



UN-CS-RAI-USAA-DB01-2005-00111

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Title

**Sustainable DFAM Document Management Procedures. Work Guide for UNICEF DFAM related documents. Includes registration by standard unique reference number and Organization - work unit Prefix; followed by Doc Series Year-Number. Mentions DFAM Intranet page.**

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**No**

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

Notes

**UNICEF - DFAM - relation to UNICEF Intranet DFAM page also described, Division of Finance, Administration and Management.**

Print Name of Person Submit Image

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Signature of Person Submit

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Number of images without cover

3

## Sustainable DFAM Documentation Management Procedures

### Summary:

- DFAM should take full responsibility for the entire life cycle of DFAM created business guidance
- Each section should take responsibility for the business guidance produced in their section
- To oversee this, each section should assign a Documentation Management Focal Point

DFAM should take full responsibility of the entire life cycle of DFAM created business guidance. From drafting to archiving. This implies a renewed focus on *communicating* business guidance – and not just producing it.

Drafting of documents is an important step in business guidance but not the only. Ensuring that the document is read by the right people at the right time is equally important and an area where DFAM perhaps can improve.

To improve in this area I suggest that each section chief should take on formal responsibility for maintaining on the Intranet all documents that originates in their section - regardless of whether it is a document type not unique to- nor formally owned by the section (like, say, Financial Circulars, Administrative Instructions and Executive Directives). This is to ensure updated, relevant and accessible business guidance.

### Documentation Management Focal Points

For this purpose, each section chief should appoint a Documentation Management Focal Point (DMFP). The DMFP should have as close relation as possible to the content of the documents in order to enable informed documentation management and successful communication of the content.

DMFPs will be practically responsible for ensuring that documentation management is undertaken in their respective sections. The DMFP will also be the section's Editor on the UNICEF Intranet - the DFAM site, as the Document Repository.

The DMFCs should together constitute an intersectional communication unit. This unit should ensure that maintenance and communication of cross-sectional business guidance is duly coordinated (for this purpose the Admin Management DMFP will rarely need to participate).

### A DFAM Site Administrator

The DFAM site will also need an overall Administrator. The Administrator will be divisional focal point for the DFAM site. S/he will correspond with ITD, IMU, PFO, DOC and other potential partners. S/he will coordinate the work of the Intersectional Communication Unit of DMFPs. S/he will include in the DFAM site, divisional documents and information such as Annuals Reports, Office Management Plans etc. S/he will also update DFAM news.

The Administrator should in her daily functions work closely with the Comptroller. This is to ensure that all relevant DFAM issues, news, ideas documents etc. are included in the DFAM site. The Administrator must have visible support by the Direction to secure a high quality of communication by the DFAM site.

### In Conclusion

It is essential that the DFAM site becomes all inclusive. The DFAM should include a continuously improved DFAM site in all future Work Procedures, Work Plans and Strategies. If not, the DFAM site will become as useful as an obsolete Manual.

## Standard DFAM Reference System

### Summary:

The standard DFAM reference system includes the following information: Agency, Division, Document Type/Year & Order of the document for this particular document type in this particular year. Accordingly, the reference for, say, the first Budget Instruction in 2005 will be: *CF/DFAM/BI/2005-001*

### Current DFAM Reference System(s)

Currently the Director's Office issues a DFAM reference number for all outgoing official DFAM documents. A current DFAM reference could be, say: *CF/DFAM/2004/02*. The information included in this reference is: issuing agency, division and year.

The last number of the reference refers to the order of issuance in which it was released from DFAM. I.e. the first Accounting Instruction in 2004 could be referenced as *CF/DFAM/2004/02* (the second document to come out of DFAM that year) and the next Accounting Instruction in 2004 could be called *CF/DFAM/2004/24* due to a number of, unrelated, DFAM documents produced in between. This is little desirable as users might wrongly perceive *CF/DFAM/2004/03* to be the follow-up document to *CF/DFAM/2004/02*.

In addition to the above mentioned DFAM reference system the same documents will internally in the different sections be referenced differently. E.g. *CF/DFAM/2004/02* will internally in Accounts Section be referred to as, say, *Accounting Instruction 2004/1*.

In conclusion: DFAM currently operates with plural, parallel reference systems.

This has lead to some confusion. In the Document Repository a document of a given document type is referred to by its divisional reference while another document of the same document type is referred to by its sectional reference.

### DFAM Standard Reference System

As a priority, the new proposed DFAM standard reference system should combine the current parallel reference systems into one streamlined DFAM reference system. In addition to this, the streamlined reference system should aim at including more information into the reference in order to make it more user-friendly. This reference system could include the following information: Agency, Division, Document Type/Year & Order of the document for this particular document type in this particular year.

Accordingly, the reference for the first Budget Instruction in 2005 will be:

**CF/DFAM/BI/2005-001**

### Where:

CF	refers to	UNICEF (CF is the official UN abbreviation)
DFAM	refers to	Division issuing document
BI	refers to	Type of document
2005	refers to	Year of document issuance
001	refers to	Order of the document for the document type in that particular year

As another example, the third Financial Memo in 2008 would be: *CF/DFAM/FM/2008-003*

[PAGE 2 of 3]

The new DFAM standard reference system is not a revolutionary change. Priority has been to create a reference system that is more user-friendly. Meanwhile, thoughts have also been given to organisational needs should this reference system be introduced organisationally. The Document and Distribution Unit (DFAM) welcomes an organisational reference system to be re-introduced by a new Administrative Instruction.

The new standard DFAM reference system is based on the never published organisational guidelines as described in CF/AI/1985-020: Guidelines on Issuance of Administrative Instructions and Information Circulars. Ownership of CF/AI/1985-020 belongs with DFAM in one of its previous incarnations. I recommend that DFAM issues and circulate an updated Administrative Instruction on the topic.

For documentation management procedures for the DFAM standard reference system please see attached Suggestion for DFAM Documentation Management Procedures.

**The Standard DFAM Reference System is based on the following abbreviations:**

UNICEF	CF
<b>Division</b>	
Division of Financial and Administrative Management	DFAM
<b>DFAM Document Types</b>	
Accounting Instructions	AccI
Accounting Memos	AM
Administrative Instructions (Not limited to DFAM)	AI
Budget Guidelines	BG
Budget Instructions	BI
DFAM Advisory Note	AN
Financial Circulars	FC
Financial Memos	FM
Information Circulars (Not limited to DFAM)	IC
<b>Year – Number</b>	
I.e. the first document of a given document type in 2005:	2005-001
And the seventh document of a given document type in 2006:	2006-007

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[Page 3 of 3]