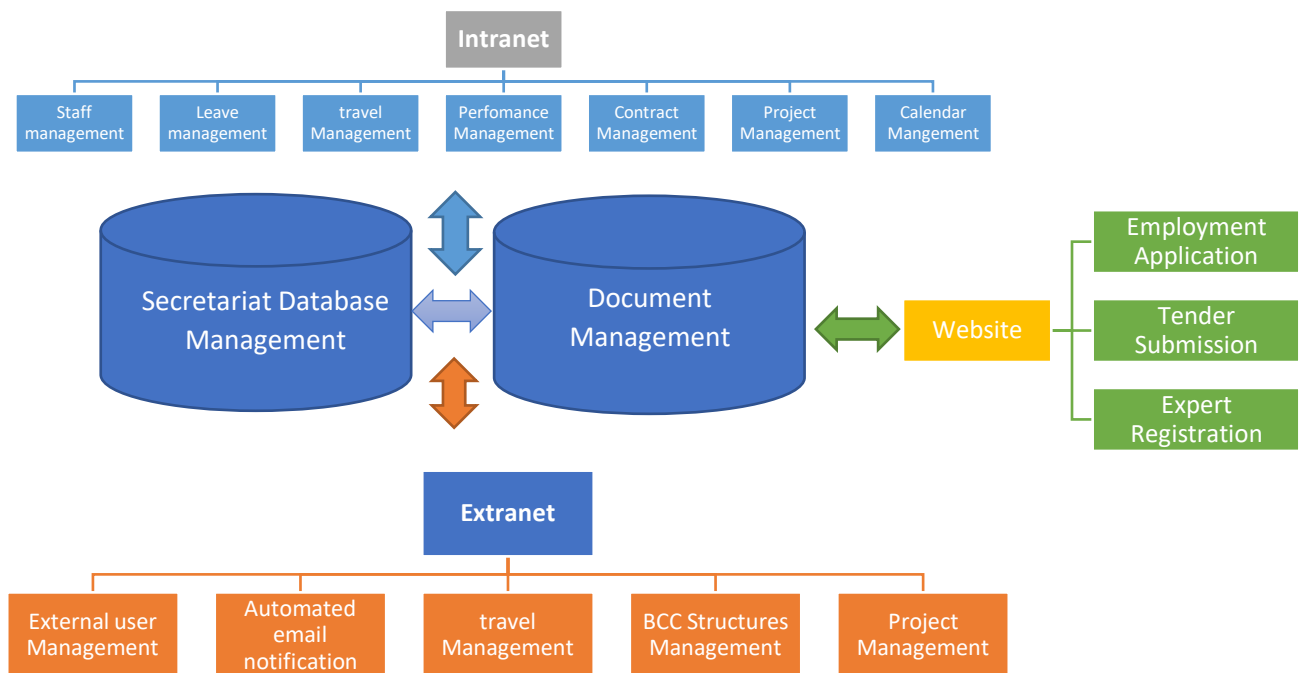




BCC Intranet and Extranet Discussion Document



The goal for intranet and extranet is to improve the way the Secretariat conducts its business and operations. These systems are aimed at automating these operations, better interact and manage interactions with structure of the BCC and ensuring that records and documents are properly managed.

These systems must be integrated, communicate with each other, and share backend resources such as databases and document libraries. The goal is to ensure that duplication of these resources is circumvented such that records can be updated once.

Intranet

- Staff Management – used to collect information about the staff of the Secretariat from recruitment to separation. Once logged on, this information must be linked to other systems such as leave, performance, travel, etc. So, the user need not to enter their personal details every time they use these systems.
- All systems under intranet must be connected to both Secretariat database and Document management systems.

Extranet

- External user management – management of information of members of various structures of the BCC. This information will also be used for travel, information sharing, granting access to relevant systems and information, etc. Similarly, this information must be captured once.
- BCC Structure management – these are mini sites for various structure such as committees, working groups and task teams. These sites will be managed by various programme managers at the Secretariat to upload documents and scheduling of meetings, and assigning access to relevant members. When resources are uploaded/ updated on these sites, the members of the structure must receive automated notification. The sites must also allow for collaboration, meaning members must be able to work on online documents simultaneously or contribute to online documents without downloading them.
- All systems under extranet must be connected to both Secretariat database and Document management systems.

Website

The systems of the website must also be linked to DMS and Secretariat databases. This will ensure that job applicants', tender applicants' and experts' information and supporting documents are captured once and stored for later retrieval and updating where necessary. The external user management system should allow these users to register and be able to retrieve and update their profiles.

Original ToR

Designing, developing and implementing Secretariat intranet and extranet that will allow for access of internal documents by the Secretariat staff and members of various structures of the BCC including WGs, Committees and Commission. The functional capabilities of the intranet must include; automation of Secretariat operations such as leave and travel application, approval and authorisation; performance management system; document library; online document editing; announcements; push messaging services; calendar and meeting scheduling; project management integrations; contract management and progress reporting; programme budgeting and reporting; integration with finance and HR applications; webmail integration; user registration; enable programme and project managers to independently manage their programme pages with automatic email notifications to the subscribers of the page when new information is added or material changes effected;

