Activities Report on the MoU between the

First Nations Summit (FNS)

First Nations Public Service Secretariat (FNPSS)

ARMA: Canada, Vancouver and Vancouver Island

April 2019 – June 2021

Month/Year	Activities
April 2019	**Signing of the new MoU** Over the winter and spring of 2018-2019, the MoU parties worked together to draft a new Memorandum of Understanding (MoU), to replace the 2010 MoU signed between the First Nations Public Service Secretariat (FNPSS), the First Nations Summit (FNS), and the ARMA Vancouver Chapter. The 2019 MoU was expanded to include the ARMA Vancouver Island Chapter, in addition to ARMA Vancouver Chapter and ARMA Canada Region; through this the Information Governance Advisory Committee (IGAC) was established as the body that would provide advisory expertise and develop workplans in furtherance of the goals set out in the MoU. The 2019 MoU commits all parties to work together to identify learning needs and develop and implement strategies to strengthen and enhance the information governance capacity of First Nations' governing bodies and institutions. It was signed by all parties on April 25, 2019. In addition to the MoU, the team also drafted Terms of Reference for IGAC and the initial 2018-2019 Workplan.
Summer-Fall 2019	**Management Training Academy (MTA) on Records and Information Management** The FNPSS' existing RIM Bootcamp workshop was reviewed and updated. The IGAC members participated in a "train the trainer" workshop, which were designed to identify what content was still applicable and what needed to be changed, and to learn how to effectively deliver the updated workshops. The workshop name was changed to Records and Information Management (RIM) Management Training Academies (MTA). IGAC members subsequently worked with FNPSS to deliver 4 RIM MTAs in Vancouver (31 participants from 15 First Nations), Victoria (21 participants from 10 First Nations), Williams Lake (29 participants from 6 First Nations) and Prince George (15 participants from 10 First Nations) through the summer and fall of 2019.

November 2019	**Foundations of Information Governance Pre-Conference Workshop and Privacy Breakout Session**
	IGAC helped develop a one-day workshop called Foundations of Information Governance, that was delivered as a pre-conference session during the FNPSS Annual Conference, Nov 5-7, 2019. This workshop included presentations from Cowichan Tribes' and IGAC members on information governance programs, business and governance profiling, EDRMS project development and the role of archives in Indigenous communities. 54 participants joined the workshop. Feedback on this workshop was very positive and oversubscribed. Plus, an additional breakout session on privacy in First Nations organizations presented during the main conference on November 6, 2019 and had around 30 attendees.
January 2020	IGAC members met via teleconference to review the initial workplan and begin drafting a new workplan for the coming fiscal year (2020-2021). Unfortunately, further development in an official workplan was impacted by the COVID-19 pandemic, and the resulting shift in priorities. Despite these challenges, FNPSS, IGAC and ARMA continued to find ways to collaborate on several virtual learning events.
Development September 2020-March 2021 Delivery April-June 2021	**RIM Assessment Tool and Workshop** Following a number of successful RIM MTAs, FNPSS responded to the feedback provided by First Nations that expressed the need for an assessment tool to help First Nations evaluate the strengths and weaknesses of their own RIM program. IGAC members and other RIM experts supported FNPSS in developing this tool and the accompanying virtual workshops. IGAC members provided facilitation, content development, and 1-1 mentorship to First Nation participants over the course of the workshop series. This pilot workshop was held over a 3-month period (April 28, May 19, and June 16, 2021) with a small cohort of First Nations and RIM Mentors. Participants learned how to use the tool to conduct interviews with their colleagues, attended a mid-way check in with mentors, and a final workshop to analyze results and identify a path forward in further development of their RIM program. Six First Nations participated in the workshop, and three First Nations, Klahoose First Nation, K'ómoks First Nation, and Kwikwetlem First Nation, successfully completed the assessment and with the support of their mentors were able to identify projects and next steps in further development of their RIM programs. Overall, feedback from participants was positive, saying that the experience helped them to move forward with their RIM initiatives, and demonstrating the benefits of this kind of tool. Detailed surveys and mentor reports were collected and will be used to inform future

	workshop deliveries and the development of an online version of the tool itself. Follow up meetings with participants to continue to provide a networking space.
Development November 2020-January 2021 Delivery February-March 2021	**Virtual RIM MTA Workshops** IGAC members met in the fall of 2020 to transform and prepare the RIM MTA to be delivered virtually over Zoom. IGAC and First Nations representatives participated in 3 advisory group meetings, supported facilitation and participated in the virtual workshops. The RIM MTA was held over three half days on February 23, 25 and March 2, 2021 and provide action-focused foundational training to better support participants returning to their organizations with strategies for managing their information. There were 51 people in attendance and feedback was positive from participants. Despite the virtual delivery, participants especially appreciated the discussion period where RIM experts were able to address questions from the group. The overall workshop consensus outlined the want for more in-depth RIM training.
June-July 2021	Current MoU representatives met to report on activities to date and draft a new workplan for the 2021-22 FY.