

United Nations Nations Unies

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

TO: Common Services Task Force Members
A: (See distribution list below)

DATE: 30 August 2004

REFERENCE:

THROUGH:

S/C DE:

FROM: Andrew Toh, Assistant Secretary-General
DE: Office of Central Support Services

SUBJECT: **Designation of UNPOs DAP Coordinators**

OBJET:

1. In 2002/03 the Task Force on Common Services approved and funded a project to develop a Strategic Plan for a Digital Archives to be implemented within a Common Services framework, under the management of the Working Group on Archives and Records Management (WGARM).
2. As part of Phase I, the services of Entium Technologies have been contracted to develop the plan and related project schedules. Full scale project activities are expected to commence in the later part of September.
3. In this regard, in order to ensure transparency, facilitate proper representation and address any issues, the UN Participating Organizations (UNPOs) are encouraged to actively participate and fully support the Digital Archives Project (DAP) Strategic Plan exercise. Therefore, input from all concerned parties would be necessary and valuable. In addition to those associated with records and archives management functions, staff with responsibility for the management of information and related technologies as well as administrative and operational staff have a stake in the results of this project.
4. To aid in this participation process, you are requested to designate at least one DAP Coordinator for your respective Organization. He/she will act as a liaison between staff, the DAP Project Manager and the contractor as well as participate in the review process for project deliverables. If appropriate, the Coordinators may be designated from the various areas noted above and work within a UNPO team modality.
5. Given the imminent start of the project activities, we would appreciate your designating the Coordinator by no later than 20 September 2004. Kindly forward the name and contact information to the WGARM DAP project manager, Mr. Dhurjati Mueller, by email: dmueller@unicef.org. An introductory project briefing will be scheduled at the end of September, details of which will be forwarded in due course.

6. In this connection, we are attaching herewith relevant information as follows:

Annex I - UNPO DAP Co-ordinator General Functions and Knowledge requirements

Annex 2 - UNPO DAP Co-ordinator Tasks

Annex 3 - DAP Deliverable Duration, subject to confirmation within the Project Work plan, Deliverable 1.

7. For your convenience, may we suggest a draft announcement (see Annex 4) to your staff concerning the start up of the project, designation of the Coordinator and a statement requesting their support during the upcoming exercises.

cc: Mr. A. Keefe
Ms. B. Sisk
Mr. D. Mueller

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