The Intranet provides a valuable service supporting the OIV's work, but still has some limitations

Main shortcomings identified: Intranet

Remote working

- Makes experts work difficult and is not a truly **collaborative method**. Experts have to complement it with other tools like Outlook (**communication through emails**) and work outside the tool as there is no integration with Outlook to facilitate communication
- There are difficulties in the **contact management,** contacts are managed separately on different platforms (Outlook, Intranet, Meltwater, Access contacts database)
- **Collaborative work**: there is no way of sending informal information or collaborate, share and download documents easily

Information flow and documents

- There is no information flow between the documents contributors, they need to **download the document and insert their comments**
- Documents have to be **compiled and reviewed manually**
- **Difficulties to find the right information** and the right documents in the intranet

Traceability and project control

- There is **no visibility over the eWG** that are not contemplated on the intranet
- There is **no** system for keeping **traceability of the contributions** including changes/amendments of working documents
- **No project management information** such as deadlines management and control, automatic reminders
- There is **no** way of **monitoring the evolution** of the different projects

Meetings platform

- **No bidirectional tools**. It is only a repository of documents and information for the participants but they are not able to upload information or communicate
- **Duplicity** with other platforms and tools such as **Spotme** or websites specially developed for Congresses and meetings

Key findings

There is no traceability of changes

Need for an easier access to documents and better information flow

Difficulties to follow the evolution of the different projects

Does not include the Electronic Working Groups

Project monitoring through the Work Programme dashboard of the Scientific and technique coordination department

Dashboard update

- The **dashboard update is mostly manual**, elaborated with the information compiled from the different groups of experts or heads of unit
- It is **updated every year,** but takes considerable time to elaborate, every meetings period the dashboard is updated
- The dashboard shows the outcome of the previous year. With the update of each new year, the **data of previous years are lost**
- It is updated on a MS Excel file but issued on a PDF

Visualisation and follow up

- The dashboard **visualisation is not user-friendly (a table)** and it has a color code to identify the projects that will be completed by the end of the year and the new projects added to the list
- **Some time ago, there was a color code** (red, yellow, green) to identify the progress of each project, but **this indicator is no longer applied**
- The **follow up is difficult as there is no historic record** and resolutions can take 3 or 4 years
- It is also **difficult to find specific projects** in the dashboard


Draft Workprogramme 2021
Issue from OIV June meetings

Key findings

The dashboard update has many manual procedures

The dashboard visualisation provides details on the projects but makes difficult the overall monitoring

Other IGOs have developed comprehensive tools that ease collaboration and also enhance productivity leveraging on digitalisation

Examples of efficient workflow with the use of digital tools

OECD Network Environment O.N.E

- Open to governments and experts
- Developing, accessing and **sharing information and knowledge** on OECD's **work-in-progress prior to publication**
- Horizontal information flows
- Rapid knowledge access
- **Collaborative authoring**
- **Advanced analytics**

FAO Codex Alimentarius

- **Easy access** to the information of all experts and experts groups
- **Clear organisation and transparency** of the work performed by each group

Initiatives that foster collaboration

UN Unite Ideas

- **Collaborative generation of initiatives** and ideas
- Between the United Nations, academia, and civil society
- Granted access to real-world, data-driven challenges faced by the Organisation and its Member States
- Post ideas, comments, votes, likes, and reviews

Other collaboration platforms

- Creating platforms specialised in different sectors platform as collaborative hub for the different stakeholders
- Fostering the network effects and reaching synergies between experts from different organisations

OECD

PLATFORM FOR COLLABORATION ON TAX

SIS-CC Statistical Information System Collaboration Community

UN

SUSTAINABLE DEVELOPMENT GOALS KNOWLEDGE PLATFORM

BigData UN Global Working Group

United Nations Global Compact 20 years

Implementing Sharepoint will enhance the working and communications flow between the OIV Secretariat and Experts

Requirements of the working environment : Digital Workplace

Digital Workplace: SharePoint

General characteristics

Implement all characteristics needed for the digital workplace management

- **Management of contacts** and mailing lists
- Adaptable to **OIV branding**
- **Multilanguage**
- Several **access levels & permissions**: edition, visualisation, administrator…
- Management of **users, roles,** passwords, permissions...
- Security of the information
- Mobile and **web responsive**

Improved workflow

Facilitating the way the organisation works and shares information

- Design a **workflow** that applies for the **OIV decision process**, allowing **experts to work online** including eWG
- **Enhance communications** in the platform
- **Clear document organisation** and efficient browser to search information
- **Easy access** to the documents (capability of sending a link to experts)
- **Automatic notifications & deadline alerts** in the platform to the contributors emails

