INTERNATIONAL LABOUR OFFICE

GB.297/PFA/ICTS/3
297th Session

Governing Body

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Information and Communications Technology Subcommittee

PFA/ICTS

FOR INFORMATION

THIRD ITEM ON THE AGENDA

Electronic document management system (EDMS)

1. At its 286th Session (March 2003), the Governing Body approved up to US$500,000 to implement an EDMS prototype that will result in the standardization of the process for preparing, storing and retrieving internal ILO text documents, working papers and official correspondence. [1] An additional US$500,000 in the regular budget for 2006-07 has been allocated under the category of "Institutional investments" towards the deployment of the EDMS.

2. The Stellent software which was selected for the ILO EDMS system is fully operational. This technology is also being used to publish the content of the totally restructured ILO public Internet web site. The new site has been undergoing testing at headquarters and is expected to be made available to the general public by the end of 2006.

3. Progress has been achieved on the other subprojects. An application has been developed to publish, store, manage and disseminate ILO circulars. Separate applications and interfaces are being developed to integrate IRIS documents, official email and registry documents into the EDMS. Other applications for official documents and records management are being scoped and defined.

4. Change management, training and support are major considerations. While document management may not be as complex as Enterprise Resource Planning (ERP), valuable lessons learned from the IRIS experience will be adapted and applied to the EDMS as it is deployed. Special attention is also being given to ensure that knowledge transfer is taking place between external developers and in-house staff.

Geneva, 20 September 2006.

Submitted for information.

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[1] GB.286/PFA/6/2.