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Date 26-Sep-2003
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UN/CS/RAI/USAA/DB01/2003-00293

Full Item Register Number [auto]   **UN/CS/RAI/USAA/DB01/2003-00293**

ExRef: Document Series/Year/Number

Record Item Title

**Digital Archives Project-Request for Funds, UN memo from Andrew Toh to UN
Controller, 23 September 2003**

Date Created / on Item	*Date Registered*	*Date Closed/Superceeded*
26-Sep-2003	26-Sep-2003	

Primary Contact
Owner Location   Common Service Task Force
Home Location   WGARM Working Group Archives & Records Management
Current Location   Common Service Task Force

Fd1: Type: IN, OUT, INTERNAL?
, Cross Ref or Language Orig or Dist?
Fd3: DocTypeFormat-Weblink

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Container Record (Title)   Common Service Task Force - WGARM

N1: Numb of Pages	*N2: Doc Year*	*N3: Doc Numb*
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Full GCG Code Plan Number
Record GCG File Plan

Da1:Date Published	*Da2:Date Received*	*Date 3*	*Priority*

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Electronic Details   No Document   *DOS File Name*

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Alt Bar code = RAMP-TRIM Record Number   **UN/CS/RAI/USAA/DB01/2003-00293**

Notes
Request for funds to extend DAP PM

Print Name of Person Submit Images	**Signature of Person Submit**	*Number of images without cover*
D Mueller		/

TO: A:	Mr. Jean-Pierre Halbwachs, Controller Assistant Secretary-General for Programme Planning, Budget and Accounts	DATE: 23 September 2003 REFERENCE:

FROM: Andrew Toh, Assistant Secretary-General
DE: Office of Central Support Services

SUBJECT: **Digital Archives Project (DAP) – Request for funds**
OBJET:

1.   In early 2002, the United Nations Task Force on Common Services (UNCSTF), comprising of the UN and its Funds and Programmes, approved funding for the development of a Strategic Plan for a Digital Archive Programme for the Organisation. The Plan will identify the policies, procedures, standards and technologies that are necessary to facilitate the proper management, appraisal/retention and preservation of the Organisation's digital records and provide for the long-term access and use of selected materials.

2.   A Project Manager (PM) responsible for overseeing the implementation and completion of the project was selected based on the recommendation from the Working Group for Archives and Records Management. The manager was then selected in September 2002, which was funded jointly by the members of the Task Force. During the project start-up, the PM was charged with selecting a vendor within budget ensuring inter-agency transparency and consensus and OLA considerations. The start-up work concluded in September this year with a contract award to a vendor for developing a plan of work and presenting it in scaleable fashion to the UNCSTF.

3.   At a meeting held on 8 September 2003, the members of the UNCSTF indicated their continued support for the PM during the actual plan development, which will occur between October 2003 and December 2004; further, the Task Force also indicated its support for the PM during the second, implementation phase of project in January to December 2005. Current available funds for the Programme Manager will cover until 31 October 2003. In this connection, I hereby request for your review and approval to fund the on-going project until the end of the next biennium. As in the past, the same pro rata arrangement of 40% - UN and 15% each for UNDP, UNICEF, UNFPA and UNOPS will apply. Accordingly, the share for the UN of the standard salary cost of a P-3 at $140,000 per year would be $9,333 for the rest of 2003 and $112,000 for the 2004-2005 biennium.

4.   Between now and December 2004, the PM will manage all aspects of the Strategic Plan development; in 2005 the PM will carry out start-up activities for the implementation phase, including establishing interagency funding and consensus as to approach, as well as managing the vendor selection for a pilot implementation.

5.   I should be most grateful for your Office's endorsement of this request, which is a very necessary step toward safeguarding the institutional memory of the Organization in this century. Today, most records in the Organization are created, but often unmanaged, in digital form. Our inability to ensure that all digital records of long-term value are captured and appropriately preserved creates significant risks in that critical organizational knowledge assets are lost or are recovered at a high cost.

cc: Mr. V. Krishnan