

International Records Management Trust



INVITATION TO JOIN ELECTRONIC DISCUSSION

Electronic Government and Electronic Records: E-Records Readiness and Capacity Building

An Electronic Discussion

WEDNESDAY, 19 NOVEMBER 2003 to FRIDAY, 12 DECEMBER 2003

**Hosted by The International Records Management Trust and the World Bank,
funded by the Commonwealth Secretariat**

The International Records Management Trust (www.irmt.org) and the World Bank (www.worldbank.org) are pleased to organise and host an e-mail based electronic discussion on the role of electronic records and record keeping in the move to electronic government around the world. The focus is on 'e-records readiness' – the capacity to create, manage, share and use electronic records to support good governance. We anticipate most participants to come from developing Commonwealth countries; however, the discussion is open to all interested parties. There is no cost for joining the discussion but you will need regular access to e-mail.

In the discussion, we hope to examine 'local issues and local solutions' to the challenges of creating, managing, sharing and using electronic records to support good governance. Participants will be invited to share their experiences, including problems encountered and solutions found, so that we may learn from each other and identify concrete and realistic opportunities for developing high-quality electronic records and electronic government systems. Specifically, we hope to consider the following central questions:

1. What are the key issues in e-records readiness in your part of the world? Participants may wish to discuss the challenge of implementing standards; the adequacy of policies and standards for electronic records creation and management; the degree to which systems and technologies protect the integrity of electronic records; the need for knowledge, skills, and abilities in e-records management; or the level of awareness about e-records among key stakeholders; amongst others.
2. What steps can be taken to help your country and other countries prepare for the management of e-records within an emerging electronic government environment? Participants may wish to consider the need for regional cooperation; training and education; senior government involvement; financial support; aid agency recognition of e-records and e-government; amongst others.
3. What specific methods and tools would help you move forward with electronic records management and the move to "e-records readiness" in your country? What should an "e-records readiness" tool cover and how could it contribute to the safe transition to electronic government? Participants may wish to consider different

methods and tools such as institutional training courses; international or regional workshops; awareness raising activities of value to their region; the creation of or access to Internet or print-based resources; amongst others.

To help prepare participants for the discussions, we will make additional background information available a few days before our 19 November start. We will provide more details directly to registered participants and we will also post information on the Trust website.

The electronic discussion will be moderated by **Dr Laura Millar**, an archival and educational consultant with extensive experience with information and records management in the developing world. Laura Millar has worked with the Trust for many years on capacity building, education, and awareness in record keeping and archives management. She will be joined by two experts in electronic records management and e-government who will contribute their extensive expertise to the discussions.

Andrew Lipchak is an independent Toronto-based consultant in information and knowledge management (Infotegrity Consulting), whose clients include federal government departments (Library and Archives of Canada, Information Commissioner of Canada and others) and international agencies (the World Bank, International Records Management Trust and others). Andy authored a 2002 study of the relationship between record keeping and democratic governance, published by the Public Policy Forum, Ottawa. Previously, he was Manager of Corporate Information Policy at the Archives of Ontario, responsible for the Ontario government's corporate Recorded Information Management programme.

John McDonald is an independent consultant specialising in information management, whose clients include national and international public sector organisations. He had a long career with the National Archives of Canada where he was the director of a number of programmes responsible for facilitating the management of records across government. Among his publications is the Treasury Board/National Archives' report 'Information Management in the Government of Canada: A Situation Report'. He is a past chair of the Committee on Electronic Records of the International Council on Archives and founder and past chair of the Canadian federal government's Information Management Forum.

To join the e-discussion, please send an e-mail message to Fiona Gowen at fgowen@irmt.org titled 'Registering for E-Discussion November 2003'. Please provide the following information in the body of your message:

subscribe e-records readiness [your e-mail address]

(eg: subscribe e-records readiness xxxx@yyyy.zz)

You will receive a confirmation message and further information by e-mail. If you do not receive a confirmation message within 72 hours, please contact info@irmt.org. Please be sure to register before 12 November to ensure that you are included in the discussions from the very beginning.

We very much look forward to having you join us in this exciting discussion on the effects of technology on government and record keeping.