



THIRD ITEM ON THE AGENDA

**Electronic document management system (EDMS)**

1. At its November 2006 session, the Subcommittee received an update <sup>1</sup> on the status of the EDMS project. This paper will provide additional details on the progress of the various components of the EDMS, as requested by the Subcommittee.
2. The EDMS has received two separate budgetary allocations: an initial amount of US\$500,000 <sup>2</sup> from the Information Technology Systems Fund, and an additional US\$500,000 in the regular budget for 2006–07 under the category of “Institutional investments”. As at mid-January, funds remaining from the first allocation amount to US\$103,000 and US\$299,000 from the second allocation. The components of the EDMS described below will be deployed gradually throughout the ILO and will take several years to be completed; funding will therefore be needed at least through 2008–09, and most likely beyond.
3. The EDMS project is composed of several subprojects which all use the same Stellent software. Table 1 describes all the subprojects, the lead unit for each component, and its current status. Table 2 is a summary of the EDMS project plan with estimated budgets and milestones through 2009, contingent on funds being approved in the 2008–09 budget.
4. There is general agreement that the EDMS will have a major impact on the working methods of most staff in the ILO, although they may not all be direct users of each component in the EDMS. Consequently, training will be planned according to the needs and target audience of specific applications, and scheduled around the “go-live” date of each application.

Geneva, 29 January 2007.

*Submitted for information.*

<sup>1</sup> GB.297/PFA/ICTS/3.

<sup>2</sup> GB.286/PFA/6/2.

Table 1. EDMS subprojects

Subproject	Description	Lead unit	Status	Milestones
Web content management system (WCMS)	Create an environment for the storage and dissemination of information (textual, images, audio, video) through the ILO public and Intranet sites.	DCOMM	Public ILO web site has undergone extensive redesign, customization and internal testing in 2006. The built-in Stellent search engine is unsuitable to search on legacy information (databases and current web site) and is being replaced by another product which can be used across the ILO sites.	The revamped public web site is expected to be available to the general public early in 2007, after the new search engine has been procured and installed.
Document management	Circulars: create, store, and disseminate the directives of the Office.	ITCOM	First release of the application was completed in November 2006, and reviewed by the major users who have requested minor modifications.	Version 1 to go online January–February 2007. A new ILO circulars policy/process is expected to be finalized in 2007, implemented by version 2 of the application.
	Email integration: interface to easily file all official electronic correspondence.	ITCOM	The specifications of the application have been developed, and a qualified developer will be selected on a competitive basis.	Assuming a successful selection in the first quarter of 2007, a prototype of the application will be available for testing in the second half of 2007.
	IRIS document integration	ITCOM	Specifications are being developed.	Estimated projections in project plan.
	Governing Body/Official documents	RELCONF	Scoping currently under way towards specifications and timeline development.	Estimated projections in project plan.
	General documents	ITCOM	Specifications are being developed.	Estimated projections in project plan.
Records management	Registry Archiving	DOSCOM	Scoping currently under way towards specifications and timeline development.	Estimated projections in the project plan below.
Infrastructure	Hardware, software, application development, training, and project management.	ITCOM	Hardware and software are fully operational in production mode. Knowledge transfer from consultants to in-house staff is a priority.	Ongoing activities.
DCOMM = Department of Communication and Public Information			DOSCOM = Communications and Files (Internal Administration)	
ITCOM = Information Technology and Communications			RELCONF = Relations, Meetings and Document Services	





