

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

From Chaos, Order.™

The Need

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 person – all of this can be difficult, labour-intensive, and often concludes with less than perfect results.

We have all seen offices with paper piled high, frazzled staff, and backlogged correspondence – both paper and electronic – that should have been dealt with. This situation can be avoided, and simply.

How? By ensuring your 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 your offices, both on Parliament Hill and in your constituency.

We Can Help

CONDAR Consulting Inc. can provide the tools and training your office(s) need(s), and at a reasonable cost. We have been helping public and private sector clients do just this since 1991, and have a significant level of expertise and experience. We have seen what works, what doesn't work, and we know the pitfalls and pressures you face.

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 services that will help your office gain control of its information – your information – and improve your ability to:

- Deal with constituents' questions, complaints and issues
- Enhance your re-election chances through good customer/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.

Included in this package is a customizable information classification system, suitable for both your Parliamentary and Constituency Offices, retention guidelines, a procedures manual to ensure staff know what must be done, two days of training for your staff, and ongoing support.

Ongoing Service and Support

As an MP/IC™ subscriber, you can call us or email us with your issues or questions at any time; we are there to help. If you don't know how to file something, or a new category of information hits your desk or in-box, we can help you categorize it.

Every month, our staff will review your file – the questions you have asked, the answers we have given – and, via telephone and/or in-person meetings with you or your staff, we will collaborate on solving any issues and concerns.

We will ask you to provide us with additional information on the types of records you are maintaining – changes, additions, things you forgot – and we will guarantee your information classification scheme and procedures are current with your needs.

You will have access to our 'blog' which contains articles we have written on information and records management, developments in the industry, links to interesting sites, software we find interesting, fast-breaking stories, and examples of what can happen when information is not well-managed. Summaries of these items will be included in a monthly newsletter (PDF).



The Benefits

A small investment up front – in time and money – can improve your offices' productivity (and reduce costs) tremendously.

Your staff will have a better quality of working life, you will get better information, faster, and you will be able to take control of the information relationship between you and your constituents, your Party Leader, and your colleagues.

Good records management practices save money and time.

The Cost

The licence fee for the full set of customized MP/IC™ products and services – which includes the information classification system, the procedures manual, the customization of these products to your office/constituency, two days of training for up to 6 staff, and a month of follow-up support – is **\$5,000** plus tax.

Support packages for periods beyond a month are also available, with significant levels of support available for **\$1,000** a month. Think of what it costs to hire temporary office help... compare that price with what you will pay for true expertise.

About Us

Established in 1991, CONDAR Consulting has an eighteen-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 information you do not need, capture/save material in an effective manner, and know how to access it quickly.

We believe you will be able to improve productivity and solve most of your "information problems" with simple procedural changes, a more disciplined approach to managing information, and the help and tools we give you.

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

Contact Us

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Other Businesses

Most of CONDAR's long history of records and information management consulting has been for the public sector; however, we have undertaken over 100 projects for corporate and NGO clients as well.

If you are interested in our other services, which include home office/small office information management, please review our corporate brochure at www.condar.ca and contact us to discuss your needs.