



E-SPARK PROJECT

Phase 1

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Why e-SPARK?

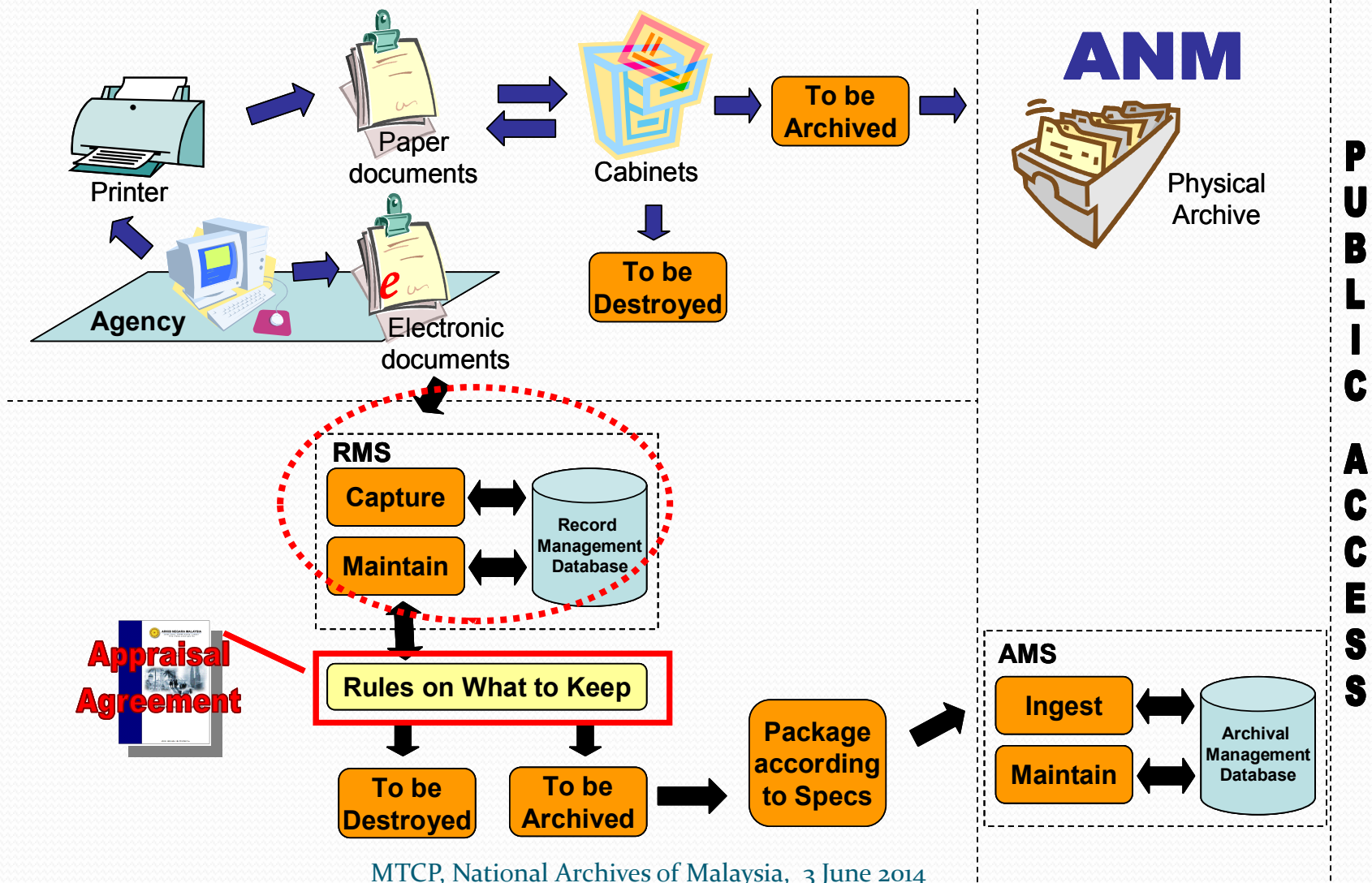
- The emergence of the Electronic Government in Malaysia Super Corridor initiatives in 1996
- The significant changes roles of Arkib Negara Malaysia (ANM) as the custodian of the nation's heritage.
 - to ensure national digital national asset is preserved
 - to ensure systems developed in the government sectors complied to the ERMS functional requirement



Why e-SPARK?

Therefore National Archives must have comprehensive strategies, policies standards and procedures in place

Records and Archives Management



MTCP, National Archives of Malaysia, 3 June 2014



Project Background

- Project duration: Mar 2003 - Dec 2005
- Cost of project: RM5,106,400.00
- Approved by the Government Information Technology and Internet Committee (GITIC) and in March 2003 chaired by the Secretary General
- Outsourced to a local vendor in consultation with IRMT (10 international experts) through direct negotiation



Project Description

The e-SPARK project was established to ensure that the **electronic records (e-records) generated** by the **Public Sector** can be **preserved while maintaining** its **authenticity, availability and continuity** so that it could easily be accessible at any time



Vision and Objectives

Vision

Arkib Negara as the leading agency in the preservation of Government e-records in Malaysia

