This consultancy is integral as it is expected to formulate and implement sustainable strategies to build capacity of MDAs and to also develop capability for compliance and enforcement of the RIM Policy and Legislation. It is expected that this contractual agreement will be in effect before the end of this financial year.

We remain committed to facilitate and provide an 'improved integration and harmonisation of government information infrastructure and systems and enhanced service delivery through, among other things, the development and implementation of an effective Government-wide RIM Programme. We have developed a robust strategy for the RIM Systems Implementation to engage all MDAs in the short term to ensure a successful implementation of the RIM Systems Project.

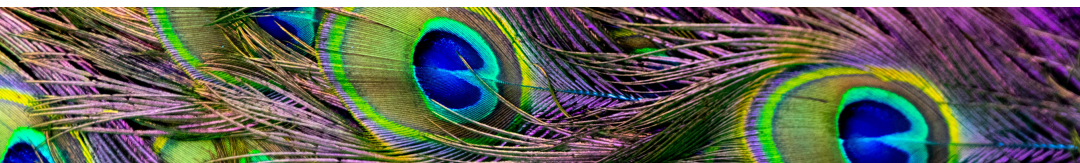
I use this medium to urge support and buy-in from all MDAs for the GoJ RIM Policy which offers a myriad of benefits for all. Few of the many benefits include 'improved decision-making where decision-makers have the information they need when they need it' and 'reduced operating costs through the efficient and effective management of space, equipment and technology and through the application of records disposition procedures'.

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DR. GRACE MCLEAN, OD, JP





SPOTLIGHT ON THE AUDIO VISUAL UNIT

*MRS. CAROL GRANT-BROWN
SENIOR ARCHIVIST
THE AUDIO VISUAL UNIT*

The Audio Visual Unit (the Unit) of the Jamaica Archives & Records Department (JARD) was established in 1997, as a result of the divestment of the former Jamaica Broadcasting Corporation (JBC) by the Government of Jamaica. The Unit is the national repository for the audio-visual collections of the now defunct JBC and its collections span the years 1963-1997. As the JBC was an institution of Government, Jamaica's legislation recognises the surviving collections, as official records, and in keeping with the provisions of the Archives Act (which prescribes inter alia the retention, preservation, custody, care, management and control of official documents); the video and library collection of the JBC was vested in JARD with the Government Archivist, as custodian.

OUR COLLECTIONS

The National Audio Visual Collections is regarded and valued by Jamaicans, and indeed the Caribbean Community as a repository of rare works from the pre and post-independence era, documenting Jamaican and Caribbean events and content, ranging from national and political, through entertainment and sports, to religion, and folk. Additionally, it is highlighted that the Audio Visual Collections, captures culturally valuable material which otherwise is passed on through a diminishing oral tradition. Our acquisitions include the video archives and audio library of the JBC, the audio visual collections of Air Jamaica, deposits from Ministries, Departments and Agencies (MDAs) and private donations.



The establishment of the Public Broadcasting Corporation of Jamaica (PBCJ) is seen as a complementary exercise to preserving the National Audio Visual Collections of the JBC. The Corporation has as part of its mandate, to complete the work begun by its predecessor JBC, with particular reference to its role to document and showcase Jamaica's cultural traditions and utilize the collections, to educate, inform and entertain. It is envisaged that the collections therefore, will be a store of cultural wealth to provide a content base from which the country can readily benefit.

The role of the Unit therefore, is to establish and maintain a repository of audio visual collections having archival and cultural value relating to Jamaica, the Caribbean and the rest of the world and to preserve and promote our audio visual culture as an essential background for national unity, democracy and socio-economic development. We aim also to promote awareness of preservaton issues and act in support of archival care of our documentary media heritage.



SPOTLIGHT ON THE AUDIO VISUAL UNIT CONTD...

The Audio Visual Unit offers technical assistance to MDA's as follows:

- provides research and reference service to the public and the PBCJ;
- serves as a national repository of official audio visual records from MDA's and private donors;
- conducts audits in MDA's to assist them to maximize the efficient and effective use of resources to carry out digitisation and achieve cost saving benefits wherever possible;
- appraises audio visual collections and advise on their care and handling and encouraging the MDA's to convert to digital content in new and creative ways;
- carry out digitisation and provide audio visual content through the creation of new digital formats;
- assists in developing a body of expertise in audio visual archival preservation through training in preservation and digitization techniques;
- participates in setting standards and policies for preservation, conservation and use of audio visual recordings in MDA's;
- serves as a member of the Audio-Visual Information Network (AVIN); working to improve and standardize best practices in audio visual archiving and management of our collections;
- promotes awareness of our documentary heritage through the hosting of exhibitions/displays, guided tours and research services; and
- provides access to the collections in accordance with the Archives Act & Regulations, the Copyright Act & Regulations and the Access policies of the PBCJ..