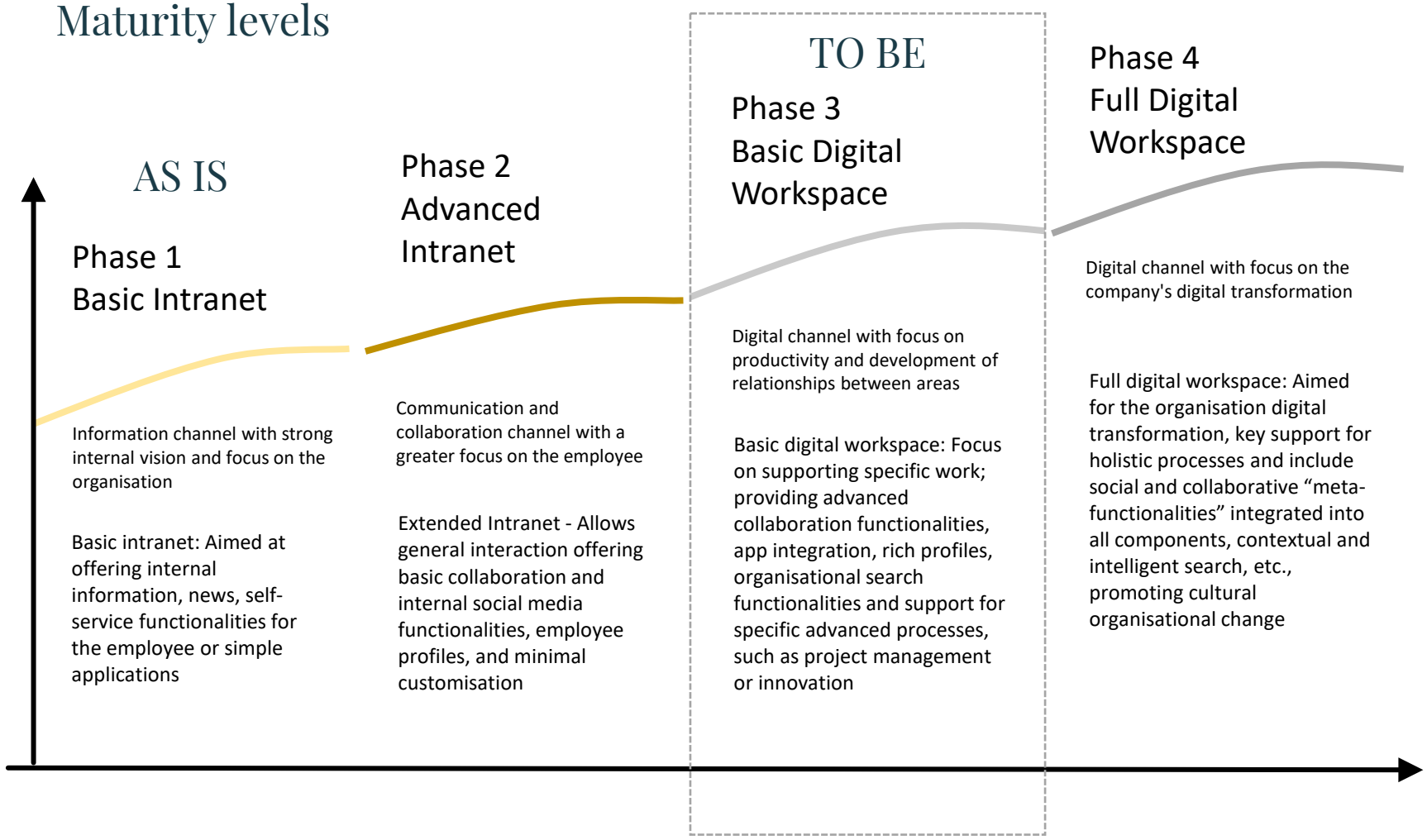
Traceability & Control

Guaranteeing document version control and changes traceability as well as a unique experts directory management

- **Traceability of all changes** by users, keeping all historic changes
- **Control and evolution traceability of the projects** developed by OIV units & work groups
- **Accurate vision of all working groups** and the dependency structure
- Include all **experts directory:** information (work groups membership / history of participation / nomination / Status)

The Digital Workplace is the solution that the OIV needs to increase staff productivity as well as to improve the satisfaction of experts

Maturity levels



Five functional axes

PEOPLE
Enhance relationships between people and areas to identify experts and work together

COMUNICATION
Promote communication, conversation and opinion exchange

COLLABORATION
Boost collaboration and foster relationships for common interests

KNOWLEDGE
Improve access to local and international resources

PRODUCTIVITY
Increase productivity with advanced functions focused on efficiency and time reduction

The Digital Workplace brings together in a single environment everything needed to manage the OIV's decision-making process and the work of the experts

Microsoft 365 Digital Workplace Solution

SharePoint as a central element of the framework, on which the structure of the Digital Workplace is defined

- Working groups **information**
- **Version control**, document approval, **notifications and alerts**
- **Security** management and user access
- Global **search engine**

