

Proposal for

# Archive & Website

For the  
URBAN ENVIRONMENTAL MANAGEMENT  
PROGRAMME

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This proposal is for the technical and budgetary assessments for setting up an open archive and a website for the UEM-Programme.

Questions and comments are welcome – contact details below. BLE - 070109

# Proposal for an open Archive & Website for the URBAN ENVIRONMENT MANAGEMENT PROGRAMME

## Introduction

The URBAN ENVIRONMENT MANAGEMENT PROGRAMME with ten partner administrations, each with various officials and politicians involved, has a basic need of updated, rational communication with all of these people. Examples of these needs are:

- Updated communication of programme results, and partners to the public
- Exchange of programme activities, progress reports, scopes and visions
- Guidelines, updated list of CVs to be mobilised by the partners etc.

The Programme also has an obvious interest in doing updated communication to the public about results and scopes for the future. Archiving of activities is also a basic need of the programme.

At the first PSC meeting it was indicated that there will be a website for the management of the programme. The International Advisor when appointed should keep all members of PSC informed. The following pages are a technical proposal for this website, which can serve also as an open archive and tool for coordination of the programme.

**The users** to be serviced by this home page are: Officials and politicians of the partners in the programme, other professionals who may tap into the programme and general public, including journalists and NGOs. The home page will serve them as:

- A key link between partners
- A face of the programme (and the partners and the donor) to other professionals and the public.
- The archive of the programme

**The information structure** of this proposal is user-friendly regardless of computer skills. It is easy to find what you look for and to download it.

Also **the technical structure** is easy to access with all types of equipment, not requiring brand new or expensive machines. Still it will convey easy readable texts as well as in debt info from the archives of the programme.

**The proposal** is rolled out on the following pages. It includes:

- Web Site Map – the overall structure of the site
- Guideline for content
- Guideline for layout
- Guideline for use and administration and use
- Budgets for establishment, and the on-going management

Most of the site will be accessible to every one with a basic computer thus opening the programme to the public. But, optionally, also a few internal sub-sites are proposed for the information relevant only to e.g. the PSC and/or the partners. Access to these will require passwords.

The elements in the budget frame may be combined in various ways. If for instance the home page is hosted by DEAT or some partners' web department, some cost may be reduced.

**The solution described here** can be in-the-air 2-3 months after a decision is taken. This will require the services etc. reflected by the budget and approximately 150 hours of the IPA and 20 hours of collaboration from each of the 10 partners during this period.

## **Web Site Map**

The site is organised around four headlines (main entrances), from which drop-down menus will guide the user through the contents. Serving as the main navigator tool the four main entrances (in bold below) are visible on all pages.

In addition to the external site which is accessible to the public, an internal sub-site will be set up. This internal area is accessible for PSC-members, partner officials and the UEM-PSC Secretariat. It will serve as a room for more informal documents, documents in progress, and other internal communication e.g. between partners engaged in a cooperation project.

The structure of the site:

### **External website**

#### **UEM Programme**

- Description of programme
- 2 national partners
- 3 Provincial Partners
- 5 City Partners
- PSC
- UEM-PSC Secretariat
- Guidelines
- Templates
- Acronyms

#### **Activities**

- Overview of 2006
- Projects 2006
- STTA
- Cooperation
- Events
- News

#### **Documents**

- Reports
- Search

#### **Contacts**

- PSC
- UEM-PSC Secretariat
- Partners – colleagues
- Help desk

### **Internal area (restricted access) Optional**

- Upload of (working) documents to internal area
- Group rooms for cooperation projects
- STTA: CV's of experts
- Holiday planner (Optional)
- Internal calendar (Optional)

## Guideline for content

Main entrance	Drop-down menu item	Content of sub-site (in short)
Front page	None	Welcome to the UEM web site 10 lines general description with focus on the overall goal and the five themes A “News Box” showing the latest 3-4 news – and a link to the news archive
UEM Programme	The programme	20 lines general description <ul style="list-style-type: none"> <li>• Objective (10 partners working towards...),</li> <li>• The 5 themes,</li> <li>• Paris Convention,</li> <li>• Links to major project docs.</li> </ul>
	2 National partners	20 lines pr. partner, including (but not limited to) <ul style="list-style-type: none"> <li>• Type or organisation</li> <li>• Key working areas (in relation to the 5 themes)</li> <li>• Key budget figures,</li> <li>• Key contact persons,</li> <li>• Coop partners in the programme,</li> <li>• Internal links to, work plans budgets etc, included in the above</li> <li>• External link(s) to partner admin.s home page</li> </ul>
	Provincial Partners	As above - one description for each partner
	City Partners	As above- one description for each partner
	PSC	15 lines general presentation of tasks, <ul style="list-style-type: none"> <li>• List of members – Name, picture, title, department, organisation, tel. e</li> <li>• Next scheduled meetings</li> <li>• Links to ToR, etc.</li> <li>• Previous meetings: Minutes and links to all meeting documents, PR</li> </ul>

