



Archives' traditional duties



Media and communication



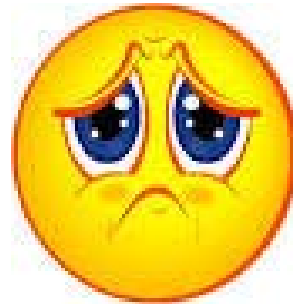
Archives' new duties and area of expertise

- Big data
- Diverse systems
- New professionalization
- New professional colleagues
- Many new colleagues
- Endless amount of documents
- Huge storage capacities



Archive's distress

- Too many different kinds of systems
- No means to force guidelines
- Loss of information
- Loss of authenticity of information
- Large budgetary expenditure on servers
- Not enough power to enforce work methods



The Government

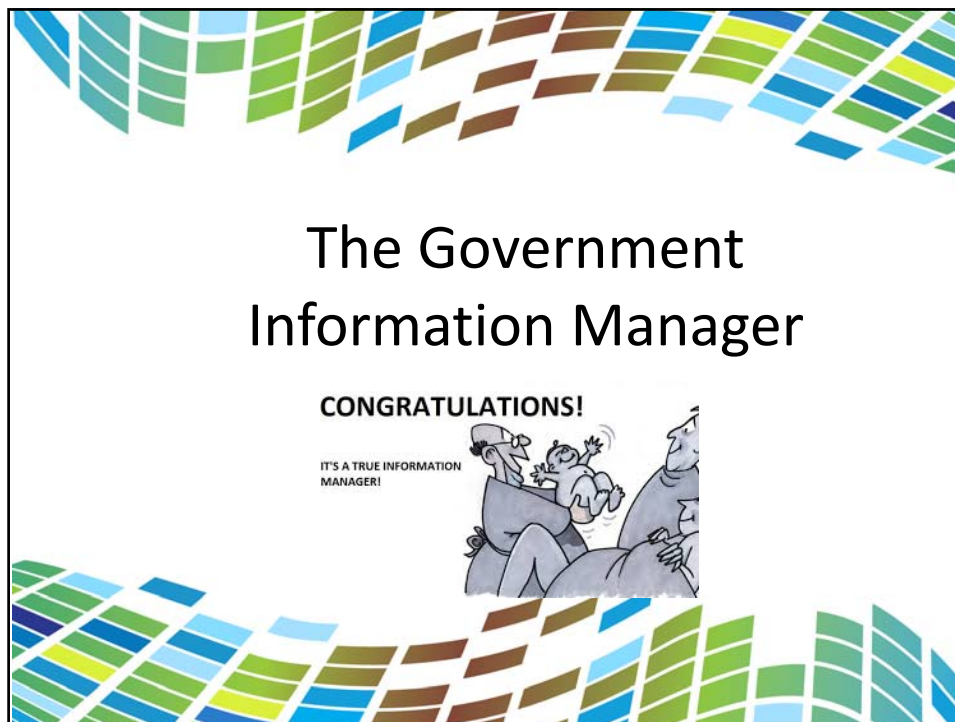


Agencies' distress

- Multiple systems
- No guidelines or too many guidelines
- Loss of information
- Loss of authenticity of information
- Large budgetary expenditure on servers
- Lack of relevant work procedures



The Solution



Information Management Vision

(Cornerstones of policy and strategy for information management)

Supporting infrastructure	People	Methods	Technology
Resources / tools to support	Ignition stage: <ul style="list-style-type: none"> Task Force Steering Committee 	<ul style="list-style-type: none"> Government Decision Common language Perception Reward and Incentive Monitoring and evaluation mechanism 	<ul style="list-style-type: none"> Document management system (one or more) Information Sharing Platform Advanced search engine BI Tools

Information Management Vision

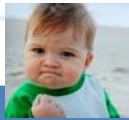
(Cornerstones of policy and strategy for information management)

Supporting infrastructure	People	Methods	Technology
Process	<ul style="list-style-type: none"> • Training leaders in offices • Training for all government employees • Management commitment 	<ul style="list-style-type: none"> • Legislative amendments • Annual work program for managing information • Leading change • Implementing values of information sharing and transparency • Marketing in ministries • Information management processes, procedures 	<ul style="list-style-type: none"> • Technology policy • Examination of advanced technologies • Characterization of needs • Formation of technological principles • Support the development of technological tools • Maintenance and update versions

ארכיון המדינה

Success and failure Factors in Information Management

Do's and Don'ts to succeed



Success	Failure
Management support = a key factor to success	Focus on technology
Organizational climate of transparency and openness	Unskilled workers
Developing a long-term strategy	No match between the user's needs and the system
Combining information management to organizational activities' routine	
Links between technological platforms	



ארכיון המדינה

The Structure of Information Management Function

Required Entities

- Steering Committee
- Business Leads
- Require Bodies
- Enable Factor
- Users Committee
- **Task Force**



A task force aimed at developing a policy for managing government information, formulate a plan for implementing the policy, based on human infrastructure, processes and technologies, and include cost estimates, risk analysis and outcome measures



The Task Force

- Project Manager, who's an expert on Information Management
- Industrial Engineer, who's an expert on Organization and Methods
- An expert for technological solutions and new media
- Gamification expert
- A lawyer who's expert on regulations, protection of privacy law, and legislative changes



We're almost there



So, why to put the lead in the hands of the civil service commission?

- Worldwide, information management associated with the development of human capital
- Information Management relies on the simultaneous change of people, culture, processes and technology
- The Civil Service Commission who's responsible for human resource management, is responsible for transverse processes
- The Civil Service Commission is the largest matrix body in the civil service, and thus has a comprehensive view of the service as a whole



ארכיון המדינה



Benefits

- Budgets
- Horizontal authority to set guidelines, rules and policies
- Knowledge of the civil service, its positions and its senior employees
- A managerial flexibility given the “proximity to the plate” (i.e. being close to the procedures’ establishers)
- A managerial flexibility for shortening bureaucratic work processes



Added value

The archive is a senior and influential factor when it comes to information management as a whole. The archive is a partner - alongside public service officials - to determine the rules for creation and information management, and most importantly, gets the digitized historical materials by its own rules.

