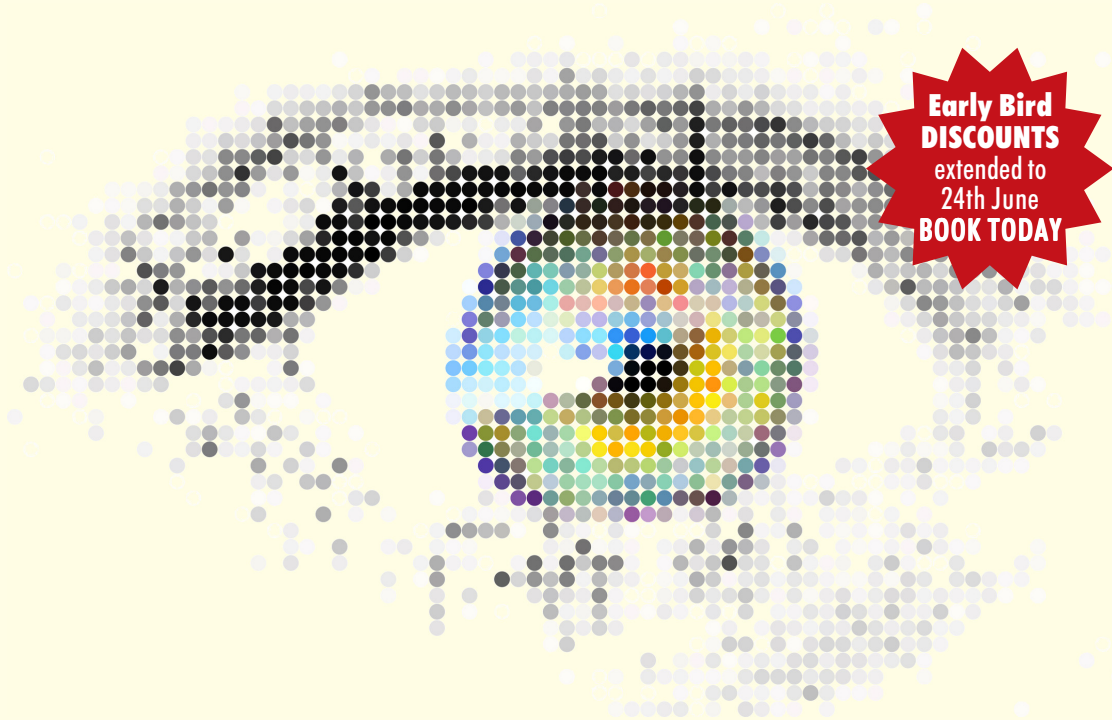


The Future of Electronic Information and Records Management in the Public Sector

Conference • Workshops • Exhibition

6–7 July 2011, Fielder Centre, Hatfield, Hertfordshire

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



Early Bird DISCOUNTS
extended to
24th June
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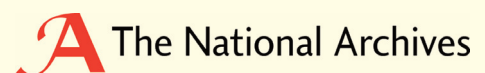
Content

- Meeting Information Governance Challenges in 2011
- Using SharePoint 2010 for Information and Records Management
 - The Future of Information and Records Management
 - Information and Records Management in the Cloud
 - New IRM Standards and Best Practice Guidelines
 - The New Data Sharing Code of Practice
 - Email Management

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

Event organised by **Cimtech** in partnership with **The National Archives**



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Conference ● Workshops ● Exhibition

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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 cutbacks in public sector budgets are causing information and records managers to re-think current practices and to look at ways of achieving more with less.



Topical workshops

This year we are again running two workshops on 6th July. The first looks at the key information governance challenges facing information and records managers in 2011 and how public-sector organisations are responding to them. The second workshop reviews SharePoint 2010, which is now being widely implemented in the public sector, and looks at its potential for information and records management now and in the future.

