

## Aboriginal Consultation Office's New Information Management System

### Background

In June 2018, Indigenous Relations is moving to a more effective and rigorous information and records management system for the review of consultation files. The new Record of Consultation Information Management (ROC IM) system will allow the ministry to respond to Freedom of Information and Protection of Privacy, and litigation requests more quickly and to serve the public more efficiently. The process for submitting consultation files and assessment requests will stay the same for proponents. This change only affects the Aboriginal Consultation Office (ACO) staff reviewing files.

### What does this mean for Proponents?

Proponents will still submit assessment requests and consultation files through the Electronic Disposition System (EDS) and continue to follow [The Government of Alberta's Proponent Guide to First Nations and Metis Settlements Consultation Procedures](#), June 6, 2016 (Proponent Guide). In the past, some files were accepted for review that did not meet all standards outlined in the Proponent Guide. *As the ACO transitions to the new ROC IM system for file review, files will be automatically returned if they do not meet certain standards outlined in the Proponent Guide.* See below for some tips to reduce delays in processing Level 1 and 2 projects using the new system.

### How can I help avoid file review delays with my project in the new system?

- 1) **Pay close attention to file organization** when submitting consultation records for review. Review the requirements on pages 19-20 of the Proponent Guide, which states that each document type is to be submitted as one PDF file per community involved in consultation.
  - Please ensure the ROC log is submitted as one separate PDF per community and the ROC log verification and ROC log review letter or equivalent is another separate PDF per community.
  - All supporting documentation needs to be submitted as one PDF file per community. Documents should be chronological and have the same orientation. Duplicate emails/email chains are not acceptable.
- 2) **Pay close attention to file naming and documents types in EDS** when submitting consultation records for review.
  - Choose the correct document type in EDS. Upload a separate PDF under the "Letter of No Concerns" document type instead of uploading a Letter of No Concern (LNC) with supporting documents. Please differentiate between "Notification Package" and "Notification Verification" document types.
- 3) **Use the EDS "Client Remarks" box** to provide extra information about the project both at the assessment request and adequacy stages, especially if there is relevant background information not contained in the submitted consultation records.
- 4) **Wait the entire 5 day ROC log review period before submitting a file for review.** After submitting the ROC log to a community for review, the ROC log review period starts the next GoA working day after the verifiable delivery date. Please see page 18, Section 3.6 of the Proponent Guide.
- 5) **Subscribe to the GoA's Aboriginal Consultation Office mailing list** to be informed of all future changes to the ACO's work: <http://indigenous.alberta.ca/MailingList.cfm>.