GOVERNMENT OF JAMAICA'S INAUGURAL RIM CONFERENCE

The Conference is the first of its kind for Jamaica and is scheduled for June 9-10, 2020. It will provide a space for RIM Practitioners; RIM Specialists and Academia to share experiences and gain knowledge; build awareness about the Records and Information Management (RIM) Policy and raise the profile of RIM across the public sector.

The Conference Theme is "Jamaica: Reshaping Records & Information Management for the 21st Century" and is supported by the following Sub-Themes:

- Transformed Access, Efficiency and Service
- Reshaping Records for Improved Access
- Reshaping Archives and Registries: Best Practices in RIM
- Digital Transformation: Moving from Hype to Action
- Key Challenges faced by RIM Practitioners: Classification and Digitisation
- Leadership: Keeping the RIM Straight

The call for papers will be issued in the next Quarter for researchers to present on the theme and sub-themes. The invitation is extended to Directors, Managers and Officers within Government with responsibility for Records Management; Information Management; Information Governance; Information Systems; Information Communication and Technology (ICT); Digital Records; Digital Information; Archive and Catalogue Management; and Data Protection, Policy and Legislation.



GOVERNMENT OF JAMAICA'S INAUGURAL RIM CONFERENCE CONTD ...

The benefits of attending include but is not limited to:

- exposure to records and information management strategies that go beyond the 21st century;
- overcome challenges of interoperability and accessibility for effective RIM;
- hands-on experience for effective and efficient records management;
- network with over 300 national, regional and international RIM practitioners and persons in academia; and
- understand the Government of Jamaica's Draft Records and Information Management (RIM) Policy.

The Conference will take the format of incubator sessions; special focus sessions; lightening talks, workshops etc. Attendees will be awarded certificates for attendance, participation and completion.

The Conference will also offer an opportunity for local, regional and international partners to foster effective partnerships.

XX Regional meeting of the Memory of the World for the Latin Americas and the Caribbean



The XX Meeting of the Regional Committee of Latin America and the Caribbean of the Memory of the World Program of UNESCO (MOWLAC) was held in the city of La Paz, the Plurinational State of Bolivia, from September 11 - 13, 2019.

Participants included representatives of National Committees of Latin America and the Caribbean, of Liaison Offices with UNESCO, of Regional Offices of UNESCO, as well as fraternal guests and observers of the International Committee of the Memory of the World Program and of other Regional Committees. Mrs. Claudette Thomas, the Government Archivist was nominated as Jamaica's irepresentative.

The meeting has deepened the discussion on two key themes for the protection and promotion of documentary heritage:

- (i) the management of natural risks and those caused by human action; and
- (ii) the preservation of digital documentary heritage.

Key conclusions of the meeting included, inter alia:

- Strengthen the national committees of the Memory of the World Program, including by designing strategies to ensure the sustainability of such national committees;
- Increase national budgets for documentary heritage policies;
- Stimulate legal reforms where necessary; and
- Deepen the policies of access to public information;

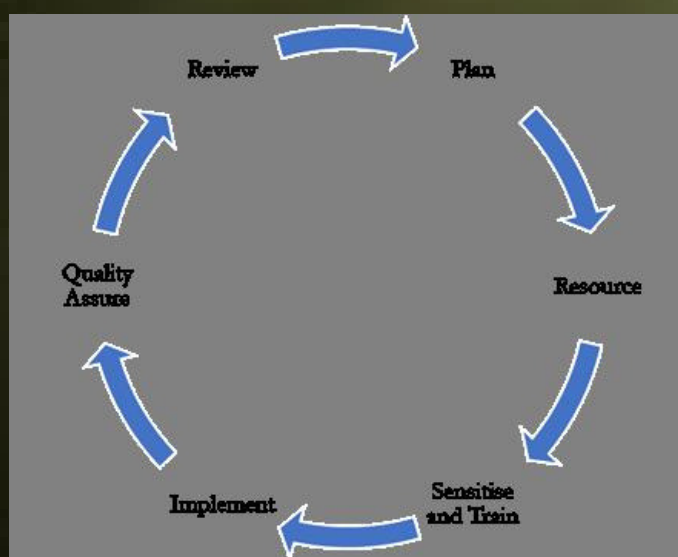
Claudette Thomas (Mrs.)

Government Archivist

Jamaica Archives & Records Dept. (JARD)

Future Plans for RIM Implementation

The Government of Jamaica (GoJ), through the Records and Information Management (RIM) Programme is in the process of strengthening public institutions to deliver efficient and effective RIM services. Critical to this delivery is the implementation of the Promotion of RIM Systems that conform to international standards, referred to as Key Result Area (KRA) 4: RIM Systems Implementation in Ministries, Departments and Agencies (MDAs). There are various steps (represented in the cycle below) necessary to ensure the successful implementation of the RIM Systems project within MDAs.



