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Full Item Register Number [auto] **UN/CS/RAI/USAA/DB01/2002-00059**

ExRef: Document Series/Year/Number

Record Item Title

Approved Recommendation for Digital Archives Project Manager, Sent from Co-Chairs CSTF WGARM to T.Niwa cover sheet with 5 annexes attached See note field. Approved 07 June 2002. Looged in ASG/OCSS as #988868f Initialed copy [Scanned in Black & White]

Date Created / on Item	Date Registered	Date Closed/Superceeded
12-Jun-2002	12-Jun-2002	

Primary Contact
Owner Location Common Service Task Force - NY PA's
Home Location Work Group on Archives and Records Management
Current Location Common Service Task Force - NY PA's

Fd1: Type: IN, OUT, INTERNAL?
; Cross Ref or Language Orig or Dist?
Fd3: Doc Type or Format

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Full GCG Code Plan Number
Record GCG File Plan

Da1:Date Published	Da2:Date Received	Date 3	Priority

Record Type A02b Item UN/CS/RAI/ Common Service eg ARM

DOS File Name

Electronic Details No Document

Alt Bar code = RAMP-TRIM Record Number **UN/CS/RAI/USAA/DB01/2002-00059**

Notes

6 June 2002

To: Mr. Toshiyuki Niwa, Executive Coordinator
for Common Services

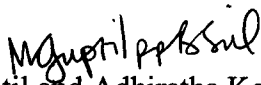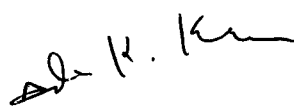| Print Name of Person Submit Images	Signature of Person Submit	Number of images without cover
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6 June 2002

To: Mr. Toshiyuki Niwa, Executive Coordinator
        for Common Services

From: Marilla Guptil and Adhiratha Keefe, Co-Chairs
        Working Group on Archives and Records Management (WGARM)

Subject: **Project Manager for WGARM Digital Archive Project**

1. Recommendation: Further to WGARM's review of potential candidates for the above function, the Working Group would like to recommend Mr. Dhurjati Mueller as Project Manager - Digital Archive Project [DAP]. Mr. Mueller has extensive project management as well as records management experience and serves as UNOPS representative on the Working Group. His multifaceted background and experience as well as 'client orientation' would bring a fresh perspective and energy to this very challenging project. This conclusion was recently confirmed by an informal interview panel convened by the WGARM in which all members were invited to participate. A short note of our review process, an interview summary and background information are attached as Annex 1, PM TOR Annex 2, PM Qualifications Annex 3, and Dhurjati Mueller's CV Annex 4.
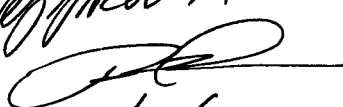
2. Start Date for Secondment or Reimbursable Loan: WGARM would like to request your assistance in arranging for Mr. Mueller's full time services as Project Manager by means of secondment or reimbursable loan and that his duties officially begin on 1 August 2002. To maintain project momentum, it would be helpful if the Project Manager could begin work on completing the annexes of the Project's Statement of Work (SOW) as soon as possible, as they still require additional input from participating organizations.

3. Location: We recommend that the Project Manager be located at UNICEF to facilitate easy entry for consultants or vendors, as necessary. It will also enable the Manager to access all standard desktop applications, as well as the internet, intranet and TRIM. [See Annex 5]. UNICEF's Division of Policy and Planning [DPP/SI], has confirmed that it would be able to provide an office at 3 UN Plaza.

4. Reporting Relationship: As per the Terms of Reference item 2: the Project Manager will report primarily **"to the Co-Chairs of the WG-ARM,"** who will serve as first reporting officers. We propose that the Senior Project Coordinator for Common Services serve as the second reporting officer. Approval of the Action Plan, in which immediate and near future activities are defined, will follow confirmation of the Project's start date by your office.

5. We would be happy to meet with you at your convenience, should you wish to discuss any of these or related issues.

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cc: Mr. Luis Mendez
        WGARM Members

7/6/02

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