Main entrance	Drop-down menu item	Content of sub-site (in short)
<p style="text-align: center;"><b>UEM Program me (cotd.)</b></p>	<p>UEM-PSC secretariat</p>	<p>15 lines on main function, and a listing of</p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Administrator</li> <li>• IPA</li> </ul> <p>For all: Name, picture, title, departm/organisation, tel. email (coded).</p>
	<p>Advisors</p>	<p>15 lines on main function, and a listing of</p> <ul style="list-style-type: none"> <li>• NA</li> <li>• LA - CT</li> <li>• LA -Erkuhuleni &amp; JBG</li> <li>• eThewini – contact person</li> <li>• LA Sedibeng</li> </ul> <p>For all: Name, picture, title, departm/organisation, tel. email (coded).</p>
	<p>Guideline documents</p>	<p>The following guideline documents</p> <ul style="list-style-type: none"> <li>• Procedure, manual and calendar for budget and planning, National a partners</li> <li>• Procedure, manual and calendar for budget and planning, Municipa</li> <li>• Manual for the STTA-facility</li> </ul> <p><i>(Others will follow in the 5 years of the programme).</i></p> <p>Each described by: Title, edition no., date, doc-ref-no</p>
	<p>Templates</p>	<p>The following template documents</p> <ul style="list-style-type: none"> <li>• BP for a UEM line item (for budget use)</li> <li>• Check list for UEM-budget proposal</li> <li>• Progress report – 6 m</li> <li>• Progress report – 12, 18, etc. m and completion report</li> <li>• Journal for a STTA project</li> </ul> <p><i>(Others will follow in the 5 years of the programme).</i></p>
	<p>Acronyms</p>	<p>List of the acronyms used in the programme documents</p>

Main entrance	Drop-down menu item	Content of sub-site (in short)
Activities	Overview of 2006 <i>(will be expanded in the following years)</i>	1-2 pp pdf with: 15 lines presentation matrix (5 theme-columns with 11 partner-activities) Contact person and details for each partner
	Projects of 2006 <i>(will be expanded in the following years)</i>	A matrix giving the overview of the ongoing (and planed) activities. The matrix consists of 5 columns, representing the five themes of the programme: Air, Energy, Environment, Health, Planning and Waste. And 11 lines representing the 10 partners and the UEM Programme. The matrix is interactive, one click for each cell and for each heading, to create various lists such as: All projects under one theme (by clicking the theme column), All projects involving one partner (by clicking the partner line under the UEM Programme by clicking the top left cell. And to get further information on specific projects by clicking the cell consisting the project. In total potential links, leading to a list and fuller description of one (or more) projects e.g. <ul style="list-style-type: none"> <li>• Title, Owner</li> <li>• 5 lines description</li> <li>• Budget</li> <li>• Links to latest document(s): BP, 6m rep. 12 m rep., etc.</li> <li>• Contact person (for more info)</li> </ul>
	STTA	10-15 lines description of the facility <ul style="list-style-type: none"> <li>• Idea catalogue - latest edition (ongoing editing)</li> <li>• List of completed projects (Title, partner, completion date, link to completion)</li> </ul>
	Cooperation	The list of joint projects and working groups in the UEM-programme of 2006. Each described by <ul style="list-style-type: none"> <li>• In action, or Ideas/potential cooperation or Completed</li> <li>• Title and theme: Air, Energy, Environmental health, Planning, Waste, Capacity Building, Communication, Other.</li> <li>• Targeted output</li> </ul> 5 lines description and links to key documents

Main entrance	Drop-down menu item	Content of sub-site (in short)
Activities (cotd.)	Events	List of events, described in max 5 line by <ul style="list-style-type: none"> <li>• Date, title, purpose, contacts</li> </ul>
	News	This will be the archive of news items presented at the website. <ul style="list-style-type: none"> <li>• The latest news will be shown in full (duplicate of the news item on the main entrance)</li> <li>• 5-10 latest or most interesting shown in 3 lines + link</li> <li>• Chronological list: 3 line each, available on click</li> </ul>
Documents	Reports	The projects reports will be organised according to <ul style="list-style-type: none"> <li>• Doc-id-no</li> <li>• Title</li> <li>• Theme</li> <li>• Type (e.g. budget, work plan, report)</li> <li>• Owner (e.g. PSC, Partner)</li> <li>• Date</li> </ul> through drop-down menu's
	Search	The search function utilises the six entrance mentioned above and provides the following information: <ul style="list-style-type: none"> <li>• Date, Owner, Title, Link</li> </ul>

