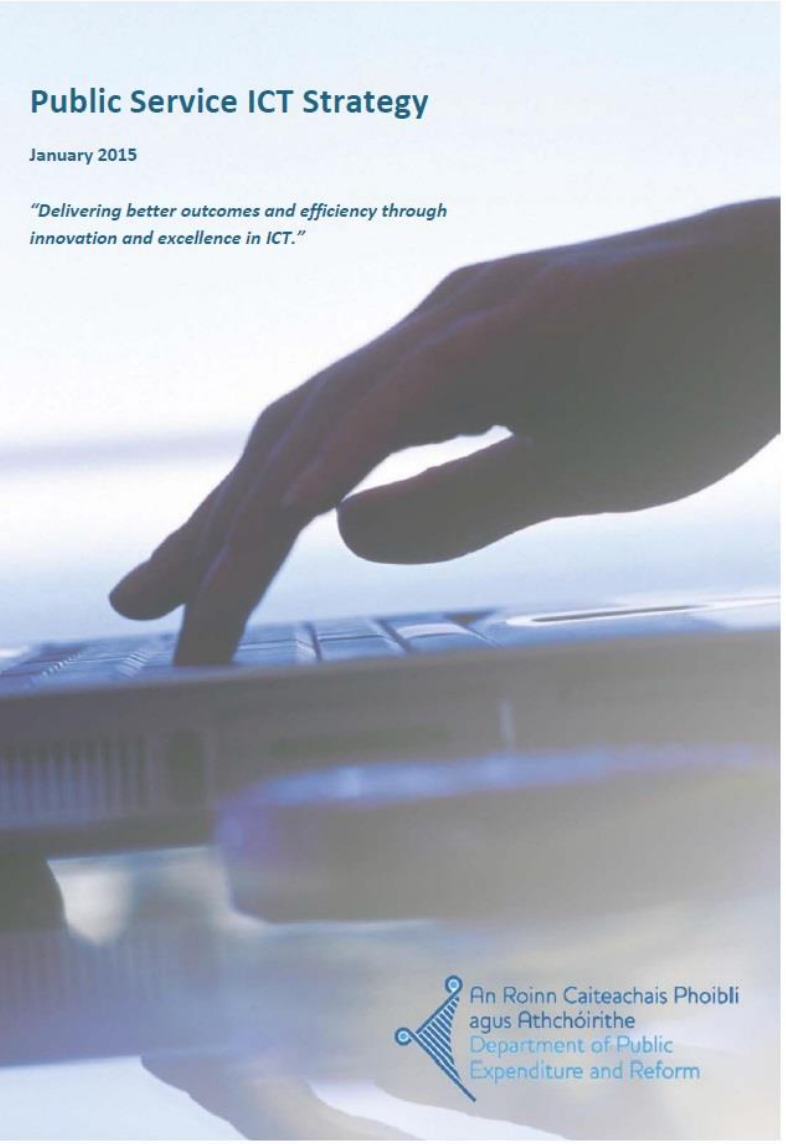
Build to Share - eDocs

Overview…

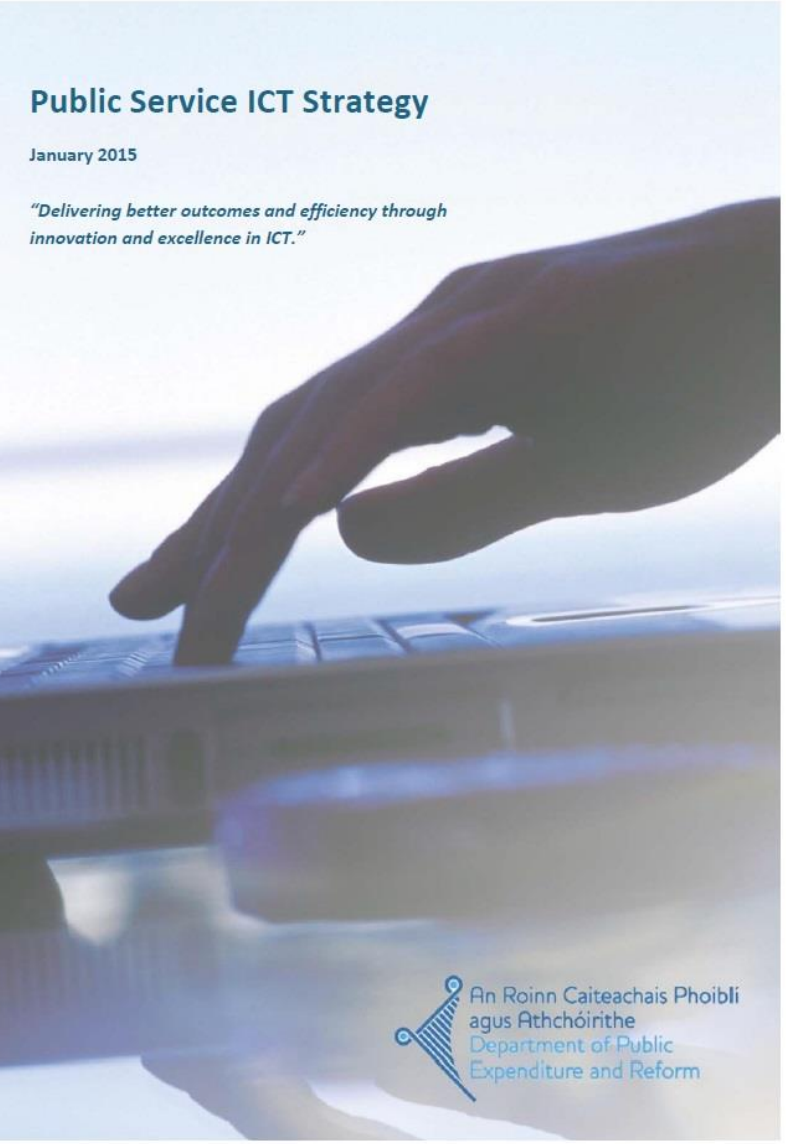
Build to Share

An Roinn Caiteachais Phoiblí agus Athchóirithe
Department of Public Expenditure and Reform



What is Build to Share?