Power Automate

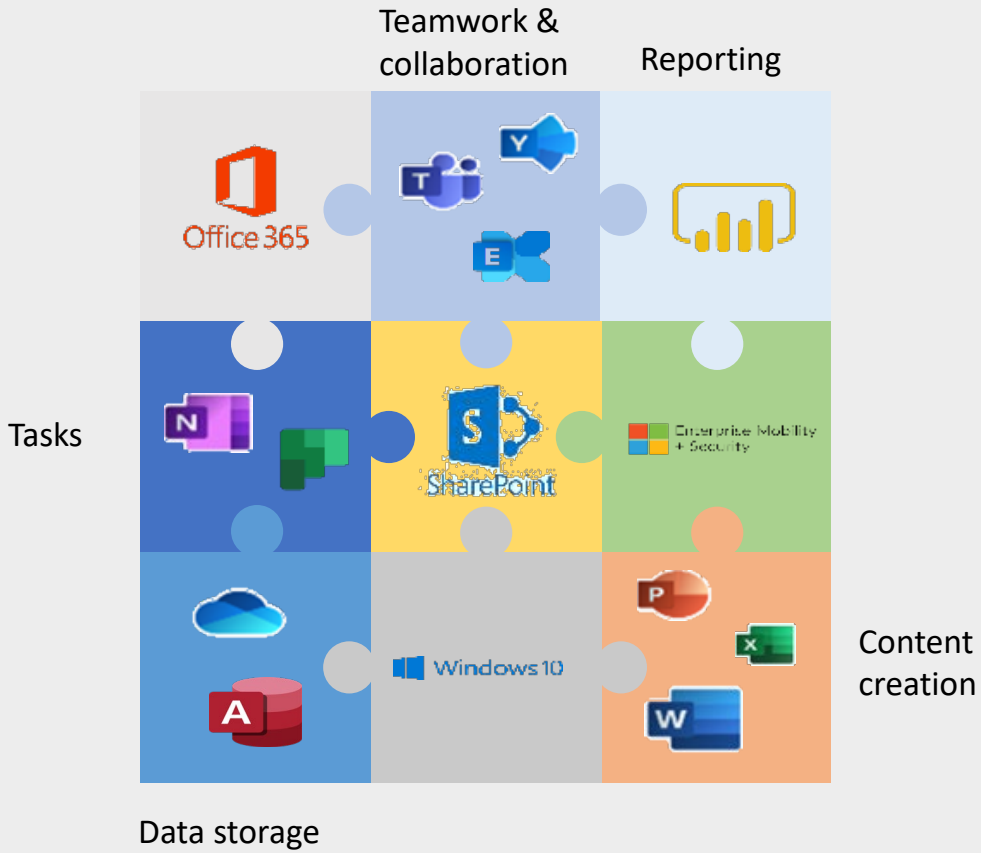
Workflow generation with alerts and deadlines of the tasks that each expert has to undertake in the OIV decision-making process

Integrated directory: list for the experts contact data management (country of origin, groups to which it belongs ...)

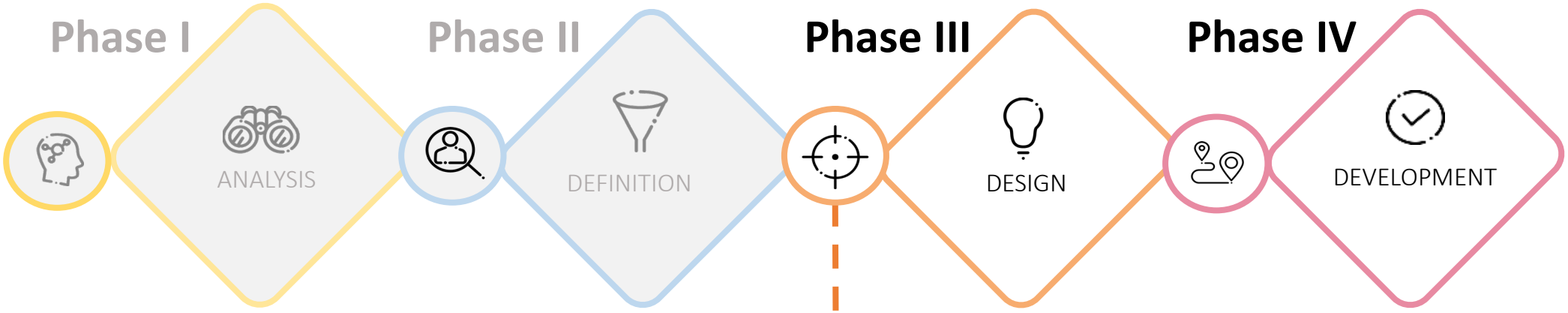
Integration with Teams to improve the collaborative work experience in workgroups

Customisation: style, colors, logo ...
News: Internal messages and news to be communicated to the OIV network of experts
Update alerts: upcoming meetings, latest documents, my Teams ...
Tools Catalog: customizable by each user (shortcuts to favorite Tools, menu organisation) ...

SharePoint integrated with the entire framework



There are four steps to implement the Digital Workplace in the OIV



The Analysis Phase is essential to understand the needs of each type of user

Definition to validate the information architecture and the functionality of the new interface

During the Design stage, the organisation's objectives, user needs and technological requirements will be aligned

Design validation by the OIV before moving on to the development stage

Development of the digital workplace solution

Testing to determine if the developed solution covers the requirements

User training and Go-Live

*** Phases incorporated and carried out for the development of the DWP accelerator**