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Information and communications technology questions: Progress on IRIS field roll-out

Purpose of the document

This document reports on the progress of the IRIS roll-out to field locations and describes future plans, including time lines.

Relevant strategic objective: Cross-cutting.

Policy implications: None.

Legal implications: None.

Financial implications: None.

Decision required: This document is submitted for debate and guidance.

Follow-up action required: None.

Author unit: Information and Technology Management (INFOTEC).

Related documents: GB.316/PFA/4; GB.312/PFA/6/2; GB.309/PFA/ICTS/1; GB.309/PFA/ICTS/2; GB.306/PFA/ICTS/1;
GB.306/PFA/ICTS/2; GB.306/PFA/11.

Executive summary

The Office has almost completed the roll-out of the ILO's Integrated Resource Information System (IRIS) to all regional offices. As originally planned, each regional office will have access to IRIS functionalities by the end of 2013. The current status of IRIS implementation is as follows:

Office	Status
DWT/CO-Budapest (pilot)	Completed in July 2010
RO-Arab States	Completed in October 2011
RO-Latin America and the Caribbean	Completed in September 2012
RO-Asia and the Pacific	Completed in June 2013
RO-Africa	Completed in October 2013 (HR and Payroll) Planned for Q2 of 2014 (Financial modules)

During implementation in the regional offices, nearly 250 staff members were trained in various aspects of IRIS. Business process reviews for over 30 administrative and management processes were conducted in order to facilitate the transition to new working methods and to ensure consistency of operations across regions. Lessons learned were systematically collected and applied in each subsequent roll-out.

With the deployment of IRIS to all regional offices nearing completion, the Office has carried out extensive analysis and consultation in selecting the appropriate model for the roll-out of IRIS functionality beyond regional offices. The model, referred to as "IRIS HR and Payroll" throughout the rest of this paper, includes Office-wide implementation of global human resource, payroll and strategic management functionality, and view access to the entire extra-budgetary technical cooperation (XBTC) project portfolio. It is envisaged that the proposed model can be implemented over two years using existing resources.

This paper provides the background and outlines the next steps for the implementation of IRIS to external offices.

Background

1. Following extensive consultation, including with regional office representatives, it was determined that a global roll-out of IRIS HR and Payroll across the Organization represented best value for money. Accelerating the roll-out of IRIS functionality to all external offices also supports ongoing ILO reform objectives to harmonize business processes, streamline operations, improve data quality and consolidate systems and functions Office-wide.
2. This implementation will bring the following key benefits to the Office:
 - a single payroll system for all staff, eliminating the need to sustain and support 40 Local Payroll Systems (LPSs) in the ILO's field legacy system (Financial Integrated Systems for External Offices – FISEXT);
 - access to up-to-date and accurate HR information for all ILO staff;
 - implementation of IRIS Leave Management functionality in each office, thus supporting International Public Sector Accounting Standards (IPSAS) requirements for leave liability and providing improved management information;

- management of staff costs (70 per cent of the ILO's overall costs) in a single system; and
 - global and real-time view of the ILO's XBTC project portfolio, including programmatic information, available to each office.
3. The combined implementation of HR and Payroll to the Regional Office for Africa in October 2013 is serving as a pilot for the subsequent roll-out to external offices during the next biennium.

Next steps

4. It is foreseen that implementation of global HR and Payroll, in conjunction with the decommissioning of FISEXT LPSs in all external offices, can be completed within the 2014–15 biennium. The roll-out schedule assumes that work will begin in January 2014.
5. Since the Arab States region already uses full IRIS functionality, the roll-out of HR and Payroll impacts the four remaining regions only. The following is the proposed order and time line for the roll-out:

ILO region	Global HR/Payroll implementation time frame
Latin America and the Caribbean	June 2014
Asia and the Pacific	December 2014
Africa	June 2015
Europe	December 2015

6. The proposed order of implementation takes into account several factors, the most important being the level of maturity with use of IRIS in regional offices. Regional offices need adequate time to become self-sufficient in using the system, and to develop the skills necessary to provide basic first-level support to other staff in their region. Designated focal points have been identified in each regional office to take on this support role, and will receive advanced IRIS training in November 2013.
7. During the 2014–15 biennium, the Office will explore options to replace the remaining financial modules of the field legacy systems, with the aim of commencing deployment during the 2016–17 biennium.

Governance arrangements

8. Governance of the roll-out will be the responsibility of the ILO's Information Technology Governance Committee (ITGC). Overall coordination and management of this effort will remain in the INFOTEC Project Management Office (PMO).