

 <p>INTERNATIONAL OIL POLLUTION COMPENSATION FUNDS</p>	Agenda item: 5		IOPC/MAR11/5/4	
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	1992 Fund Assembly		92AES15	•
	1992 Fund Executive Committee		92EC51	
	Supplementary Fund Assembly		SAES4	•
	1971 Fund Administrative Council		71AC26	•
1992 Fund Working Group		92WG6/2		

IMPROVEMENT OF DOCUMENT SERVICES

INCLUDING THE INTRODUCTION OF A NEW DOCUMENT SERVER AND DATABASE OF DECISIONS

Note by the Director

Summary:	This document contains information on the latest developments regarding the improvement of document-related services, including a new Decisions Database and the re-design of the Document server and IOPC Funds website.
Action to be taken:	<u>1992 Fund Assembly, Supplementary Fund Assembly and 1971 Fund Administrative Council:</u> Information to be noted.

1 Introduction

- 1.1 The IOPC Funds' Document Server in its current design was introduced in 2001 as a tool for Member States and Observer States and Organisations to access current and past documents issued for meetings of the governing bodies. Being a web-based system, it allowed all users to access and download relevant documents as and when required, thus limiting the reliance on paper copies and facilitating the circulation of information to Member States delegations and to the general public.
- 1.2 As an addition to the Document Server, the Director informed the 1992 Fund Assembly in October 2006 that the Secretariat was developing a database of all decisions made by the governing bodies of the IOPC Funds since their inception in 1978. This document provides a status update for that database.
- 1.3 In 2010, the Secretariat undertook to review its web-based systems, namely the IOPC Funds website and the Document Server within it, to identify any needs for improvements after ten years of operation. The conclusion was that the website and Document Server needed to be completely redesigned as a matter of priority. One of the main reasons for this is that although there is a maintenance contract in place to ensure continuity, the system was first built in 2001 with an IT technology that is now obsolete and therefore needs to be upgraded to a more contemporary platform. There is a maintenance contract in place to ensure continuity.
- 1.4 This document outlines the plan developed by the Secretariat for delivering the required upgrade while causing minimal disruption to the users and the steps taken so far on that project with the creation of a 'Document Services' section of the IOPC Funds website, including a new Document Server, the Decisions Database and other features.

2 Document Services website

- 2.1 The IOPC Funds' Document Services website has been designed to make available to users all meeting documents and decisions taken by the governing bodies of the IOPC Funds since 1978. Other resources on this site include access to the IOPC Funds circulars and meeting document templates. It is accessible through the main IOPC Funds website and users are not required to register to access the site.
- 2.2 The Document Services website is similar to the current Document Server, however it has been completely re-designed in order to provide additional information such as the Decisions Database and improved features such as an advanced search engine and the facility to save search results for those users who choose to register.
- 2.3 As indicated in paragraph 1.3, the main rationale behind this re-design exercise is the now obsolete IT technology used to build the website infrastructure and the fact that neither maintenance of the system nor upgrades by external suppliers are available readily. In addition, technology has evolved in such a way that many features such as search engines and user accounts are now standard on most websites and should be included to improve the user experience.
- 2.4 The main sections on the Document Services website are:
- Document Server
 - Circulars
 - Document templates
 - Decisions Database
- 2.5 The Document Server section is the equivalent of the existing document server, re-designed with advanced features, while the Circulars section lists those circulars letters sent by the IOPC Funds on various matters that are not, up to now, available electronically. The Document templates is a section where blank IOPC Funds meeting documents are available for representatives of Member States and Observer Organisations to facilitate to preparation of documents for submission to meetings of the governing bodies. The Decisions Database is a tool that has been under development since 2006 and it is further described in section 3 below.
- 2.6 As of 10 March 2011, the infrastructure of the Document Services website and overall design had been agreed and implemented, but work was still being carried out to finalise all functionalities to make the website operational. It is expected that the Document Services website will be fully functional and made available to all users by June 2011; which will allow enough time to migrate all documents from the existing document server to the new system and to make those documents searchable through the new search engine.
- 2.7 A presentation of the Document Services website in its current demonstration version will be given at the March 2011 sessions of the governing bodies.
- 2.8 To facilitate the development phase and ensure the delivery of a quality result within the shortest timeframe possible, the interface of the Document Services website has been created in English only. Once fully operational, making that interface available in the three official languages is technically possible but has a cost implication estimated at some £25 000. In the meantime, users will continue to be able to access documents in French and Spanish in the same way as with the current document server.

