


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 ?




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Some definitions (suggestions) 1 

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


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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 ?**

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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

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A pilot project



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

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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


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Situation in the Legal department (2)



- 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


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« 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, date,...

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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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Which documentation for which public ? 

First barrier : Confidentiality

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graph LR
    ID[Internal documentation] --> CS[Confidential or specific service to the members]
    ID --> P[Public]
    CS --> ED[EBU Depts]
    CS --> EWG[EBU Working groups]
    CS --> EM[EBU Members]
    P --> PR[press releases]
    P --> PP[position papers]
    P --> D[...]
  
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