



CF/RAI/NYHQ/DPP/RAM/2004-00279

Expanded Number **CF/RAI/NYHQ/DPP/RAM/2004-00279**

External ID

Title

signed copy of Memo Common Services Digital Archives Programme - UNICEF DAP Coordinators and Divisional Focal Points

Date Created
14-Oct-2004 at 10:37

Date Registered
14-Oct-2004 at 10:39

Date Closed

Primary Contact **Toshiyuki Niwa**
Owner Location **Record & Archive Manage Related Functions=80669443**
Home Location **Record & Archive Manage Related Functions=80669443**
Current Location/Assignee **At Home Location: Record & Archive Manage Related Functions=80**

F12: Status Certain? **No**

F13: Record Copy? **No**

d01: In, Out, Internal Rec or Rec Copy **INTERNAL**

Contained Records
Container

Date Published Fd3: Doc Type - Format Da1:Date First Published Priority

Record Type **A01 DPP-RAM ITEM**

Document Details **Record has no document attached.**

Notes

date extended to 22 October?

Print Name of Person Submit Image

A. Keefe

Signature of Person Submit

Number of images without cover

5

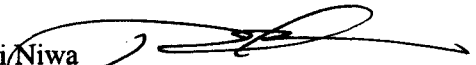
MEMORANDUM

United Nations Children's Fund
Three United Nations Plaza
New York, New York 10017

Telephone 212 326 7000
Facsimile 212 888 7465
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www.unicef.org

Date: 9th October 2004

To: UNICEF Division Directors and Heads of Offices at NYHQ

From: Toshiyuki Niwa 
Deputy Executive Director

Subject: **Common Services Digital Archives Programme –
UNICEF DAP Coordinators and Divisional Focal Points**

In 2003, the Task Force on Common Services approved and funded a project to undertake strategic planning for the development of a Digital Archives Programme [DAP] within the Common Services framework. The project is under the management of the Common Services Working Group on Archives and Records Management (WGARM) with representation from Participating Organizations [UNPOs] UNDP, UNICEF, UNFPA, UNOPS, and the UN Secretariat.

The project also forms part of UNICEF's Strategic Information Strategy and is being coordinated with other UNICEF information management initiatives.

The goal of DAP is to ensure that digital information of long-term value is appropriately captured, maintained, preserved and made available as a corporate resource. When implemented, the DAP will enable business units to identify archival records in digital formats at the beginning of their life cycle and apply appropriate retention criteria.

This planning phase of DPA comprises three elements:

- An assessment and analysis of technical and administrative infrastructure, which includes current policies, practices and technologies, relating to the creation, identification and preservation of digital records.
- The design of a DAP framework which includes a comprehensive set of digital standards, specifications, requirements, preservation strategies and appropriate DAP model(s).
- An Implementation Plan that describes a high level approach linking the current technical and administrative infrastructure to the proposed DAP design.

The project is being undertaken by a consulting firm, under the management of the UNPOs WGARM and DAP project manager. Co-ordinators for UNICEF's participation in the project have also been nominated. I request your assistance in identifying division and office focal points to act as liaison between your office and UNICEF's DAP project co-ordinators, to facilitate and validate the collection of information, and to attend meetings and presentations.

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Annexes attached herewith provide more detail on the role of the focal points. **Please forward to Mr. Adhiratha Keefe [cc to Mr. Howard Dale] of the Strategic Information Section your department's focal point(s);** Either will be available to guide you if further clarification is required (akeefe@unicef; hdale@unicef.org) Department focal points will be briefed in October, **thus your designation of staff by 22nd October would be appreciated.**

One of the UNICEF DAP coordinators will specifically act as liaison for UNICEF ITD related issues and work closely with the other co-ordinators to reviewing responses for completeness to assure all UNICEF concerns are fully addressed

The identification and preservation of the Organization's digital archives will enable the organization to make good use of precedent and of organizational experience, and I am most grateful for your co-operation in this effort.

Thank you.

encs.