3 Decisions Database

- 3.1 Following the status report and presentation provided at the October 2010 sessions of the governing bodies (document IOPC/OCT10/7/3), work on the database has continued to reach its final stage. Internal testing has been carried out to fine tune some features, verification of corrections and additions as well as checking the consistency of the terminology and ensuring uniformity of layout, have been completed.

- 3.2 However, the parallel development of the Documents Services website, that has used many of the features created for the database, has led to some further adjustments to ensure that the Decisions Database is fully integrated with the new website.
- 3.3 It has therefore been decided that instead of making the Decisions Database available online now as a standalone database for a couple of months, to be subsequently removed and re-issued as part of the Document Services website, it will be accessible to all users as part of the Document Services website by June 2011.
- 3.4 At the October 2010 sessions of the governing bodies, one delegation queried if the database would be available in French and Spanish. The Acting Director confirmed that the database would be made available in all three official working languages of the Organisation, but stated that he could not confirm when this would be (document IOPC/OCT10/11/1). Having completed the work on the database in its English version, an evaluation of the costs and the required timeframe to carry out the task was conducted. In order to translate all abstracts into French and those that relate to documents available in Spanish (ie from the year 2000 onwards), the costs is evaluated at £80 000 and the time to complete the task is estimated to take some eight months. This is in addition to the cost of making the interface of the Document Services website available in the three working languages as described in paragraph 2.8 above. If the abstracts were not to be translated, the search engine in the database would still allow for access to the relevant records of decisions and associated documents in the three languages, but the search itself would have to be conducted in English.

4 IOPC Funds website

- 4.1 As indicated in paragraph 1.3 above, the need for the re-design of the Funds web-based systems has been identified as an urgent task and that includes the IOPC Funds' website. In addition to the IT technology issue, the way the information is organised and displayed is not in line anymore with modern standards and user expectations. Therefore, following the completion of the Document Services website, work is planned to commence on the re-design of the 'public' part of the IOPC Funds website in the latter part of 2011.
- 4.2 It is expected that this project be completed during 2012. The overall cost of that project is estimated to be around £100 000 to be spent over the two-year period. It is anticipated that the cost for 2011 will be in the region of some £50 000.

5 Costs implication

- 5.1 The table below provides an overview of the 2011 budget appropriation and allocated expenditures as well as the additional costs implication in 2011 for the tasks described under sections 2 to 4 above.

Items	Total (£)
Documents Services website: Design and implementation	90 000
Decisions Database: Final set up and checks	20 000
IOPC Funds' website: Re-design work, phase 1	55 000
Online Oil Reporting system: Further development work	20 000
Publications: Annual Report and Incidents Report 2010	60 000
External Relations projects: Luncheons, others	10 000

Total Cost	255 000
Budget 2011 (Chapter II – Public Information)	275 000
Variance to budget (1)	20 000
Additional costs (non budgeted)	
Document Services website	25 000
Multi lingual interface	
Decisions database	80 000
Translation of abstracts in French/Spanish	
Total Cost:	105 000
Variance to budget (2)	(85 000)

- 5.2 With reference to the 2011 administration budget, it included an appropriation of £100 000 for the next phase of the Online reports system. However, an evaluation of the first phase has made the Secretariat re-evaluate the scope of the project and hence the budget needed for 2011 is now estimated at £20 000.
- 5.3 It is envisaged that the projected overspend under this budget head (Public Information) can be met under the overall administrative budget, Chapter II – General Services for 2011.

6 Action to be taken

1992 Fund Assembly, Supplementary Fund Assembly and 1971 Fund Administrative Council

The 1992 Fund Assembly, Supplementary Fund Assembly and 1971 Fund Administrative Council are invited to take note of the information contained in this document.