- Public Service ICT Strategy
  - BTS is one of the key pillars
- Build Once – Use Many Times
  - Focus on common business requirements across Departments
  - Not Line of Business Applications
  - Digitisation of general corporate processes – inconsistent at present
  - Corporate processes alignment – improve mobility
  - Reduce build cost by sharing
  - Free Line Depts. to tackle LOB challenges



Service Delivery - Overview

- Applications developed and maintained centrally
- Infrastructure built and maintained centrally
- Governance
  - Application specific working groups
  - Programme Working group
- Departments isolated where appropriate:
  - https://justice.cloud.gov.ie/app/eSubmissions
  - https://agriculture.cloud.gov.ie/apps/ePQ
  - https://per.cloud.gov.ie/
- Departments shared where appropriate:
  - https://hive.cloud.gov.ie/

Application Tenant

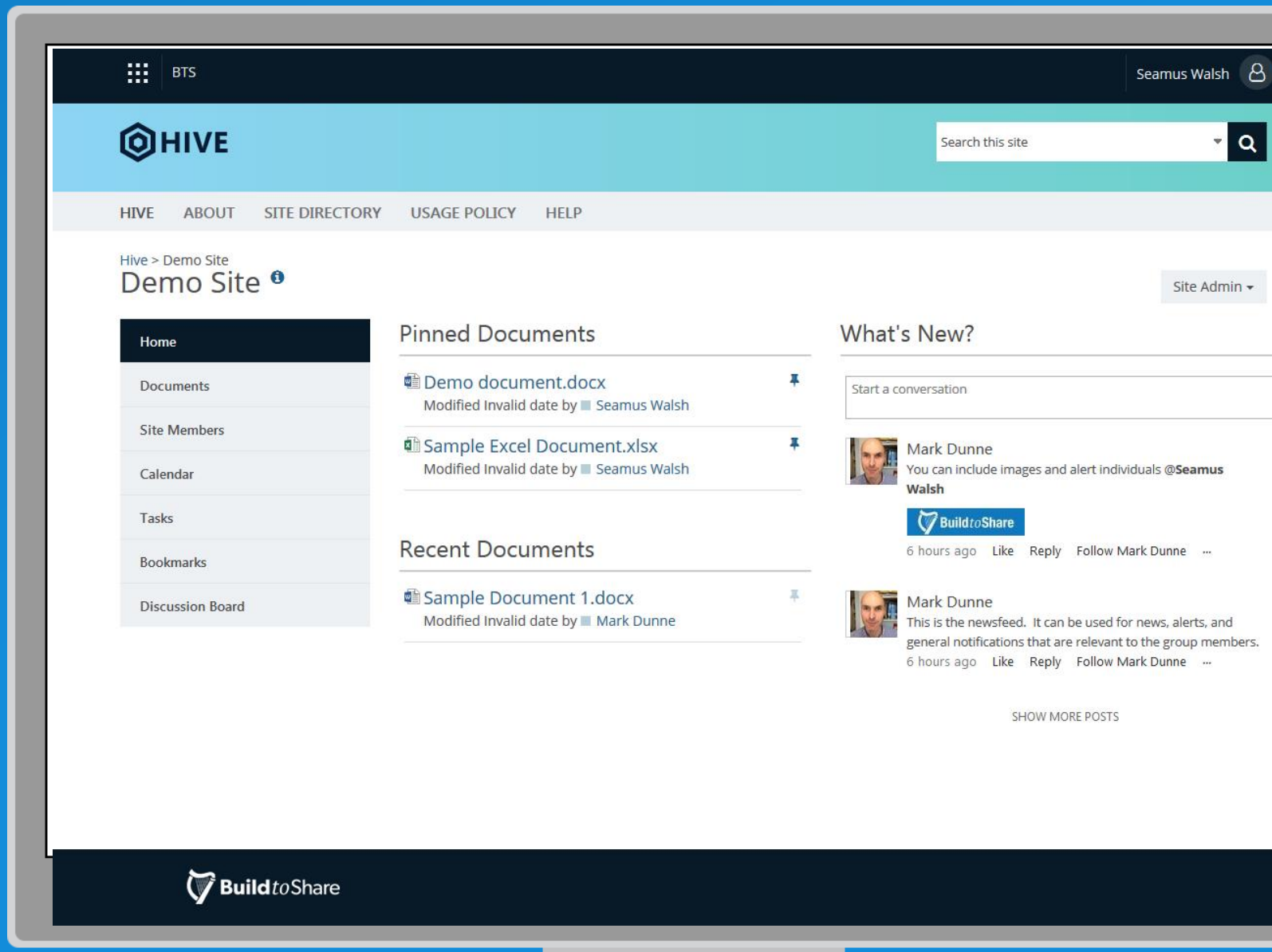
SharePoint Tenant hosted on Government Cloud

- One Department = One Tenant
- Platform level **isolation**
- **Intranet** Solution available
- Single Sign-On
- Access to suite of Applications

Shared Tenant – The Hive

Shared tenant accessible to on boarded bodies

- Utilize team sites to **collaborate**
- Secure **Document Sharing**
- **Easy** to administer
- **Temporary** data store
- Inactive sites deleted after 12 months



Technical Onboarding - Progress to Date

	Current Status
On-boarding	**Live**: PER, FIN, Justice, Health, Education, Agriculture, Taoiseach, DFA, Prison Service, Housing, Jobs, Arts, Transport, Defence, DCYA, Communications, DCYA, OPW, DEASP, CSO, Attorney General, Tusla

