



## THIRD ITEM ON THE AGENDA

**Electronic Document Management System (EDMS)**

1. At its March 2007 Session, the Subcommittee received a paper<sup>1</sup> describing the details of the various components of the Electronic Document Management System (EDMS). This paper provides a status update of the EDMS.
2. The core objective of the EDMS is to enable officials to create, store, and retrieve all official documents, securely and efficiently. In this context, the definition of a document includes: text, email, web pages, circulars, images, audio, and archives. By standardizing the document production and storage process, the EDMS will eliminate multiple disconnected and incompatible document databases; it will promote greater transparency and application development resources will be better utilized. By creating a single globally accessible document storage facility, officials at headquarters and in external offices will all have access to the same document repository, which will enhance collaborative working and encourage knowledge sharing.
3. As it is progressively deployed throughout the Office, it is expected that the EDMS will have a major impact on the working methods of most officials. Consequently, there will be a careful exercise of change management using lessons learned from the IRIS experience. Staff will be trained as individual elements of the EDMS which affect them are implemented.
4. The EDMS is funded through two separate budgetary allocations: an initial amount of US\$500,000<sup>2</sup> from the Information Technology Systems Fund, and an additional \$500,000 in the regular budget for 2006–07 under the category of “Institutional investments”. As at 3 September 2007, funds remaining from the first allocation amount to \$103,000 and none from the second allocation. Part IV of the Programme and Budget for 2008–09 provides approximately \$345,000 for the deployment of the EDMS.

<sup>1</sup> GB.298/PFA/ICTS/3.

<sup>2</sup> GB.286/PFA/6/2.

5. The several subprojects of the EDMS use the same Stellent software and are in various stages of development and deployment. The table below describes all the subprojects, the lead unit for each component and its status as of end July.

Geneva, 3 September 2007.

*Submitted for information.*

## EDMS subprojects

Subproject	Description	Lead unit	Status	Milestones
Web Content Management System (WCMS)	Create an environment for the storage and dissemination of information (textual, images, audio, video) through the ILO public and Intranet sites.	DCOMM	The extensively redesigned public web site was made available to the general public in April 2007. The new search engine has been installed.	This subproject is essentially done. The migration of all departmental web content from the old static pages to the WCMS will be gradually undertaken and on an as-needed basis, subject to the availability of the needed resources.
Document management	Circulars: create, store, and disseminate the directives of the Office.	ITCOM	Version 1 of the application, which includes all the circulars created under the "old system", went live in March 2007. The specifications for the new ILO directives policy have been finalized.	Version 2 is being developed in consultation with the users and is expected to be completed before the end of 2007.
	Email integration: interface to easily file all official electronic correspondence.	ITCOM	The specifications of the application have been developed and are being reviewed by a working group of key users. A developer is being selected.	Assuming a successful selection of the developer in the third quarter of 2007, a prototype of the application will be available for testing by the end of 2007.
	IRIS document integration.	ITCOM	Specifications are being developed.	Estimated completion in 2008.
	Governing Body/Official documents.	RELCONF	Scoping currently under way towards specifications and time line development.	Preliminary functional analysis completed. Core data model designed. Business process analysis ongoing.
	General documents.	ITCOM	Specifications have been developed for a departmental electronic registry to include all incoming and outgoing official correspondence.	Prototype e-registry expected to be completed by the end of 2007.
Records management	Filing structure and archiving.	DOSCOM	Scoping currently under way towards specifications and time line development.	Estimated completion in 2009.
Infrastructure	Hardware, software, application development, training and project management.	ITCOM	Hardware and software are fully operational in production mode. Knowledge transfer from consultants to in-house staff is a priority.	Ongoing activities.
DCOMM = Department of Communication and Public Information			DOSCOM = Communications and Files (Internal Administration)	
ITCOM = Information Technology and Communications			RELCONF = Relations, Meetings and Document Services	