Conference programme

The 2011 conference focuses on new standards and best practice guidelines for information and records management, new classification technologies and new approaches to the perennial problem of email management. There are a number of case studies from organisations who are pushing the boundaries for IRM in the public sector. We also focus on information and records management in the cloud and the potential of shared services.

To cater for common and specific interests, we have keynote sessions in the morning followed by 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.

Tony Hendley

Conference Chairman, Cimtech



The National Archives

Discounts on workshops and conference

Take advantage of our Early Bird booking rates. Send us your completed booking form before 24 June (extended from 8 June) and save £25—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 2011. 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. The exhibition will be open to delegates and visitors throughout the day. No conference registration is required to visit the exhibition but please complete the Exhibition section of the booking form so we can have your entrance pass ready. Exhibitors who are booked for 2011, include:

Allied Images ● Ardington Archives ● Automated Intelligence ● Autonomy ● Best-Tec ● Box-IT ● Cimtech ● Cincom Systems (UK) ● Data Imaging and Archiving ● EDM Group ● ImagingXtra ● IRMS ● Kainos ● The National Archives ● Objective Corporation ● OPEX Corporation ● Synercon Systems (UK) ● Sala International

Workshops Programme Wednesday 6th July



Meeting Information Governance Challenges in 2011

- 09.30 **Chairman's opening remarks.** Richard Blake, The National Archives.
- 09.40 **The need for transformation in the public sector: challenges to traditional records management roles.** Dr. David Reeve, Corporate Information Manager, Dorset County Council.
- 10.20 **Bringing information governance centre-stage at Transport for London.** Clare Cowling, Senior Information Governance Advisor, TFL.
- 11.00 Coffee
- 11.30 **Whale oil and breakfast cereals—presenting information risk** Reconciling information management risks within the information assurance domain. Mark Merifield, Manager of Records and Information Services, The National Archives.
- 12.15 **Discussion**
- 12.30 Lunch
- 13.30 **Delivering information governance across Leicestershire County Council and its partners.** Stephen Curtis, Corporate Information Manager, Leicestershire County Council.
- 14.15 **Information risk assessment and mitigation via information asset registers.** Simon Lovett, Head of Knowledge and Information Management, The National Archives.
- 15.00 Tea
- 15.30 **How to improve information and records management using only existing tools.** John Walsh, Senior Consultant, Cimtech.
- 16.15 **Discussion**
- 17.00 Close



Microsoft SharePoint as a Platform for Information and Records Management

- 09.30 **Reviewing SharePoint 2010 as a platform for information and records management.** Tony Hendley, Managing Director, Cimtech.
- 09.40 **Extending SharePoint 2010 for information governance and MoReq 2010 compliance.** Simon Cole, Chief Technical Officer, Automated Intelligence.
- 10.15 **The information workplace: the vision, the preferred approach, the potential for shared services, future plans.** John Quinn, Head of Business Solutions Unit, Department for Education.
- 10.50 Coffee
- 11.20 **Collaborative working at NERC: integrating Objective and SharePoint.** David Thomas, Head of Information Systems and Technology, Natural Environment Research Council, and Phil Bradbury, Central Government Sector Manager, Objective Corporation.
- 11.55 **Designing IRM solutions using SharePoint 2010—a practical example.** Richard Jeffrey-Cook, Head of IRM, In-Form Consult.
- 12.30 **Discussion**
- 12.45 Lunch
- 13.30 **Planning information architecture for SharePoint document and records management.** Alison Gibney, Deputy MD, Cimtech.
- 14.15 **Managing a SharePoint document and records management implementation—working through the options and key decisions.** Martin Driscoll, Deltascheme Ltd.
- 15.00 Tea
- 15.30 **Migrating Comic Relief from a paper-based process to a semantically-enabled grant application and monitoring process running on SharePoint.** Ralph Johnson, Managing Director, FelineSoft Ltd., and Paul Latham, Enterprise Platforms Manager, Comic Relief.
- 16.15 **Discussion**
- 17.00 Close



Keynotes Session Plenary

- 09.30 **Chairman's introduction.**
Tony Hendley, Managing Director, Cimtech.
- 09.35 **Information and records management when you need it, how you need it—future directions.**
Oliver Morley, Chief Executive, The National Archives.
- 10.00 **Introducing the new data sharing code of practice.**
Steve Wood, Head of Policy Delivery, Information Commissioner's Office.
- 10.30 **Enterprise EDRM at the Scottish Government: lessons learned from managing a large-scale implementation.**
Ben Plouviez, Head of Information Services, The Scottish Government.