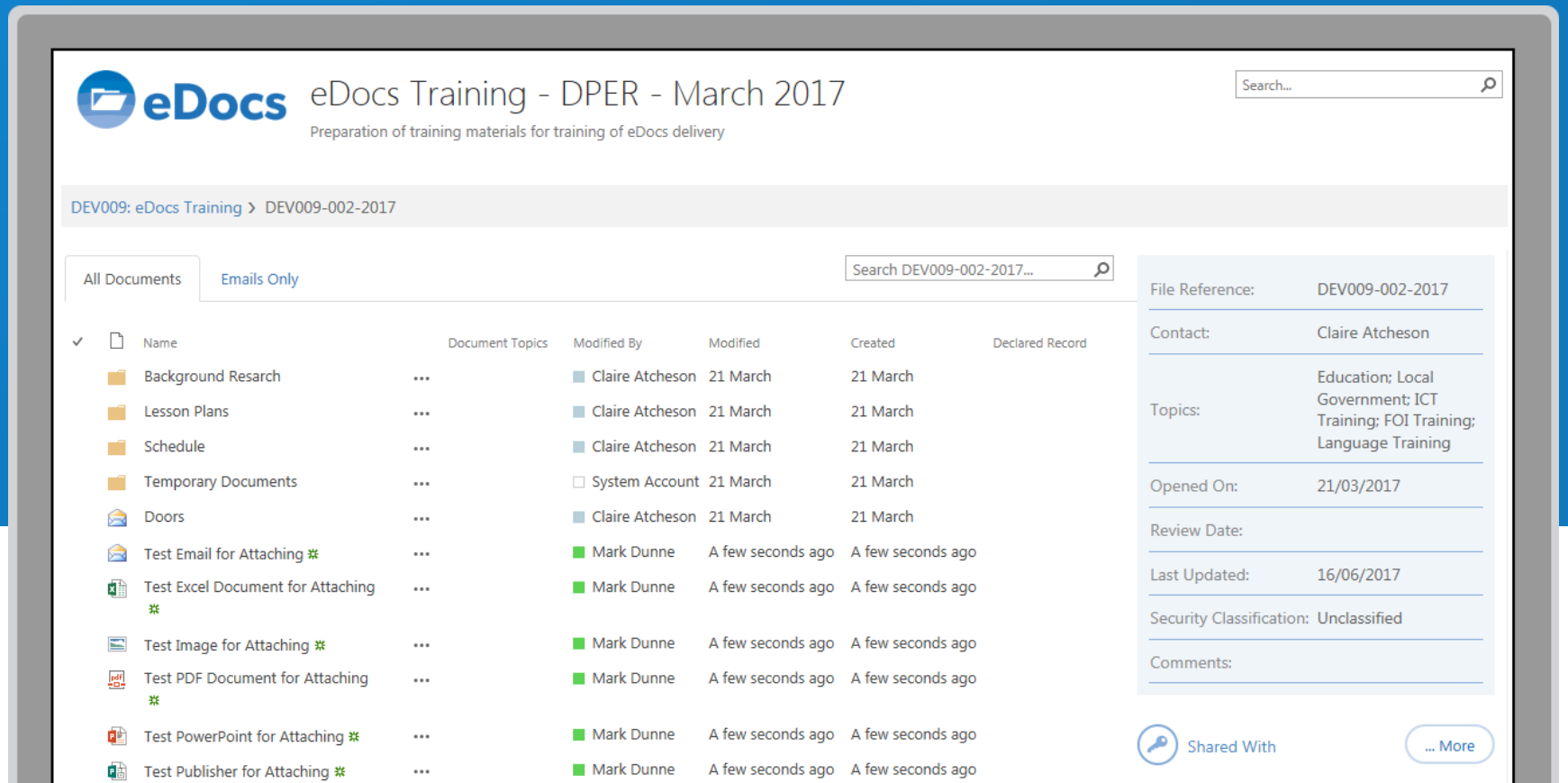
Application Rollout - Status

Build to Share

	Current Status	End 2018
eSubmissions	Live/Planned - PER, FIN, Justice, Education, Housing, DFA, Agriculture, Jobs, CHG, DRCD, Health, DCYA, Defence, Transport, DEASP	All – Ministerial Departments
ePQ	Live/Planned - PER, FIN, Education, Agriculture, Jobs, Housing, Justice, Transport, CHG, DRCD, DCYA, Health, Defence, OPW, Tusla, DEASP	All – Ministerial Departments
eCorrespondence	Live/Planned – Taoiseach, Housing, Education, DRCD, PER, Finance, Transport, CHG	Live 8 Departments
eFOI	Live/Planned – Justice, Finance, CHG, PER, DRCD	Live 8 Departments
eDocs	Live - PER, FIN, Housing, NSSO, OGP Planned – DRCD, Agriculture, Justice	Live 4 Departments Rollout Started – 2 Departments

Introducing

eDocs



BuildtoShare

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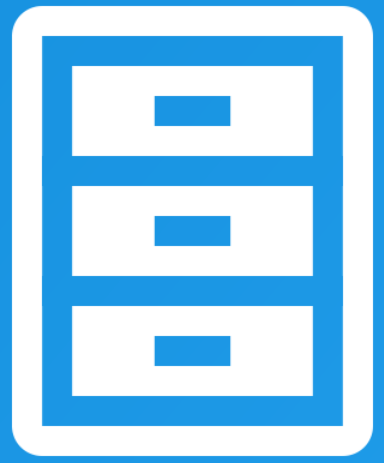
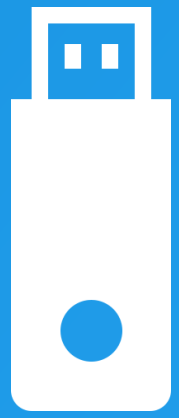
The Paper World



The Paperless World



Problems we now face

Difficulty in meeting legislative obligations

We don’t file…we save…randomly!

Wasted time spent searching

Lost information

Staff work to their individual needs and not the organisational needs

Versions – who holds the master?

Legislative Obligations

“All records made or received, and held in the course of its business, by the Department regardless of their format,

must be preserved”

National Archives Act (1986)

Legislative Obligations

"...allow access by the general public to data held by national governments..."

"...good records management practice and the obligations of public authorities under the Public Records Acts to maintain their records in an ordered and managed way, so that they can readily retrieve information when it is needed."

Freedom of Information Act (2014)

Legislative Obligations

"...you have a right to be informed as to how your personal data is being processed (handled or used) by an organisation."

