

## *Make Time @Work for IM!*



Employees are responsible for managing and protecting the government information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements..

## **Managing Meetings**

Employees may spend up to 50% of their workday in meetings with colleagues, vendors, partners or clients. Meetings provide an opportunity to interact with others on matters related to a department's mandate, management or strategic planning. Information is collected, created, used and shared in a meeting. Therefore, when planning, completing and following up on a meeting, think about ways to manage and protect information:

- ◆ Prepare an agenda ahead of time so you have an idea of what type of information will be presented or discussed
- ◆ Be discreet when discussing sensitive matters:
  - ◆ Use meeting rooms and not open areas
  - ◆ Keep doors closed
  - ◆ Pause the conversation if interrupted by catering, maintenance, etc.
- ◆ Identify a participant responsible for IM including note/minute taking and cleanup including:
  - ◆ Pick up any papers left in the room and dispose of remaining paper in secure shredding bins
  - ◆ Erase all content from whiteboards
  - ◆ Ensure conference calls/Microsoft Lync sessions are disconnected
  - ◆ Organize and store meeting documents as per the rules established by your program or work area

**To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: [www.ocio.gov.nl.ca](http://www.ocio.gov.nl.ca)**

For more information visit [www.ocio.gov.nl.ca](http://www.ocio.gov.nl.ca)  
or email us at [IM@GOV.NL.CA](mailto:IM@GOV.NL.CA)