Coffee and Exhibition Visit

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| <p>11.30 Track 1</p> <ul style="list-style-type: none"> ● Digital continuity at the Welsh Assembly Government: deduplicating and classifying an unstructured email vault and shared drives.
<i>Marlize Palmer, Corporate Information Manager and DRO, Welsh Assembly Government, and Stilianos Viladis, Head of Centre for Information Operations, Newport Business School.</i> ● Meeting the challenge of email management.
<i>Dr. Thomas Jackson, Senior Lecturer, Department of Information Science, Loughborough University.</i> <p>Discussion</p> | <p>11.30 Track 2</p> <ul style="list-style-type: none"> ● A review of the new MoReq 2010 standard.
<i>Jon Garde, Independent Consultant and author of MoReq 2010.</i> ● Plans for MoReq 2010 compliance testing and training.
<i>Richard Blake, Senior Manager Public Sector Team, Archive Sector Development, The National Archives, and DLM Forum.</i> <p>Discussion</p> | <p>11.30 Track 3</p> <ul style="list-style-type: none"> ● Using business classification and retention software to build the corporate classification and retention schedule of Leicester City Council.
<i>Geoff Smith, Head of Information Management, Leicester City Council, and Fiona Kearney, Regional Manager, Synercom Europe.</i> ● Taxonomy driver—implementing and maintaining a records classification scheme in a small public-sector body.
<i>Ciaran Ward, Information Officer, Lee Valley Regional Park Authority.</i> <p>Discussion</p> | <p>11.30 Track 4</p> <ul style="list-style-type: none"> ● Meeting transparency targets—implications for the IRM community.
<i>Amanda Spencer, The National Archives, and Roger Smethurst, Head of Knowledge and Information Management, Cabinet Office.</i> ● Records management for a diverse digital landscape.
<i>Alison Gibney, Deputy Managing Director, Cimtech.</i> <p>Discussion</p> |
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Lunch and Exhibition Visit

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| <p>14.00 Track 5</p> <ul style="list-style-type: none"> ● Technology case study: implementing a records management solution at the Bank of England.
<i>David Hill, Head of Knowledge Management, Bank of England, and Alex Thompson, Consultant, Oyster IMS.</i> ● Developing a holistic information and records management policy and strategy at Scottish Natural Heritage.
<i>Alan McKirdy, Head of Information Management, Scottish Natural Heritage, and Phil Bradbury, Central Government Sector Manager, Objective Corporation.</i> <p>Discussion</p> | <p>14.00 Track 6</p> <ul style="list-style-type: none"> ● A review of ISO 30300/30301: the new Management System for Records standard.
<i>Alan Shipman, Director, Group 5 Training, and Robert Turpin, Sector Team Leader, British Standards Institution (BSI).</i> ● Project managing the migration of adult home support workers from paper-based working to an electronic document process.
<i>Philip Smelt, Project Manager, Lincolnshire County Council.</i> <p>Discussion</p> | <p>14.00 Track 7</p> <ul style="list-style-type: none"> ● Trends in the marketplace—SharePoint 2010, shared services, IRM on the cloud, automatic classification.
<i>Tony Hendley, Managing Director, Cimtech.</i> ● Outsourcing document and records management solutions; if plan A does not work what about plan B? Reviewing the shared services markets.
<i>Rory Staunton, Managing Partner, Strategy Partners.</i> <p>Discussion</p> | <p>14.00 Track 8</p> <ul style="list-style-type: none"> ● Digital preservation and digital continuity; the potential of EDRM platforms to facilitate the required functionality. (Outcome of a study at Lancashire County Council.)
<i>Richard Blake, Senior Manager Public Sector Team, Archive Sector Development, The National Archives, and John Walsh, Senior Consultant, Cimtech.</i> ● EDRM in the cloud—benefits and challenges.
<i>Lorna Hermin, Managing Consultant, Kainos Software</i> <p>Discussion</p> |
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Tea and Exhibition Visit