"...you have a right to obtain a copy, of any information relating to you kept on computer or in a structured manual filing system or intended for such a system by any organisation"

General Data Protection Regulations (2018)

Benefits to the Organisation?

Adherence to legislative responsibilities

Filing...not saving

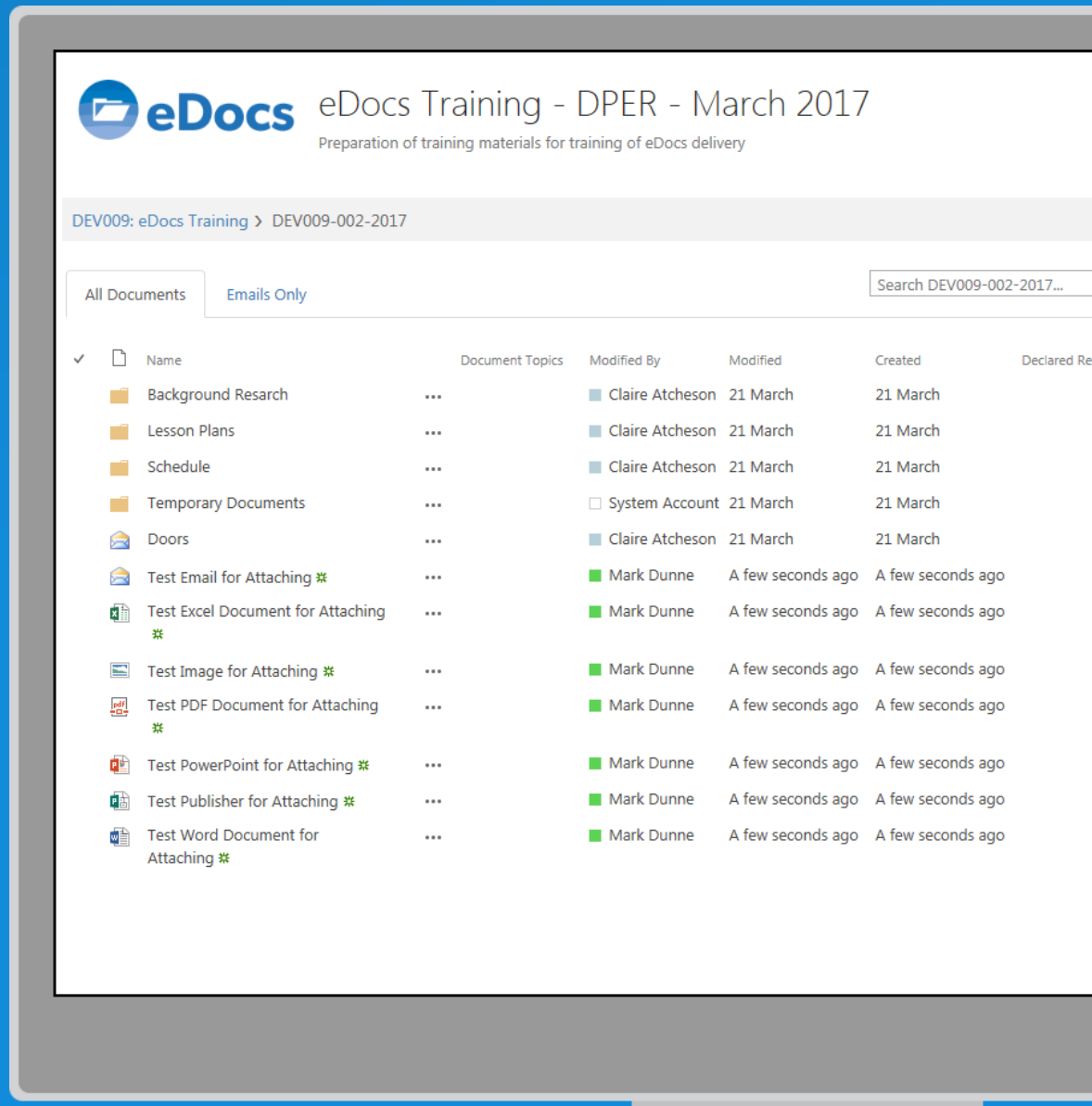
Easy to find information

Consistency across the organization

Continuity

What is eDocs...

- A **Document** and **Records** Management System offered by the OGCIO under the Build to Share programme
- **Flexible**, **simple** solution offering:
  - Versioning
  - Collaboration
  - Document Sharing
  - Full Text Search
  - Office Integration
  - Automated Archiving
  - Physical File Association

