UNEP

Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal

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Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade

Stockholm Convention on Persistent Organic Pollutants

Ad hoc joint working group on enhancing cooperation and coordination among the Basel, Rotterdam and Stockholm conventions
Second meeting
Vienna, 10–13 December 2007
Item 3 of the provisional agenda[*]

Consideration of the intersessional work undertaken by the members of the ad hoc joint working group and by the Secretariats of the Basel, Rotterdam and Stockholm Convention

Information technology

Note by the secretariats

At its first meeting the ad hoc joint working group on enhancing cooperation and coordination among the Basel, Rotterdam and Stockholm conventions, requested the Secretariats to prepare a document containing any additional information that might be available on Information Technology. The requested information on existing arrangement for the provision of IT services for the Secretariats of the three Convention is set out in the attached document.

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[*]   UNEP/FAO/CHW/RC/POPS/JWG.2/1.

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Information technology

Leads: Secretariats

Other Participating AHJWG members: N/A

Scope as stated by AHJWG 1: Any additional information that might be available to be provided by Secretariats to the second meeting of the AHJWG in the form of an information paper.

I.   Introduction

1.   **Information Technology** (**IT**) is "the study, design, development, implementation, support or management of computer-based information systems, particularly software applications and computer hardware."[1] IT deals with the use of electronic computers and computer software to convert, store, protect, process, transmit and retrieve information, securely.

2.   Recently it has become popular to broaden the term to explicitly include the field of electronic communication so that people use the abbreviation **ICT** (**Information and Communications Technology)**.

3.   The information technology umbrella can be quite large, covering many fields. IT professionals perform a variety of duties that range from installing applications to designing complex computer networks and information databases. A few of the duties that IT professionals perform may include data management, networking, engineering computer hardware, database and software design, as well as the management and administration of entire systems.

4.   Information Technology and its associated services are often delivered as part of larger departments covering information and knowledge management, public outreach or even human resources management and administration.

5.   For the purpose of this document we will divide the ICT services required by the Secretariats of the Rotterdam, Stockholm and Basel Conventions in two groups;

        (a)   **Basic ICT services**, covering hardware, software, local area networks, Internet and e-mail services. These basic services are generic in nature and they do not heavily depend on the type of business or the work programme of the organization. For this reason these services are easier to share across diverse programs and offices.

        (b)   **Advanced Applications and Services**, covering the design, implementation and management of computer systems and services tailored to the implementation of specific work programmes in the organization. These services require more specific skills and knowledge of the work programme by IT professionals, which makes it more difficult to share across different programmes.

II.   Current arrangements

6.   Based on their mandates and requirements, the Rotterdam/Stockholm and Basel Convention Secretariats have made different arrangements for the provision of its IT services. These arrangements are summarized as follows:

A.   Stockholm and Rotterdam Convention Secretariats

7.   The Rotterdam and Stockholm Convention Secretariats are sharing its basic ICT services as part of a common set-up with UNEP Chemicals and other UNEP units in Geneva. Under this arrangement, the three entities share IT procurement services, hardware and software, including installation and management, as well as the local area network and Internet services. E-mail and electronic fax facilities are also part of the package.

8.   The Rotterdam Convention Office Automation System was designed from the beginning in a modular fashion, so that it could be re-used by the Stockholm Convention Secretariat. At present the two Secretariats are sharing contacts database, chemical identifiers, country lists and information on signature and ratification. Some other services like production of CD-ROMs, audio visual and printed materials and electronic documents

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[1] Definition by Information Technology Association of America (http://www.itaa.org/).

archives are also shared between the two secretariats. Joint training packages on IT systems is under development.

9.	The Rotterdam Convention Secretariat shares network, databases and e-mail systems with its FAO counterpart through a dedicated line Geneva-Rome.

## B.	Basel Convention Secretariat

10.	For the Basel Convention Secretariat, the following IT services are provided by its own IT officer and by UNOG: comprise management, policies and coordination of services, including licences; server and workstation monitoring and maintenance; monitoring and maintenance of printers and other peripherals; network monitoring, maintenance and administration, including security and virus issues; user support, training and troubleshooting (helpdesk); e-mail administration; backup and disaster recovery; procurement support and technological survey.

11.	The IT services in support to projects cover a different range of activities, including management, policies and coordination; website design and maintenance; database development, administration and support; clearing-house development and support; application design and development; and IT support to conferences and meetings. These services are linked to the activities of the Basel Convention and frequent interaction with the professional staff is a prerequisite for delivering support. Accordingly, knowledge of the specific provisions of the convention is also of as the past and current activities undertaken by the Secretariat are essential to providing those services. In the Basel Convention Secretariat, all these services are provided by its IT officer, who acts as an information manager and webmaster.

