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 CF_Item_One_Barcode_BC5-Top-Sign-narrow Date 10/5/2004
 Time 4:59:11 PM
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UN/CS/RAI/USAA/DB01/2004-00098

Expanded Number **UN/CS/RAI/USAA/DB01/2004-00098**

External ID

Title

UN-Sec memo from Andrew Toh to 'All Department Heads' - 14 September 2004

Date Created
10/5/2004 at 4:57 PM

Date Registered
10/5/2004 at 4:58 PM

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Common Service Task Force

UN-CS-RAF-USAA-DB01-2004-0002 (In Container)

Common Service Task Force since 10/5/2004 at 4:57 PM

F12: Status Certain? No

F13: Record Copy? No

d01: In, Out, Internal Rec or Rec Copy

Contained Records

Container

Number 3

Field 1

Field 2

Full Classification Number

Date Published

=d3: Doc Type - Forma

1:Date First Publish:

Priority

Record Type **A02 UN-CS-RAI-COMMON SERVICE EG ARM ITEM WRITE**

Source Document

Document Details Record has no document attached.

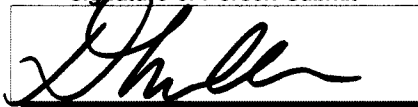
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Notes

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United Nations  Nations Unies
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: All Department Heads
A: (see list below)

DATE: 14 September 2004

FROM: Andrew Foh, Chairman
DE: Task Force for Common Services,
Assistant Secretary-General, Office of Central Support Services

REFERENCE:

SUBJECT: **Common Services Digital Archives Programme**
OBJET:

1. 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 Secretariat.
2. The project also form parts of the Secretariat's Information Communication Technology strategy as a component of the work programme of the ICTB Task Force on Sharing Knowledge of the Secretariat Internally and Externally, and is being coordinated with other Secretariat information management initiatives.
3. 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.
4. 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.

5. The project is being undertaken by a consulting firm, under the management of a United Nations project manager. A co-ordinator for the Secretariat's participation in the project has also been nominated. I should like to request your assistance in identifying departmental focal points to act as liaison between your department and the Secretariat's project co-ordinator, to facilitate and validate the collection of information, and to attend meetings and presentations.

6. Three Annexes attached herewith provide more detail on the role of the focal points. Please inform the Secretariat project co-ordinator, Mr. Tony Newton, Chief of the Records Information Systems Unit of the Archives and Records Management Section of your department's focal point(s); Mr. Newton is available to guide you if further clarification is required (newtont@un.org). Department focal points will be briefed in early October, thus your designation of staff by 27 September would be appreciated.

7. 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.

Distribution list:

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Mr. Kieran Prendergast, DPA
Mr. Shashi Tharoor, DPI

cc: Mr. E. Blinder
Mr. M. Laing

Annex 1: Secretariat Focal Points: General tasks and required knowledge

Secretariat DAP Focal Point: General Functions

1. Co-ordinate between departmental staff, the Secretariat DAP Coordinator, the DAP Project Manager and the vendor;
2. Ensure Departmental representation and participation in DAP-related tasks and activities;
3. Validate Departmental information collected; and
4. Attend and comment on key presentations;

Secretariat DAP Focal Point: Required knowledge

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

Annex 2

Secretariat 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 UN Dept 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 Departmental 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 Department.
Staff liaison	Co-ordinate between department, Secretariat project co-ordinator, the DAP Project Manager and the contractor	There will be UN Departmental 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.

**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, UN-Dept 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, UN-Dept 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, UN-Dept Focal points(optional)	36 days
Deliverable 5 Implementation Plan	Develop a Plan for implementing DAP within the UNPOs	Vendor, PM, WGARM, UNPO DAP CO, UN-Dept 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, UN-Dept 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