Main entrance	Drop-down menu item	Content of sub-site (in short)
<b>Contact us</b>	PCS	List of members - Name, Picture, Departm/organisation, tel, e-mail (co (Identical to the list under UEM Programme/PCS
	UEM-PSC Secretariat	Picture, name, title. tel, email (coded) of <ul style="list-style-type: none"> <li>• Chair of the PSC</li> <li>• Administrator</li> <li>• IPA</li> </ul>
	Partners	List of colleagues with <ul style="list-style-type: none"> <li>• Name, title, department/organisation, tel. email (coded).</li> <li>• Role in UEM: PSC-member/ manager /project affiliation</li> </ul> The list comprises all colleagues working on the programme in the cur and the upcoming budget year. The list is organised after partner name
	Help desk	A contact person in case there is problems with the website

**Internal site (by passwords only)**

To access the internal page requires a special pass word, as the internal site serve as a "work in progress" site for the PSC and the partners. Some areas of the internal site can be restricted for special sub-groups of the Partner group, e.g. as a working site for partners involved in a joint cooperation project or for PSC members.

<b>Entrance</b>	<b>Drop-down</b>	<b>Content of sub-site</b>
<b>Upload</b>	None	Possibility to upload document to the internal site. This could be documents that currently not public, such as document in hearing, or papers of a more internal character.
<b>Group rooms</b>	One for each cooperation project	This is a possibility for partners involved in a deeper cooperation project, and can be a common archive of document relevant for the cooperation.
<b>STTA</b>		The full CV-database used to select experts for the STTA Each CV is reflected by <ul style="list-style-type: none"><li>• Name and nationality</li><li>• Company</li><li>• Theme: Air, Energy, Env. Health, Planning, Waste as well as Management, Construction, Building, Communication, Other.</li><li>• Key qualifications</li><li>• Pdf-version of CV</li></ul>
<b>Holiday planner</b>	<i>Optional</i>	An option for partners to be updated on when other partners are not available. This is supplemented to "Whom to contact during my holiday"
<b>Internal calendar</b>	<i>Optional</i>	This option can be kept open of the need for a more detailed calendar of event is

## **Guideline for layout**

The overall layout of the site is created by the top bar, which will be the same throughout all the sub-sites (the various windows of the site). The top bar consists of:

- The logo's of main programme owner, Deat, and the donor, Danida
- The four main entrances to the site: "Programme", "Activities", "Documents" and "Contact us" with their drop-down menu's
- Six pictures illustrating the five main themes of the programme: Air, Energy, Environmental Health, Planning and Waste + a picture illustrating cooperation amongst officials of all spheres of government. The pictures will be selected so they convey action, progress, people and to the farthest extend possible the overall goal of the programme: Poverty alleviation.

## **Guideline for administration**

All partners are to play an active role in the up-keeping of the site, regardless of website skills. To ensure fast, efficient and seamless update and maintenance of the site, a number of procedures will be in place editions, uploads, and deletions.

The partners must produce the material for the site as they hold the key information on the specific projects and activities under the UEM Project umbrella. This includes text describing their own organisation, the projects they are involved in, the events relevant of external persons, etc for the external web site. This information must be updated regularly. Selected managers at each partner should be responsible for the coordination and delivery from each partner.

The overall and technical responsibility for this maintenance of the site lies at the administrator team. They will issue guidelines for the fragments to be delivered from partners and also ensure a streamlining and relevant uniformity of the website, in a continuous sparring with the partners.

In short the rights and assignments are

### *Public user*

- Reading on external site
- Search facilities

### *Partner-contributor*

Each partner has a coordinator for the collection and editing of submissions to the website. The contribution can be

- Text fragments (e.g. presentation of own institution in relation to the UEMP)
- Reports for uploading.

Delivery will be to a special in tray, such as....[UEM-Web@deat.gov.za](mailto:UEM-Web@deat.gov.za)

*Partners with access to the internal site*

To study CVs and other internal documents a password can be issued to access these sites.

*Administrators*

Consist of a freelance journalist, IPA, a person in DEAT press department, and Programmer. While the first two persons are in weekly activity on the page the latter two will step in when required, e.. g. special issues, leave, illness etc. All have the following rights:

- Upload / Edit / Delete

Once a week the journalist will go through the intray ([UEM-web@deat.gov.za](mailto:UEM-web@deat.gov.za)) and edit and upload the homepage as pertinent.

**Other issues**

Among the issues are not addressed in this proposal are

- Restrictions of content of the site
- General disclaimer
- Publishing rights

Guidelines or rules on this will be set up as pertinent.