Annex 1:

UNICEF Focal Points: General tasks and required knowledge

UNICEF DAP Focal Point: General Functions

1. Co-ordinate between Divisional/Office staff, the UNICEF DAP Coordinators, the DAP Project Manager and the vendor;
2. Ensure Divisional/Office representation and participation in DAP-related tasks and activities;
3. Validate Divisional/Office information collected; and
4. Attend and comment on key presentations;

UNICEF DAP Focal Point: Required knowledge

1. Authority to solicit and validate information;
 2. Knowledge of corporate and business practices;
 3. Familiarity with divisional/office structure;
 4. Awareness of information systems as well as record keeping issues;
 5. Networking and people skills; and
 6. Willingness to commit.
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Annex 2

UNICEF DAP Focal Points: Specific Tasks

Activity/ Function	Description	UN-Dept DAP Focal Point Role/Participation
Timing/work load	The Phase I Strategic Plan Project is expected to last 10-12 months (10/04- 05/05)	Participation of the UNICEF Divisional DAP Focal Point will vary considerably throughout the project. Every effort will be made to accommodate individuals work schedules, work load, missions and leave.
DAP Deliverables	There are 7 DAP Deliverables (see Annex 3 for details)	Validate Division/Office input as being compliant with general SOW requirements; identify deficiencies according to particular circumstance (i.e. technical environment, limited budget, resources etc.)
DAP Presentations	There will be 2 - 4 presentations (30-60 minutes) during the project.	Attend all DAP presentations and make any relevant comments or observations on behalf of their Division or Office.
Staff liaison	Co-ordinate between divisional, UNICEF project co-ordinator, the DAP Project Manager and the contractor	There will be UNICEF Division participation throughout the exercise, however Deliverable 2 and 3 (Oct - Dec 2004) an Inventory of current digital policies and practices and a Survey of technical systems and platforms, will require substantial input. The DAP Focal Point, in co-ordination with the DAP Coordinator and DAP PM, will arrange for meetings, interviews and record samplings with relevant Records Management, IT and other staff to facilitate the collection of information.

Annex 3

Project timeframe and expected duration of focal point tasks

DAP Deliverables – Estimated Duration *

Activity	Description	Responsibility/ participants	Duration**
Deliverable 1 Project Management Work plan	Organise and implement the project management infrastructure	Vendor, PM, WGARM	29 days
Deliverable 2 Digital Assessment – Policy and Procedures	Review and assess current policies, procedures, approaches, initiatives and best practices related to digital records as well as conduct a sampling of digital records and their business context.	Vendor, PM, WGARM, IT, Programme, Business staff, UNPO DAP CO, UNPO staff, UNICEF Division Focal points	49 days
Deliverable 3 Digital Assessment – Systems and Apps.	Inventory the current Information Management data bases, applications and technical platforms related to digital records and define their core characteristics;	Vendor, PM, IT, WGARM, UNPO DAP CO, UNPO staff, UNICEF Div Focal points	40 days
Deliverable 4 DAP Specifications and Requirements	Based on Deliverable 2 and 3, develop detailed specification, requirements and standards, including both the technical and administrative (policy) aspects, for developing a Digital Archives Programme within UNPOs	Vendor, PM, IT, WGARM, UNPO DAP CO, UNICEF Div Focal points(optional)	36 days
Deliverable 5 Implementation Plan	Develop a Plan for implementing DAP within the UNPOs	Vendor, PM, WGARM, UNPO DAP CO, UNICEF Div Focal points (optional)	17 days
Deliverable 6 Presentations	Develop presentation materials and scripts and make presentations to WG-ARM, the Task Force on Common Services and appropriate groups	Vendor, PM, WGARM, UNPO DAP CO, UNPO staff, UNICEF Div Focal points (optional)	24 days
Deliverable 7 Work Plan Phase II Implementation Phase I complete	Prepare Plan of Work/SOW for Phase 2 Proposals	Vendor, PM, IT, WGARM, UNPO DAP CO	15 days
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* To be confirmed within Work Plan, some deliverables may run concurrently with other deliverables as appropriate

** Business days