Final Session Plenary

- 15.40 **Chairman's introduction.**
Richard Blake, Senior Manager Public Sector Team, Archive Sector Development, The National Archives.
- 15.45 **Streamlining the appraisal of electronic records on a large-scale EDRM solution.**
Hilary O'Flynn, Knowledge and Information Management Projects Manager, Department for Business, Innovation and Skills (BIS).
- 16.15 **Virtual reality: how to ensure the digital government record survives.**
Julia Stocken, Head of Information Management and Practice, The National Archives.
- 16.45 **Discussion**

Close of Conference

Booking form (You can also reserve a place online at www.cimtech.co.uk)

(Please print in block capitals. You may photocopy the form if you wish to make multiple bookings. If you are posting your booking form please keep a copy for your records.)

I wish to book a place on **The Future of Electronic Information and Records Management in the Public Sector** to be held on 6–7 July 2011 at the Fielder Centre, University of Hertfordshire, Hatfield Business Park. Workshop and conference fees include lunch, refreshments, a copy of the proceedings and exhibition entry.

● Early Bird discount rates apply to bookings made prior to 24th June 2011 (extended from 8th June 2011).

Name _____

Position _____

Company _____

Address _____

Address _____

Postcode _____ Telephone _____

Order number _____ Email _____

Signature _____ Date _____

● Please complete section A, B or C, and then complete section D as appropriate.

A. I would like to attend the workshops only (Wednesday 6 July)

£160.00 + £32.00 VAT (● *Early Bird Discount*) £190.00 + £38.00 VAT (*Full rate*)

B. I would like to attend the conference only (Thursday 7 July)

£200.00 + £40.00 VAT (● *Early Bird Discount*) £225.00 + £45.00 VAT (*Full rate*)

C. I would like to attend the workshops and the conference

£330.00 + £66.00 VAT (● *Early Bird Discount*) £380.00 + £76.00 VAT (*Full rate*)

D. I plan to attend to following workshop on Wednesday 6 July Please tick which workshop you plan to attend.

A Meeting information governance challenges **B** Microsoft SharePoint as a platform for IRM

I plan to attend the following conference tracks Please tick which tracks you plan to attend.

7 July Morning (tracks 1–4) 1 2 3 4

7 July Afternoon (tracks 5–8) 5 6 7 8

E. Payment

I enclose a cheque for £ _____ payable to 'UH Ventures Ltd – Cimtech'

Please invoice me

Please debit my Visa/Mastercard/Eurocard/American Express (*delete as appropriate*)

Card number Expiry date

Security code

Signature of cardholder _____

F. Do you have any dietary or disability requirements? _____

G. Exhibition registration

Please pre-register me for the free exhibition only. I expect to arrive AM PM

Pre-registration eliminates waiting for admission. We will have your exhibition guide and information pack ready to collect. We will also send you details on how to reach the Fielder Centre. Please ensure you enter your name and address above.

Please fax or post the completed booking form to:

Cimtech, Innovation Centre, University of Hertfordshire, College Lane, Hatfield, Hertfordshire AL10 9AB
Tel: 01707 281060 • Fax: 01707 281061 • email: c.cimtech@herts.ac.uk • Web: www.cimtech.co.uk

We would like to add your details to our database so that we may keep you informed about our services and, from time to time, related services provided by other companies. If you prefer not to be on our database, please tick this box.

