

2010

The Future of Electronic Information and Records Management in the Public Sector

Early Bird DISCOUNTS
Book today

Workshops • Conference • Exhibition

6-7 July 2010

Fielder Centre, University of Hertfordshire, Hatfield

- For**
- Local Authorities
 - Government Departments
 - Agencies • Health Trusts
 - Police Services
 - Further and Higher Education
 - All Public Authorities

Who should attend?

- Chief Information Officers
- Records Managers
- Information Managers
- Compliance Managers
- FOI Managers
- IT Managers
- Project Managers
- Consultants
- ECM and EDRM Suppliers
- Knowledge Managers
- Content Managers
- Archivists



Workshops (6th July)

- Microsoft SharePoint as a platform for ECM and records management
- Self assessment against the new Records Management Code of Practice



Conference (7th July)

- Promoting information and records management in tough economic times
- Developing an information and records management strategy
- From document and records management to integrated information management
- Making the business case
- Document and records management on a budget
- Future standards and best practice guidelines

Free Exhibition (7th July)

- Includes the leading suppliers of products and services to the public sector
- Open throughout the conference on 7th July



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www.cimtech.co.uk

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Event Organiser
Cimtech Limited

In partnership with
The National Archives



The Future of Electronic Information and Records Management in the Public Sector, 2010

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Chairman's Introduction

NEW technologies such as social networking and cloud computing are changing the way electronic content is created and managed and posing technical challenges for corporate information and records management.



The recession and the cut backs in public sector budgets are causing information and records managers to rethink their current practices and look at ways of achieving more with less.

Topical workshops

This year we are running two workshops on Tuesday 6th July (see programme at right). The first provides an in-depth review of the new (2009) Lord Chancellor's Code of Practice on the management of records which sets the standard for the public sector. The second workshop is devoted to Microsoft SharePoint, which is being widely implemented in the public sector, and looks at its potential for document and records management now and in the future.

Conference Programme

The 2010 conference focuses on new and forthcoming best practice guidelines and standards; new approaches to making the business case for information and records management and the latest trends in the marketplace.



We have common and specific interests in the public sector so we have keynote sessions in the morning and breakout sessions so you can tailor your learning experience to exactly meet your interests. Discussion sessions ensure you can put your point of view and get fully involved in the debate. We also have a free exhibition running alongside the conference.

Event Organiser

Event Partner

Tony Hendley
Conference Chairman, Cimtech Ltd



Discounts on workshops and conference

TAKE advantage of our Early Bird booking rates. Send us your completed booking form before 8 June 2010 and make significant savings—see booking form overleaf for details. If you book a place and your plans change, an alternative delegate is welcome. You may cancel your booking with a full refund—less 10 per cent administrative charge—provided you notify us in writing by 22 June 2010. Later cancellations will be liable for the full amount.

Free Exhibition

A FREE exhibition runs alongside the conference on 7th July and features the leading suppliers to public authorities of electronic document, records, content and collaborative products and services. See the latest products in action and discuss your requirements with the suppliers.

The exhibition will be open to delegates and visitors throughout the day. If you are too busy to attend the full conference but would like to visit the exhibition please come along—no conference registration is required but please complete the Exhibition Section of the booking form so we can have your entrance pass ready.

Workshops Programme Tuesday 6th July



Self Assessment Against the New Records Management Code of Practice

- 09.30 **Implementing the revised Records Management Code—where to start** Susan Healy, Information Policy Consultant, The National Archives
- 10.30 **Assessing your organisation against the Code** Richard Blake, Senior Manager, Public Sector Team, The National Archives
- 12.00 **Self assessment online—review and demonstration of the TNA toolkit** John Walsh, Senior Consultant, Cimtech Ltd
- 13.00 Lunch
- 14.00 **Using the Records Management Code to drive improvement—Dorset County Council Case Study** Dr. David Reeve, Corporate Information Manager, Dorset County Council
- 14.45 **Comparing current practice with the Code** Spokesperson, Welsh Assembly Government
- 15.30 **Carrying out a self assessment against the Code at Leicestershire County Council** Stephen Curtis, Corporate Information Manager, Leicestershire County Council
- 16.30 **Discussion**
- 17.00 Close



