



**CMS Synopsis of IT Status Review**

# **UNEP CMS**

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**CMS Secretariat - August 2008**

# 1 Introduction

## 1.1 Terms of Reference

- Provide a clear understanding of the technology issues confronting UNEP-CMS
- Define an approach to resolve these issues
- Suggest a framework to manage future technology demands
- Identify technology and staffing requirements for the future

## 1.2 Sources

Sources of information for this review include:

- Group and individual interviews with members of staff at CMS, co-located agreements in Bonn and at UNEP-WCMC in Cambridge
- A review of published material from CMS and UNEP
- A review of existing contracts between CMS and technology partners
- A review of on-line content from existing CMS-related web sites

# 2 Executive Summary

CMS faces a number of challenges relating to the acquisition of good quality data on migratory species, the management of this data, and its analysis, interpretation and delivery. These have grown more acute in recent times due to pressures from growth (increasing numbers of Agreements, MoUs and Parties to the Convention) and increased expectations from technology.

Strategic recommendations:

- Avoid ‘following the funding’, where possible, and employ best practice in IT procurement
- Redefine the UNEP-WCMC relationship
- Take a more prominent role in the definition, procurement and management of technology projects
- Take a more active role in UNEP information management activities

Tactical recommendations concerning:

- Funding for IT projects
- IT Support
- Current Information Management projects
- Contacts Management
- Hosting and service delivery

Next steps:

- Employ a Project Manager (probably a part-time Consultant post) responsible for delivery on these recommendations, reporting to the Executive Secretary
- Identify and agree a schedule for delivery of the ‘next steps’

### 3 Summary of Recommendations

To summarise the recommendations made in the main report:

Item	Subject		Activity
1	Institutional Environment and Funding	1.1	Maintain a watching brief for opportunities to exploit philanthropic support, funding or in kind, from commercial organisations
2	IT Environment and Support	2.1	Pursue a tender process and negotiate SLA with UNV
		2.2	Study viability of establishing an independent network within CMS
		2.3	Consult UNEP IT Task Force to determine their tariff of services and costs
3	Project Funding	3.1	Pursue relevant project funding and insist on greater CMS focus and assume a more prominent role in project management to ensure timely and pertinent delivery
		3.2	Specify and source funding for CMS-specific projects
4	The Relationship with UNEP-WCMC	4.1	Formalise the relationship with an MoU identifying services, roles and responsibilities
		4.2	Take a more prominent role in managing projects
5	GROMS	5.1	Produce technical specification to integrate GROMS into CMS-IMS or alternative
		5.2	Fully integrate GROMS into CMS-IMS or alternative species database
6	Sonar 2010 (Online Reporting)	6.1	Leave dormant for the time being - no action
7	CMS-IMS	7.1	Maintain as the de-facto home of information management for CMS - no action (Does not preclude possible integration later, e.g. into common MEA KM portal)
8	Knowledge Management	8.1	Pursue a fully active role in the current UNEP-DELC project
		8.2	Encourage development of an analysis tool for National Reports
9	General Requirement Definition	9.1	Define data holdings and user needs to support future procurement decisions

Item	Subject		Activity
10	Contacts Management	10.1	Secure temporary MS Access placement (one month)
		10.2	Produce an analysis of requirements and vendors
11	UNEP Applications	11.1	Contact the UNEP IT Task Force and research the status of UNEP initiatives
		11.2	Produce a plan to take full advantage of UNEP initiatives towards a more distributed, service-orientated infrastructure
12	IT Strategy	12.1	Produce an IT strategy supporting the aims and needs of the Secretariat, UNEP initiatives and a more focused approach to project planning and delivery
13	IT Representation	13.1	Employ an IT Consultant/Project Manager, probably part-time and not short term.

 No action

## 4 Next Steps

A suggested chronology to implement the recommendations follows. This reflects a logical sequence of work and will need some discussion due to activities related to the COP9, which may affect the focus of attention.

Seq	Item	Activity
1	13.1	<b>IT Representation</b> Employ a Consultant/Project Manager
2	10.1	<b>Contacts Management</b> Secure temporary MS Access placement
3	2.1	<b>IT Environment and Support</b> Negotiate Service Agreement with UNV – An agreement was signed in May 2008
4	11.1	<b>UNEP Applications</b> Contact the UNEP IT Task Force and research the status of UNEP initiatives
5	4.1	<b>Relationship with UNEP-WCMC</b> Formalise the relationship with an MoU identifying services, roles and responsibilities
6	2.2	<b>IT Environment and Support</b> Study viability of establishing an independent network within CMS
7	5.1	<b>GROMS</b> Produce technical specification to integrate GROMS into CMS-IMS or alternative
8	4.2	<b>Relationship with UNEP-WCMC</b> Take a more prominent role in managing projects
9	8.1	<b>Knowledge Management</b> Pursue a fully active role in the current UNEP-DELC project

Seq	Item	Activity
10	8.2	<b>Knowledge Management</b> Encourage development of an analysis tool for National Reports
11	11.2	<b>UNEP Applications</b> Produce a plan to take full advantage of UNEP initiatives towards a more distributed, service-orientated infrastructure
12	10.2	<b>Contacts Management</b> Produce an analysis of requirements and vendors
13	5.2	<b>GROMS</b> Fully integrate GROMS into CMS-IMS or alternative species database
14	9.1	<b>General Requirement Definition</b> Define data holdings and user needs to support future procurement decisions
15	12.1	<b>IT Strategy</b> Produce an IT strategy supporting the aims of the Executive Secretary's strategy paper, UNEP initiatives and a more focused approach to project planning and delivery
16	2.2	<b>IT Environment and Support</b> Conduct market research on support options to position UNV's contract and demonstrate due diligence (is it the same as Recomm.2.2?)
17	3.1	<b>Project Funding</b> Pursue relevant project funding, insist on greater CMS focus and assume a more prominent role in project management to ensure timely and pertinent delivery
18	3.2	<b>Project Funding</b> Specify and source funding for CMS specific projects
19	1.1	<b>Institutional Environment and Funding</b> Maintain a watching brief for opportunities to exploit philanthropic support, funding or in kind, from commercial organisations

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