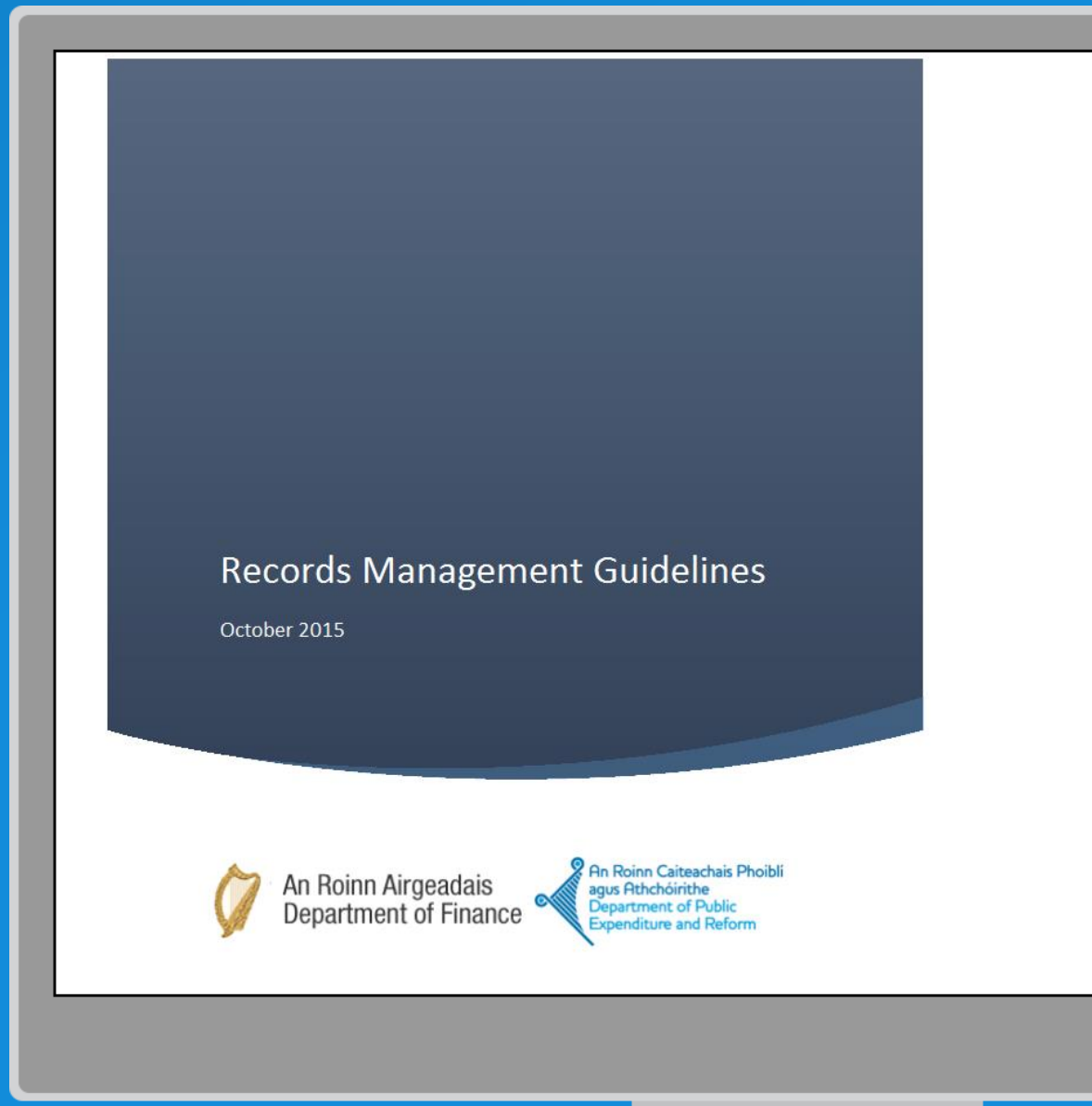


eDocs Principles...

- Based on old filing practices (**old rules are still good rules**)
- Based on two levels of classification (Containers + Files)
    - **DPE035** single container used by OGCIO
    - **OGPSE** is one of the many containers used by OGP
    - Users create **electronic files** within their container(s)
- Daily work carried out within **Electronic Files**
    - Removes dependency on **Shared Drives**
    - **Emails** of evidential value can be filed
    - Promotion to **Records** (Manually or Automatically after 3 years of inactivity)
    - **Taxonomy** to tag files for easy retrieval