Table 1: Details on ICT arrangements of Rotterdam, Stockholm and Basel Convention Secretariats

Infrastructure/Service	Rotterdam Convention Secretariat	Stockholm Convention Secretariat	Basel Convention Secretariat
Basic ICT Services			
Hardware and Software procurement, installation	Shared services between Rotterdam and Stockholm and UNEP Chemicals. Procurement is done through UNOG.		Shared between secretariat staff and UNOG
Local Area Network, Internet and servers Administration	Shared services between Rotterdam and Stockholm and UNEP Chemicals. Rotterdam shares network services with FAO through a dedicated line.		Shared between secretariat staff and UNOG
Network Security, including backup, disaster recovery, anti-virus/anti-spam, firewalls	Shared services between Rotterdam and Stockholm and UNEP Chemicals.		Shared between secretariat staff and UNOG
E-mail services, incl. remote access (VPNs, other), Electronic fax services	Shared services between Rotterdam and Stockholm and UNEP Chemicals, covering also the FAO side of the Rotterdam Convention. Shared mobile services to access email and network resources remotely. Shared electronic fax services as part of the email system.		Shared between secretariat staff and UNOG
User support & troubleshooting	Shared services between Rotterdam and Stockholm and UNEP Chemicals		Shared between secretariat staff and UNOG
IT support for COPs and other meetings	Services contracted out, supervised by Secretariat staff	Services contracted out, supervised by Secretariat staff	Services contracted out, supervised by Secretariat staff
Asset management, documentation, policies and coordination	Shared services between Rotterdam and Stockholm and UNEP Chemicals.		Managed by the secretariat staff
Advanced Applications and Services			
Web sites	The two websites are hosted using shared infrastructure, such as servers, network equipment and internet line. A shared database is used for publication of dynamic content.		The Basel website and its infrastructure is managed by the secretariat staff
List of Contact Points	Shared database		Database
Expert rosters	Not implemented	POPs expert roster, shared with UNEP chemicals. Other expert rosters are planned as part of the clearing-house mechanism	Expert roster on waste management

Infrastructure/Service	Rotterdam Convention Secretariat	Stockholm Convention Secretariat	Basel Convention Secretariat
Country Profiles/Country Information	All Country information related to Rotterdam Convention are available on Intranet and web pages	Country profiles for DDT available as part of the DDT information system. Full country profiles are planned as part of the clearing-house mechanism	Country fact sheets approved by respective Parties are available on the Basel Convention website http://www.basel.int/natreporting/cfs.html
Web forms for online submissions	Interactive forms for Notification and Import Responses are available on the PIC Web site in 3 languages.	Electronic reporting system for art15 and PCBs. DDT electronic reporting is planned.	Pre-filled questionnaires are available at : http://www.basel.int/natreporting/index.html
Meetings and meeting documents	Meetings calendar, proceedings, COP and Chemical Review Committee documents are available on the PIC Web site in languages	Meetings calendar, proceedings, COP and POP Review Committee documents are available on the POPs Web site in languages	Meetings calendar, proceedings, COP and OEWG documents are available on the Basel website in the 6 UN languages
Training materials/tools	An Interactive Training on the Operation of the Rotterdam Convention (ITORC) is currently under development. It will be available on the PIC web site and distributed on CD-ROM	Interactive videos available for training on the use of the electronic reporting system. Other audio visual training material are under construction	All SBC technical and legal publications, training material, as well as all public information material (leaflets, brochures, special publications, press releases etc.) are available on the SBC website in all languages where appropriate
Project tracking information/tools	Not implemented	Planned as part of the clearing-house mechanism	Planned as proprietary in house developed application
Automation of convention and secretariat processes	The Rotterdam Convention Office Automation System was designed to be reused by the Stockholm Secretariat. The Stockholm secretariat is already using or adopting some of its modules, namely the Address database, the Document management, Country and ratification database.		The Basel secretariat has developed a set of proprietary applications and databases with this propose

Infrastructure/Service	Rotterdam Convention Secretariat	Stockholm Convention Secretariat	Basel Convention Secretariat
Databases	Shared		On-line Reporting database containing data and information transmitted, annually, by Parties is accessible at http://www.basel.int/natreporting/questables/frsetmain.html
Production of CD-ROMs and audio visual materials	Shared services between Rotterdam and Stockholm and UNEP Chemicals		SBC uses in-house facilities, UNOG, UNEP, UNON, ITU and external service providers
Production of printed publications	Shared services between Rotterdam and Stockholm and UNEP Chemicals. Part of the Rotterdam printed publications are done by FAO.		SBC uses in-house facilities, shares services with UNOG, UNON, UNEP and uses external service providers and shares services with Rotterdam, Stockholm and UNEP Chemicals
Electronic records keeping of official documents and correspondence	Shared document management system, equipment and software licenses between Rotterdam and Stockholm (M-Files)		M-Files to be used soon
Clearing-house systems and tools/information exchange tools	An Information exchange – Clearing house section is present on the PIC web site. It does not include the possibility of uploading of information.	A clearing-house mechanism is under construction, which will include information submissions from governments, intergovernmental and non-governmental organizations	A clearing house mechanism is foreseen on the SBC Website
Advanced IT training	Shared training to Rotterdam and Stockholm secretariat staff on office packages		Training available through UN staff training programme

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