International Records Management Trust

## *Fostering Trust and Transparency in Governance:* **Investigating and Addressing the Requirements for Building Integrity in Public Sector Information System in the ICT Environment**

### Monthly Briefing Note August 2006

## Steering Committee

A steering committee has been formed to monitor the overall methodology and the outputs at each stage of the project against work plans and ultimately to advise on the development and dissemination of the deliverables. Key developments for the month included:

- It is proposed that a Steering Committee meeting should be held in the first half of December 2006 by video conference, and the logistics are being explored.

Upcoming work includes:

- Formal letters will be issued confirming committee membership and terms of reference.

- Dates for the meeting will be explored with committee members

## Case Studies

The original plan for the project involves conducting case studies on six sites in Africa and two in Asia, although the number of sites to be covered is under consideration. Key developments included:

- The case study in Lesotho took place between 10 and 28 July. A draft report has been prepared.

- The case study in Ghana took place between 7 and 25 August. Discussions were held with the Office of the Head of the Civil Service, Controller and Accountant General's Department, Ministry of Public Sector Reform, Public Records and Archives Administration Department (PRAAD) as well as with the UK Department for International Development in Ghana. A selection of personnel files were examined in the Office of the Head of the Civil Service and Ministry of Education and an analysis carried out of their completeness. A second visit is recommended. The Government of Ghana is currently replacing its personnel and payroll database

(IPPD1) with a new system (IPPD2). It is anticipated that a more detailed examination of IPPD2 following its implementation, a detailed analysis of personnel records at the ministry and departmental level, and further discussions with stakeholders will enhance the present findings.

Upcoming work includes:

- Confirmation of the Tanzania case study in October is still under discussion, but it is anticipated that permission will be received shortly. In addition, discussions are continuing with officials in Zambia. It is likely that confirmation of this study will take place following the election at the end of September.

## Guide Materials and Training Modules

The project will produce four main deliverables including a route map to provide a sequence strategy for moving from manual to electronic information systems, good guidance materials, four training modules and a database of case studies. Key developments included:

- Given the strong interest in the project deliverables during the first two case studies' preliminary research, further discussions took place on ways forward in the development of the products.

Upcoming work includes:

- An internal discussion paper will be drafted which will include initial thoughts.