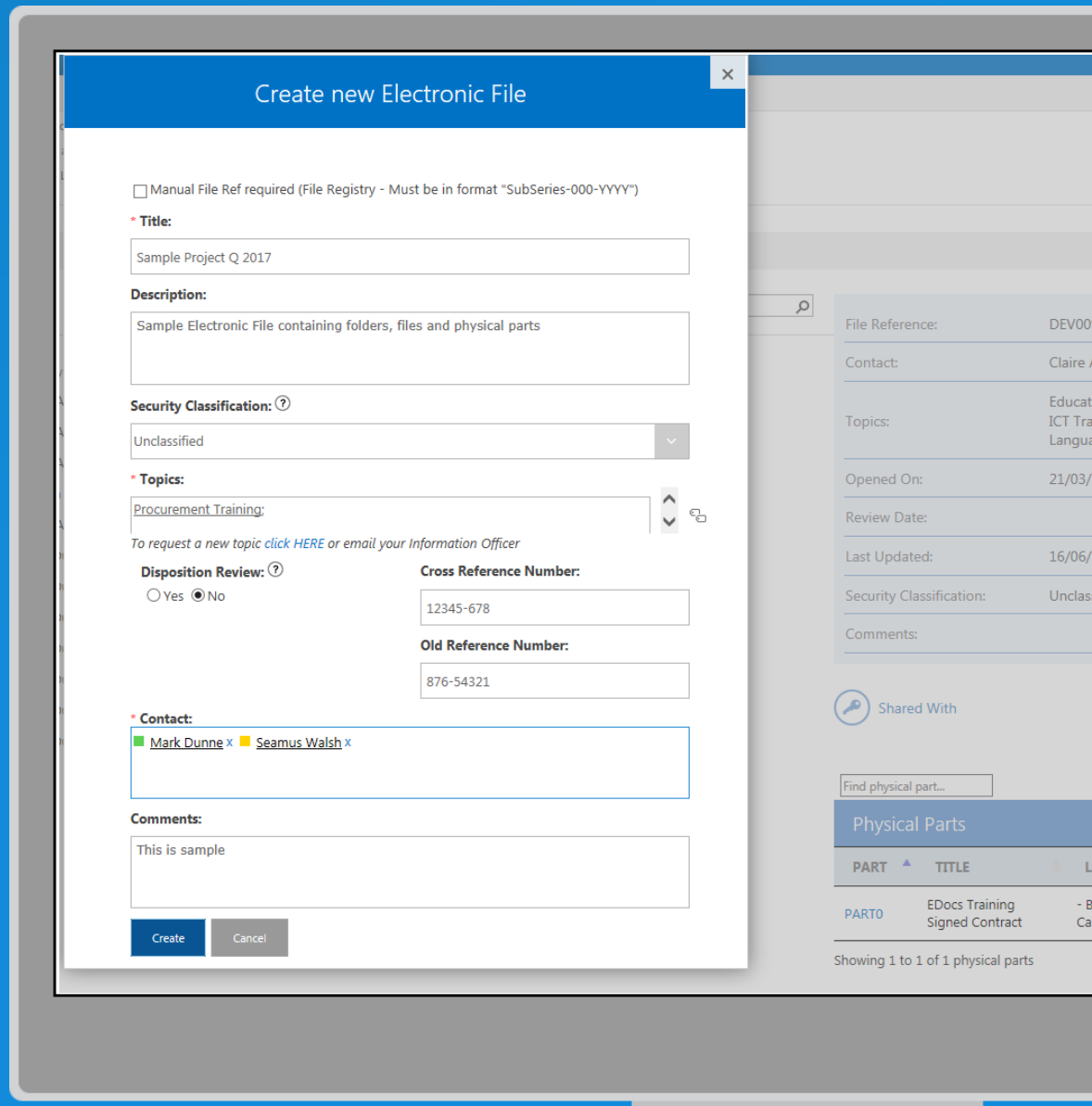
The Framework…

- OGCIO provide **Structure** and **Templates**
  - Records Management Policy
  - eDocs Filing Business Rules
  - Information Management Guidelines
- **Governance** tools and **best practices**
  - **IO Officers** Network
    - Quarterly meetings (feedback, updates)
    - Quarterly checklist
  - Internal Audit
    - Health check and checklists
  - Management Reports (Usage & Trends)



Electronic files…

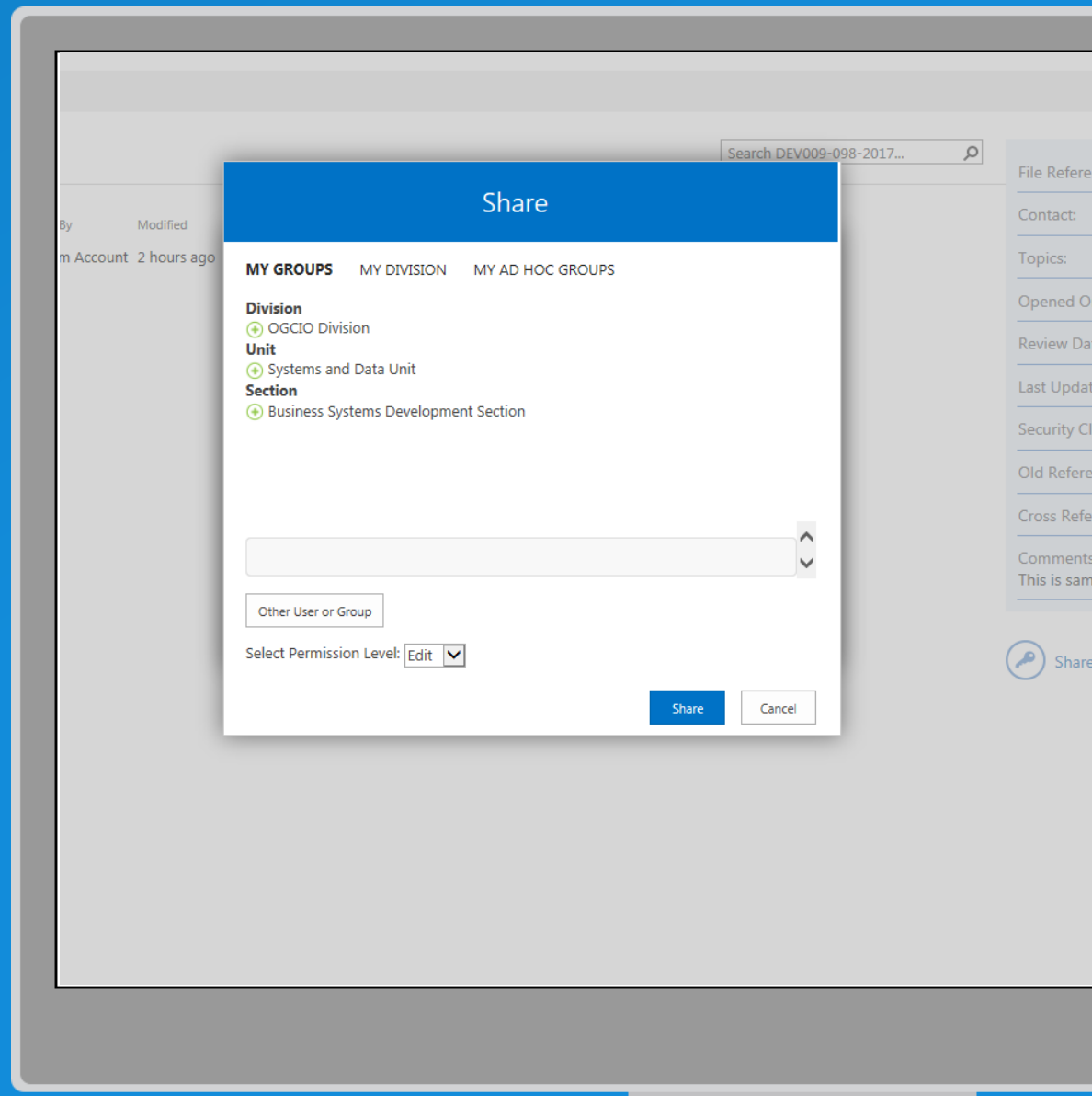
- Any user with access to **eDocs** can create an **electronic file**
- Electronic File
  - File = **1 Topic + window of time**
  - Automatically assigned a **File Reference**
  - Select Contact(s)
  - Select Topic(s)
    - Organisation wide e.g. Circular
    - Section Specific e.g. Inheritance Tax, VAT
- File **permissions** automatically applied based on AD Membership if desired



