



TEST CF Item = Barcode Top - Note at Bottom =  
CF\_Item\_One\_Barcode\_BC5-Top-Sign-narrow

Page 1  
Date 9/15/2004  
Time 2:11:39 PM  
Login Name Dhurjati Muelle



CF/RAD/USAA/DB01/1998-00545

Expanded Number **CF/RAD/USAA/DB01/1998-00545**

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Title

**Guidelines for Data Exchange using electronic mail (email)**

Date Created  
1/11/1996

Date Registered  
1/16/1997

Date Closed

Primary Contact

Owner Location

Home Location

Current Location/Assignee

Division of Financial and Administrat = 3008

Record not available due to inadequate security profile.

At Home Location: Record not available due to inadequate security

FI2: Status Certain?

No

FI3: Record Copy?

No

001: In, Out, Internal Rec or Rec Copy

Contained Records

Container

Access denied

Number 3

Field 1

Field 2

Full Classification Number

Date Published

=d3: Doc Type - Forma

1:Date First Publish

Priority

Record Type **A03 DOC ITEM: CF/RAD REPOSITORY WORTHY ORG SERIES**

Source Document

Document Details **Record has no document attached.**

Alt Bar code = RAMP-TRIM Record Number:

**CF/RAD/USAA/DB01/1998-00545**

Notes

Print Name of Person Submit Image

D Mueller

Signature of Person Submit

Number of images  
without cover

2



Title : **Guidelines for Data Exchange using Electronic Mail (E-Mail)**  
 Document Type : **Administrative Instructions**

Country : **Global**  
 Year Published : **1996**

Document Symbol/Series: **CF/AI/1996-001**  
 PDF Link :

► Detailed information (click on the twistee to see more)

## **Executive Summary:**

## **Document Text:**

**To:** All Heads of Field Offices

**From:** Anthony Bloomberg

Director, IRM Office

## **Guidelines for Data Exchange using electronic mail (email)**

Attached, please find the technical procedures (and accompanying technical documentation) which must be observed when sending data files to NYHQ using email. To date, about 90 UNICEF Field Offices have some email system installed and communicating with NYHQ.

The accompanying attachment is one of five (5) separate reports resulting from a recent study by IRM Office and about 15 Field Offices on data exchange using email. Each report contains a set of procedures specific to one of five common email environments in use today by UNICEF Field Offices:

### **GFSS-specific procedures**

1. cc:Mail Router-to-Router Report #1, pages 12-22
2. cc:Mail through the Internet Report #2, pages 10-20, 30
3. cc:Mobile to Router Report #3, pages 9-19
4. Compuserve to cc:Mail Router Report #4, pages 9-19
5. MCI Mail to cc:Mail router Report #5, pages 11-21

By observing these procedures, the electronic transmission of computer data from Field Offices to NYHQ and Copenhagen will imply:

- (i) speedy registration of CCF's, and a corresponding reduction of "suspense accounts" at NYHQ;
- (ii) speedy registration of SCF's to Copenhagen and a shorter lead time in the delivery of supplies;
- (iii) benefits in re-transmitting Field accounting data when problems occur.

These procedures are for immediate implementation when sending GFSS data to NYHQ. Copenhagen office will officially signal its readiness sometime in 1996.

Please ensure that the attached report is given to your IRM or technical resource person in your office for implementation. The full report - containing the procedures for all five email environments is also available, upon request. Please send your request for the full report (as well as other queries on this subject) to the email address: [sweinstein@unicef.org](mailto:sweinstein@unicef.org). Ancillary software utilities (e.g., CARVE, encode/decode) for these procedures will be distributed shortly.

I wish to thank all offices which participated and contributed to this effort.

attachment