Microsoft SharePoint as a Platform for ECM and Records Management

- 09.30 **What is new for ECM in SharePoint 2010 over SharePoint 2007?** Duncan Williams, Sales & Marketing Director, Deltascheme Ltd
- 10.15 **SharePoint for document and records management—mapping SharePoint to MoReq2** Cerys Hearsey, Consultant, Metataxis
- 11.30 **Implementing SharePoint and EDRMS** Richard Jeffrey-Cook, InForm Consult Ltd
- 12.15 **Discussion**
- 13.00 Lunch
- 13.30 **SharePoint in the Health Service** David Pitt, Senior Consultant, Cimtech Ltd
- 14.15 **SharePoint in further and higher education** Professor Julie Mcleod, University of Northumbria
- 15.30 **How far can you go with SharePoint for ECM and ERM** Lorna Hermin, Head of SharePoint Practice, Kainos
- 16.15 **Discussion**
- 17.00 Close

Exhibitors who are already booked for this year's event, include:

Best-Tec • Cimtech • Cincom Systems • Deltascheme • Documation • Fujitsu • Geoff Smith Associates • GID-Quantor • Good Systems • Imagefast • Kainos • Line Scan • Micro Imaging Services • Open Text • OPEX • Perceptive Software • Records Management Society • Victoria Forms • Zylab

Please visit www.cimtech.co.uk for the latest list of 2010 exhibitors.





Keynotes Session Plenary

- 09.30 Chairman's introduction**
Tony Hendley, Managing Director, Cimtech Ltd
- 09.35 Developing and implementing a corporate information management strategy**
Stephen Curtis, Corporate Information Manager, Leicestershire County Council
- 10.05 The importance of effective records management in fulfilling access to information obligations**
Graham Smith, Deputy Information Commissioner
- 10.30 Enterprise EDRMS in Hackney—how we did it.** Supporting 3,500 users with a single file plan; key success factors and savings realised. Gillian Wheeldon, Head of eBusiness, London Borough of Hackney

11.00 Coffee and Exhibition Visit

11.30 Track 1

- Making the business case for records management and enterprise content management

John Walsh, Senior Consultant, Cimtech Ltd

- Benefits realisation: quantifying the business benefits of EDRM with the JISC impact calculator

Sarah Wickham, University Records Manager, University of Huddersfield

Track 2

- Review of the ECM marketplace—SharePoint, open source software, ECM platforms, cloud computing and the future

Tony Hendley, Managing Director, Cimtech Ltd

- Risks and opportunities of storing documents and records on the cloud

Kirsten Ferguson-Boucher and Nicole Schulz, Department of Information Studies, Aberystwyth University

Track 3

- Conducting an information and records audit: options and issues

Alison Gibney, Deputy Managing Director, Cimtech Ltd

- Developing a corporate classification scheme on a limited budget—a fast-track method for developing a robust and validated classification scheme using in-house resources

Jeff Morelli, Director and Principal Consultant, JMCL Developments Ltd

Track 4

- The new ISO 15489—be involved, not surprised

Alan Shipman, Director, Group 5 Training Ltd, and Breda Corish, Head of Market Development for Materials & Healthcare, ICT & Electronics, BSI

- Best practice for the management and re-use of information in the public sector

Marcia Jackson, Head of Standards, The National Archives

12.30 Discussion

Discussion

Discussion

Discussion

12.45 Lunch and Exhibition Visit

14.00 Track 5

- Records management without a parachute—managing records without EDRM

Tim Callister, Digital Records Advisor, The National Archives

- Year zero—starting records management from scratch at a small public sector body

Ciaran Ward, Information Officer, Lee Valley Regional Park Authority

Track 6

- Successfully managing an EDRM project from A-Z

Tony Hendley, Managing Director, Cimtech Ltd

- Managing an ECM project at the University of Hertfordshire

Simon Ackerley, Project Manager, and Abigail Tomlinson, Records Manager, University of Hertfordshire

Track 7

- Future standards for document and records management—MoReq2 now and in future

Martin Waldron, Secretariat, DLM Forum

- The challenges of e-mail management and research into a solution

Dr. Thomas Jackson, Senior Lecturer, Loughborough University

Track 8

- Removing paper from patient care

Sally Aquilina, Senior Consultant, Kainos Software Ltd, and Sara Clark, Ipswich Hospital Trust

- Achieving universal records management with next-generation records management technologies

Paul Hampton, Director of Product Marketing, Alfresco Software

15.00 Discussion

Discussion

Discussion

Discussion

15.15 Tea and Exhibition Visit

Final Session Plenary

- 15.45 Chairman's introduction**
Richard Blake, Senior Manager, Public Sector Team, The National Archives
- 15.50 Why can't we keep all our information?**
Simon Jones, Director of Business Solutions and Chief Information Officer, DFID
- 16.15 Improving electronic information and records management in the public sector—the role of The National Archives**
Julia Stocken, Head of Information Management and Practice, The National Archives
- 16.45 Discussion**

17.00 Close of Conference