Share Documents

End users can share files, folders and documents

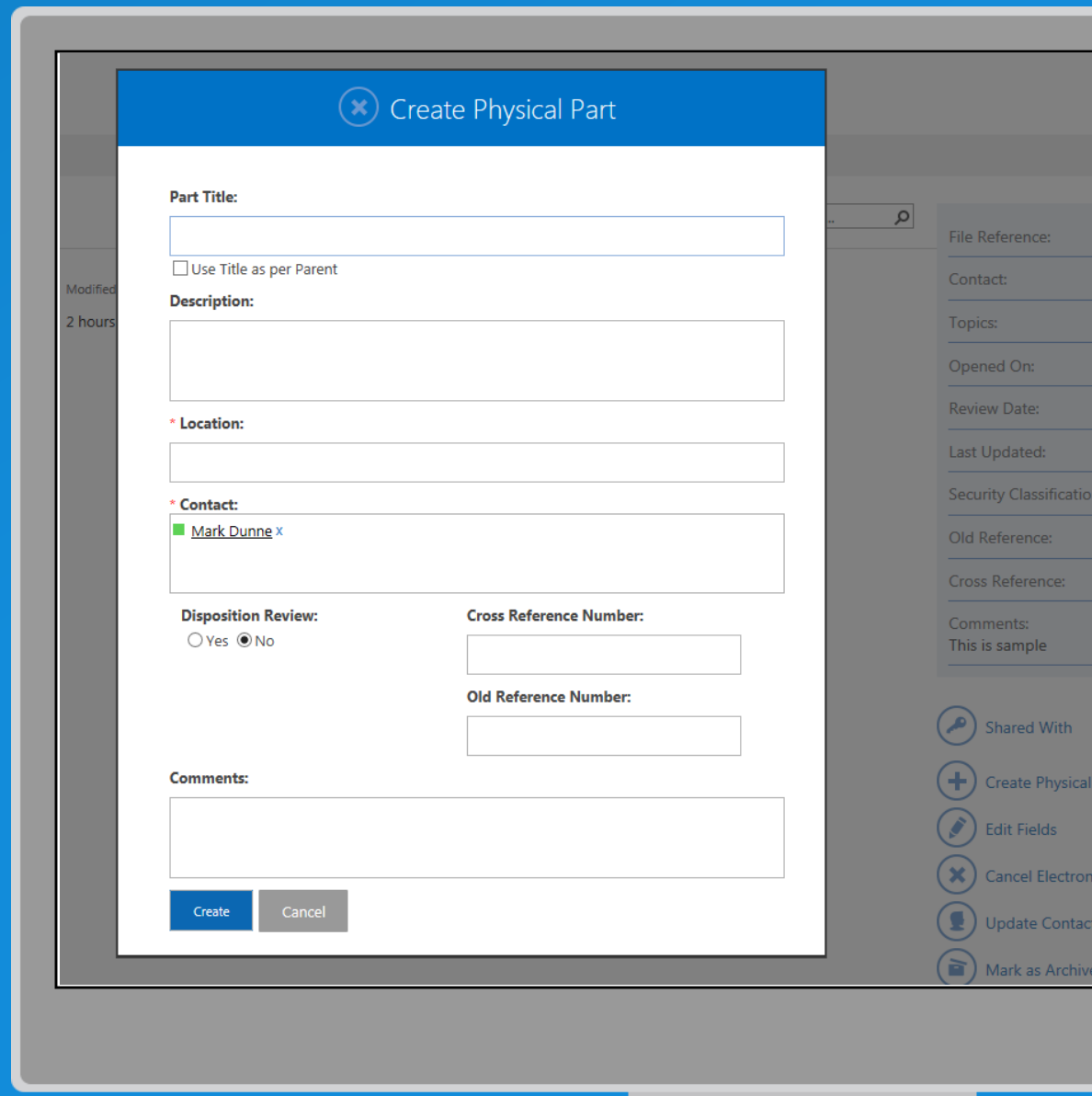
- Users don’t need IT to setup “shared folders”
- Linked to **Active Directory**
  - Share with my Division
  - Share with my Section
  - Share with named individuals
- Specify **Edit** or **Read** permissions
- View who currently has permissions



Physical Parts

eDocs supports linking Electronic and Physical Files

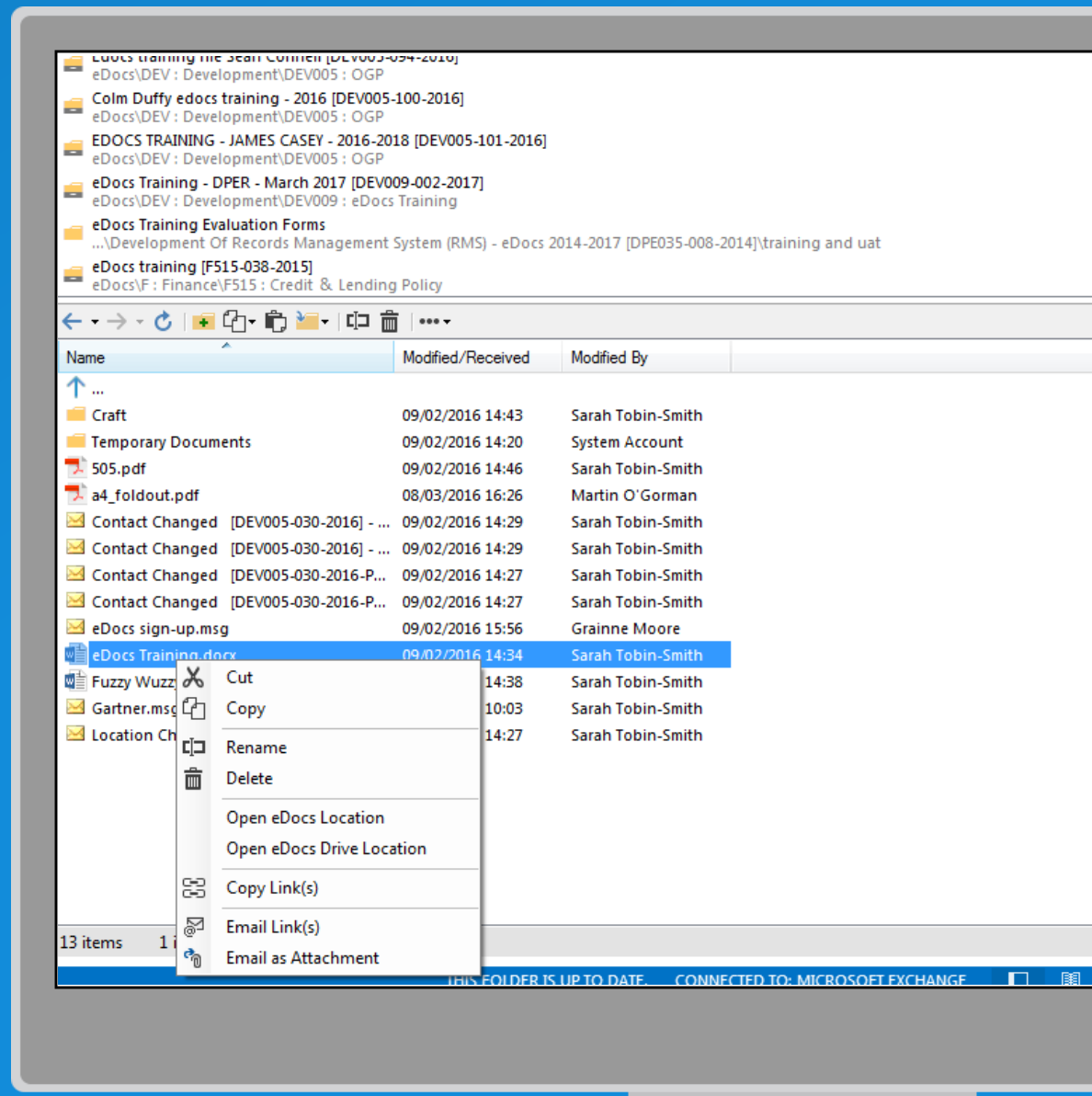
- Track where physical files are currently located
- Clearly identify who the current contact(s) for the physical files are
- Allows Physical Parts to be isolated for search purposes



