

FCO Information Management Assessment 2015 - summary action plan

OUTCOME – what will improve?	ACTIONS	TIMELINE
<p>Management of information risk. FCO will comply with the law and sustain its reputation.</p>	<ul style="list-style-type: none"> • Review existing policies to ensure that information risks are adequately reflected and mitigated • Review governance: clarify lines of accountability at all levels and monitor regularly • Re-energise existing networks (Information Asset Owners, Information Management Officers etc) to provide local source of information management advocacy, expertise and assurance • Ensure that all staff understand their responsibilities. 	<p>End September 2015</p>
<p>Oversight and management of information assets. Ensure that FCO knows what information it holds, and that asset owners understand their responsibilities.</p>	<ul style="list-style-type: none"> • Conduct an audit of FCO digital information assets • Revise the existing FCO Information Asset Register to reflect the findings of the audit, and update it annually. 	<p>End 30 Jan 2016 End Mar 2016</p>
<p>Access to FCO records and information by the public. Underline FCO's commitment to Transparency.</p>	<ul style="list-style-type: none"> • Continue working with The National Archives (TNA) to examine ways of improving the effectiveness of records management processes • Continue regular engagement with external stakeholders regarding FCO records review and release, including themed releases • Ensure we meet public deadlines for records release • Ensure appropriate representation from Transparency Unit on IT and Knowledge programme boards; implement improved Search function across FCO information systems. 	<p>Ongoing Ongoing Ongoing Ongoing</p>
<p>Management of digital information, including legacy information. FCO will be in a better place for transferring digital records to TNA in 2017.</p>	<ul style="list-style-type: none"> • Ensure that planned procurement of new information systems fully meets future business requirements for digital records management • Ensure that our existing digital records are ready for review in 2017. 	<p>Ongoing Ongoing to 2017</p>
<p>FCO staff knowledge and capability. Ensure that all staff receive the training and guidance they need in order to carry out their information management responsibilities.</p>	<ul style="list-style-type: none"> • Revise and improve intranet guidance on information and records management, and issue regular reminders to staff, especially when guidance is updated • Recognise and reward good practice through the performance appraisal system. 	<p>End FY 2015 - 16 Ongoing</p>