

EBU documentation management project

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Context



- · Creation of the EBU Brussels office
- EBU, BBC, FT, RAI, RTVE, ZDF decided to share offices and ... documentation
- Hardware and software investment for all the EBU departments
- Existence of EBU web site and intranet Infrastructure
- Objective : services to all EBU departments, EBU members, large public

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Documentation management? Knowledge management Expert system Knowledge database Information management On-time database Document reportory

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Some definitions (suggestions) 1



- · A document :
 - a set of information
 - a material support
 - a possible authentification function (the form matters I)
- · Examples:
 - exchange rate, account number, date, telephone number, ...
 - contract, regulation, report, ...
 - list of addresses, statistical series ?

Some definitions (suggestions) 2



Documentation management

- · Management of the document life cycle:
 - production, acquisition, representation, diffusion, research, archiving...
- · Limited possible actions:
 - filing, searching, copying, ...
- · Modifications ?

Summary of current environment assessment -



- · Three activities enter into the project frame
 - Logistics of meetings and project groups : production of documents
 - External sources management
 - Alert system and diffusion

A pilot project



- Two activities
 - External sources management
 - Alert system and diffusion
- · Three entities
 - Brussels office
 - Legal department
 - Strategic Information Services

Situation in the Legal department (1)



- · VOLUME: 250,000 living documents in 2,500 files
- VARIETY: regulations, law, contracts, correspondence, ...
- SPECIFIC CULTURE: conservation, confidentiality, ...
- SPECIFIC CLASSIFICATION: classification plan of more than 100 pages

Situation in the Legal department (2)



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- The current classification takes two logics Into consideration :
 - a conceptual classification (subject matter)
 - a practical distribution of the documents into physical dossiers corresponding to a litigation, a study, a project,...
- · The legal advisors need both approaches
 - using a dossier to have an overview of a question
 - searching for a specific document containing specific information

≪ Standard » description of the documents



- · A document is more than its mere contents
- This « more » must be described in a standard way

Contents Title, keywords, language, file,...

Source Author, publication, institution, date,...

Material Type, location, size,...

ACL Confidentiality, public,

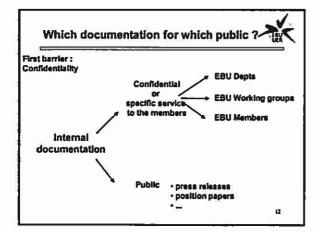
Publication Yes/No. dete...

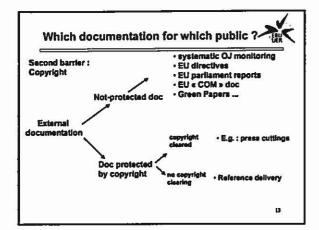
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- This « standard » information added to the documents allows multiple exploitation based on queries addressed to the database
 - structured or full text searching
 - browsing html pages
 - · by subject, by source, by date....
 - subscribing to information profiles (push)

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Subjects covered (European Affairs)



- Audiovisual policy
- International trade
- Competition
- Culture policy
- Fundamental rights
- Education Advertising
- Telecommunication law
- Research & Development
- · Information Society
- Public services
- Intellectual property
 Ethics & deontology

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