MS Outlook Integration

File **emails** of evidential value directly from **Outlook**

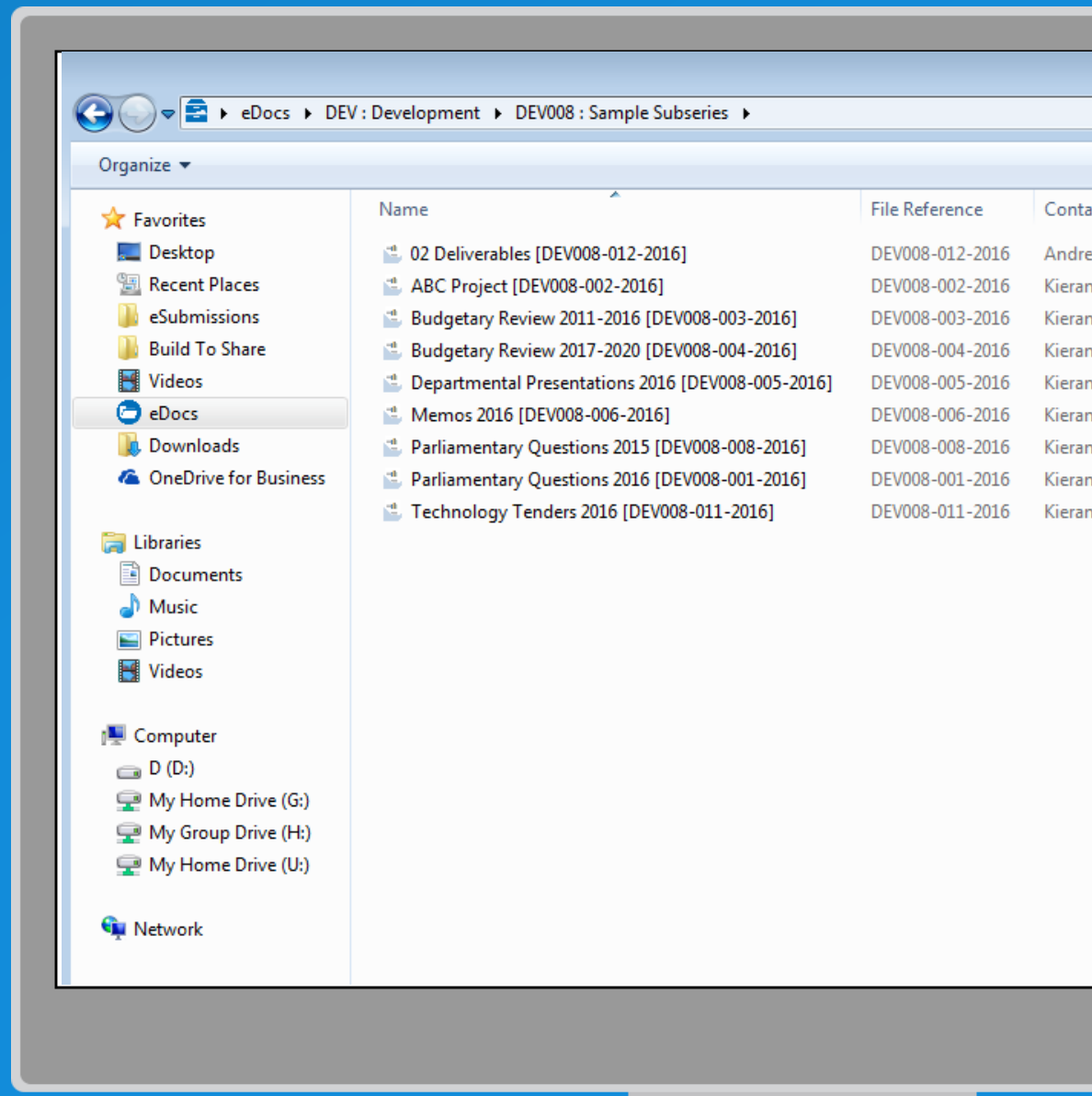
- **Drag** and **Drop** emails and their attachments directly into eDocs
- **Attach** a document from eDocs to an email
- **Send a link** to an eDocs document or folder
- **Search** eDocs directly from within Outlook



eDocs Explorer

Access eDocs through windows explorer providing a familiar look and feel to end users

- View and Search eDocs through **Windows Explorer**
- **Copy** and **Paste** to and from eDocs
- **Drag** and **Drop** files directly into eDocs
- Save to eDocs from **Microsoft Office**
- Open files from Windows Explorer



The Build to Share Family

eDocs

eFOI

ePQ

HIVE

eCabinet

INTRANET

eSubmissions

eCorrespondence

Thank You!

Build to Share

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