**INFORMATION MANAGEMENT DEFINITIONS FOR GOVERNANCE**

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**INFORMATION MANAGEMENT DEFINITIONS FOR GOVERNANCE**

**Information Management Definitions for Governance**

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| **#** | **Term** | **Definition** | **Reference/Source** |
| 1 | Conflict | A clash arising out of differences in thought processes, attitudes, understanding, interests, requirements, and sometimes perception. | https://www.managementstudyguide.com/understanding-conflict.htm |
| 2 | Conflict of Interest | When a situation influences or appears to influence an individual’s ability to demonstrate objectivity or compromises the person’s ability to conduct their required responsibilities in the best interest of the organization. No wrongdoing, harm, or benefit needs to have occurred for a conflict of interest to exist. | https://www.communitylivingbc.ca/wp-content/uploads/2018/02/Managing-Conflict-of-Interest-Practice-Guide-October-31-2012.pdf https://blog.cira.ca/policy/governance/directors-code-conduct-and-policy-conflicts-interest-and-financial-associations |
| 3 | Information Custodian | Information management plays a big role in emergency management response. This information is data that informs and guides policy, procedures, and decision-making processes. Formal structures require the management of this information/data in order to respond to emergencies in an appropriate way and will require a lead or custodian to manage that information/data. | https://legacy.pli.edu/emktg/compliance\_coun/Tech\_Committee.htm |
| 4 | Issues Management | Process of identifying and solving issues. | https://www.mindtools.com/pages/article/newPPM\_69.htm |
| 5 | Mitigation | Reducing risk of loss from the occurrence of any undesirable event. | https://economictimes.indiatimes.com/definition/mitigation |
| 6 | Non-Conflict | Not having or showing apparent conflict. | https://www.contractstandards.com/public/clauses/no-conflicts-representation |
| 7 | Resolved | For a board to be “resolved” is a legally binding action or decision taken by directors at a board meeting. | https://www.qualitycompanyformations.co.uk/blog/difference-between-board-resolutions-and-board-minutes/ |
| 8 | Risk Management | Logical and systematic method in establishing context, identifying, analyzing, evaluating, treating, monitoring, and communicating risks associated with any activity, function, or process in a way that will enable the entity to minimize loss and maximize opportunities. | https://www.dmp.wa.gov.au/Safety/Why-is-risk-management-important-4715.aspx |
| 9 | Secretariat Support | The duties of a secretariat involve multiple individuals executing daily administrative tasks for an organization. Government, educational, and other large institutions utilize a secretariat department. Duties include handling human resource and personnel issues. Depending on the organization, the secretariat handles company finances, is responsible for office design, and manages the company database. Secretariat support is typical to formal governance structures that require information to be presented for decisions in order for those decision to then be recorded and stored. Typical duties are administrative in nature and support the terms of reference, bylaws, and legislation. | https://careertrend.com/info-8382153-duties-secretariat.html |