Planning: The RIM Programme within MDAs is expected to be implemented over a five-year period, which started in 2018. MDAs will be grouped into five (5) cohorts. The table below shows the number of MDAs designated to each Cohort and the start dates. All remaining Ministries will form a part of Cohort 3 and should begin implementation by July 2020. Therefore, by November 2019 letters will be sent to the Permanent Secretaries to begin implementation in Cohorts 3 entities. By December 2020 and 2021 instructions will be given to Permanent Secretaries to begin implementation in Cohorts 4 and 5 entities. Presentation on RIM Implementation will be done at the Permanent Secretary Board Meeting.

| Cohort | No. of MDAs | Start Time |
|--------|-------------|---------------|
| 1 | 8 | February 2018 |
| 2 | 17 | July 2019 |
| 3 | 25 | July 2020 |
| 4 | 50 | July 2021 |
| 5 | 100 | July 2022 |



Future Plans for RIM Implementation contd.

Resourcing: The Ministry of Education, Youth and Information (MoEYI), Jamaica Archives and Records Department (JARD) and the Office of the Cabinet (OoC) has committed resources toward the implementation of the outputs in the form of dedicated human and financial resources. These entities are also working with MDAs to further strengthen the project implementation mechanism by soliciting technical assistance from senior executives and officers.

During implementation the Programme Management Team will seek to support MDAs by identifying human resource support through internship programmes. However, MDAs must also identify financial, human and technical resources necessary to support the project within their entities.

Sensitisation and Training: The Programme Management Team will ensure that awareness of the programme is done with staff/stakeholders in Initiation Meetings and the RIM Implementation Kick-off Sessions. Guidance may also be provided where MDAs face challenges with Senior Management and there is a need to improve staff understanding of RIM activities. However, as larger cohorts are introduced, the Implementation Team will seek to provide guidance through 'Do It Yourself' Guides, Videos and other creative use of technology. Technology will be used to do more sensitization in MDAs.

Implementation: The Implementation Team will introduce the RIM activities such as records survey, classification, appraisal and retention, electronic RIM (e-RIM) strategies. JARD will provide consultation and advisory support which may be done through a RIM Hotline

Also, JARD in collaboration with e-Gov. Jamaica will provide guidance and support for the implementation of e-RIM. The team being led by e-GOV will develop the strategy for e-RIM Implementation which will be shared with MDAs. A Working Group was formed to do the e-RIM implementation evaluation, and this will be added to the KRA 4 Implementation Strategy.

Quality Assurance: The objective of quality assurance is to ensure that the RIM system that has been developed and delivered meets design specifications and fulfils user requirements. As teams implement, assessments will be done to evaluate the systems to measure the following: completeness, correctness, reliability, consistency, efficiency, integrity, testability, user-friendliness, and maintainability.

Review: Quarterly reviews of progress will be submitted to the RIM Oversight Committee (ROC) by the KRA 4 Sub-Committee Chairperson. In addition, for the next two years of implementation there should be by-yearly updates to the ROC regarding the progress of RIM Implementation in MDAs. Further, at the end of each financial year JARD should rank entities by level of maturity and stage of implementation. It is expected that standardizing RIM procedures within MDAs will ultimately improve performance, enhance service delivery, and promote openness and accountability across GOJ..



Pictorial Highlights
KRA 4 'RIM Systems' Sub committee Meeting



Cohort 2 RIM Implementation Kick-Off" Session





Pictorial Highlights

Cohort 2 RIM Implementation Kick-Off Session



Announcements, Events & More

The RIM Implementation Team have engaged the following entities and have formed Cohort II

- Jamaica Tertiary Education Commission
- Planning Institute of Jamaica
- Passport, Immigration and Citizenship Agency
- Child Protection and Family Planning Services Agency
- Institute of Jamaica
- Ministry of Science, Energy and Technology
- Broadcasting Commission of Jamaica
- Ministry of Tourism
- Firearm Licensing Authority
- HEART Trust/NTA
- E-Gov Jamaica
- Cannabis Licensing Authority
- Jamaica Promotion Corporation
- Ministry of Transport and Mining
- Companies Office of Jamaica

Upcoming Events

- RIM Oversight Committee Meeting December 11, 2019
- RIM Inaugural Annual Conference June 9-10, 2020



RIM PLUMAGE

PUBLICATION TEAM

Mr. Dwayne Cargill, PMP
Principal Director (Acting), Information Division
Ministry of Education, Youth & Information (MoEYI)

Ms. Marsha Spence
Director (Acting) Information Division, MoEYI

Mrs. Latoya Richards Franklin, PMP
Senior Director, Office of the Cabinet (OoC)

Dr. Siddier Chambers
Policy Analyst (Acting), OoC

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

Every Child Can Learn
Every Child Must Learn