

## Member of Parliament / Information Control™ (MP/IC)™

*From Chaos, Order.™*

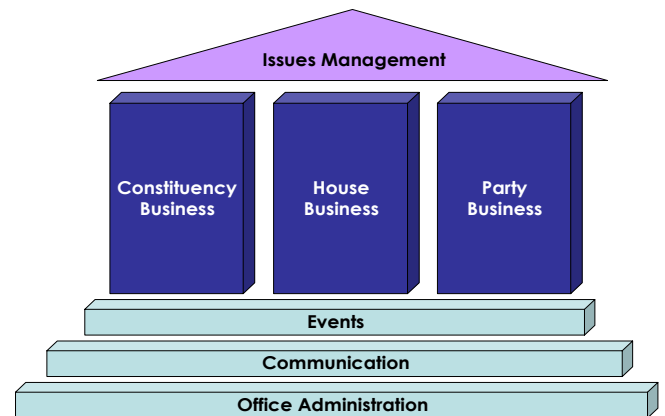
### Overview

One of the most important functions of any office, and for Members of Parliament's offices in particular, is managing the never-ending flow of information. Organizing correspondence, e-mails, research material, and the like, finding it quickly, and being able to synthesize a complete "file" on a particular issue or event – all of this can be difficult, labour-intensive, and often concludes with less than ideal results.

Avoid this by ensuring staff have the tools, training and support to capture and organize information effectively as soon as it is created or received, to index and store it in a manner that makes it easily retrievable, and to ensure consistent practices within a Member's offices, both on Parliament Hill and in the constituency.

MP/IC™ is not computer software, nor is it any kind of electronic "system". Rather, it is a set of administrative tools, procedures and training/support and information update services that will help an MP gain control of his or her information – and improve the ability to:

- Deal with constituents' questions, complaints and issues
- Enhance your re-election chances through good constituent service
- Stay better abreast of party issues
- Help your staff ensure you are effectively informed
- Help your staff manage events
- Administer your office efficiently
- Compile your research and give you a thorough picture of your issues of interest.



### About Us

Established in 1991, CONDAR Consulting has a nineteen-year history of helping institutions and individuals organize their information. We pride ourselves on providing practical advice to your problems and challenges. We are not a technology company, we are a "common sense" company, with tried and true methods and tools for ensuring you keep only the information you need, dispose of unneeded information, capture/save material in an effective manner, and are able to access it quickly.

Your account would be managed and supported by experts, with decades of experience in public sector records management.

CONDAR Consulting Inc. is a product-independent information management consulting firm. We are based in Ottawa with another office in Southern Ontario.

## **WHAT YOU GET**

Included with the full suite of products and services is a **customizable information classification system**, suitable for both Parliamentary and Constituency Offices, **retention guidelines**, a **procedures manual** to ensure staff know what must be done, **training** for four staff, and **ongoing support**.

### **Basic Package**

The basic package is a non-transferable licence fee for a complete set of MP/IC™ products: this includes the information classification system, devised specifically to meet the needs of a Canadian MP; retention and disposition guidelines based on Canadian best practices; and a full set of records and information management procedures. The license is good for as long as the Member is an MP, and all products are applicable to both the Parliamentary and Constituency Offices.

### **Training and Education**

A one-day training and education program for up to five staff covers the basics of records and information management, the use of the classification system, how to apply retention guidelines, practical exercises, and the opportunity to get specific, practical advice on implementation of the products.

### **Ongoing Support and Development**

As an MP/IC™ support subscriber, you can call us or e-mail us with your issues or questions at any time; we are there to help and provide personalized service to each client. Not sure where to put a particular document? Maybe you need to add a section for a special issue you are managing. We can advise you, and help modify your documentation to ensure correct placement.

You will receive our news bulletin service with information on records management best practices, developments in the industry, an international media review, links to interesting sites, interesting software, fast-breaking stories, the effects of legislative change on access and privacy, and examples of what can happen when information is not well-managed. If there is an event in your home province that is of particular interest, we'll tell you of that, too. Summaries of these items are included in a monthly newsletter.

Every year you are a subscriber, we will provide a formal review and "audit" of your information management tools and practices, and advise you where changes can or should be made.

As well, we can coordinate the development and dissemination of good ideas. As the product evolves, so too does your version of the product, should you wish to incorporate the changes.

This development package is available for \$350 per month, or \$3,595 for a one-year subscription. Think of what it costs to hire temporary office help (typically, \$20 an hour)... now, compare that price with what you will pay for true expertise.

Good records management practices save money and time, and improve the quality of decision-making.

## **For More Information**

**Phone: 613-233-4962, ext. 24**

**Email: [info@condar.ca](mailto:info@condar.ca)**

**Web: [www.condar.ca](http://www.condar.ca)**

### **COST**

<b>Licence Fee</b>	<b>\$ 1,295</b>	(one-time, option for group discounts)
<b>Education &amp; Training</b>	<b>\$ 2,500</b>	(group training discounts available)
<b>Ongoing Development and Support</b>	<b>350 /mo.</b>	(\$3,595 for one-year subscription – 15% savings)

*(plus applicable taxes)*

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