Objective

- **To develop Malaysian Government e-records archiving strategy in the following areas:**
 - ✱ **e-records management**
 - ✱ **e-records preservation and archiving**
 - ✱ **e-records and archives accessibility**

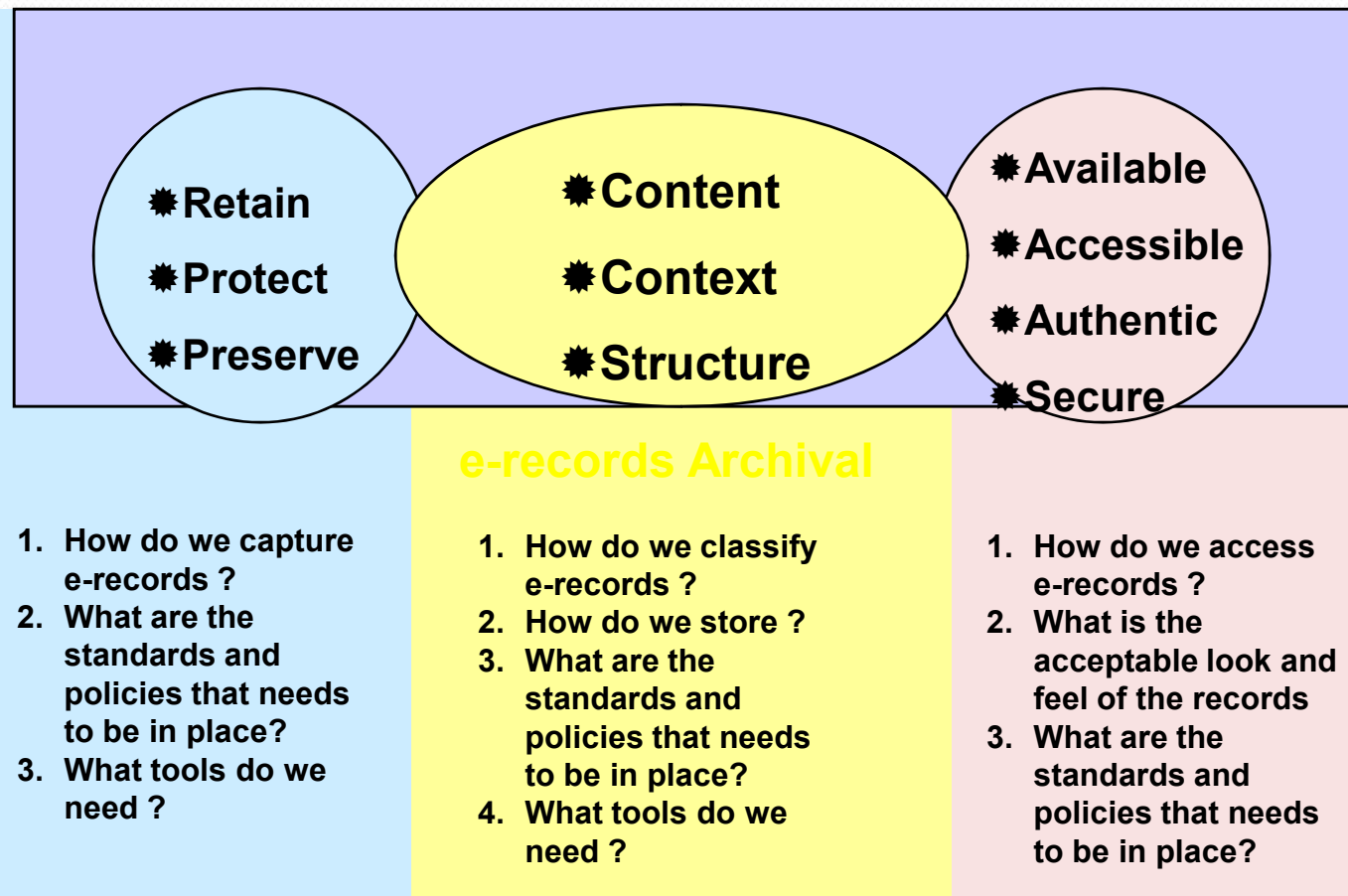


Project Objectives

- To conduct an assessment of the current status of electronic records & archives management implementation within the Malaysian public sector.
- To do a comparative study on Malaysia's current initiative against other international adoption and implementation of electronic records archives management.
- To identify and recommend a set of implementation strategy to reposition electronic records and archives management in Malaysia to support the e-government objectives.
- To identify and develop the policy, guidelines, process & procedures and system specification to preserve the public sector electronic records

The e-SPARK project will provide the answers to meet these challenges

ARKIB NEGARA is challenged to resolve the issues pertaining to the preservation of e-records in the public sector while contributing to the continuous development of the Electronic Government Information Technology Policy & Standards (EGIT)



The e-SPARK High Level Project Approach



High Level Project Approach

1. Initiation Phase

Confirm project vision, Confirm project objectives, clarify roles and responsibilities.

2. Prepare Phase

Finalise Assessment Approach, Develop Questionnaires & Finalise Assessment Schedules

3. Assessment Phase

Conduct local and international assessment on the current records managements practices

4. Standards, Policies and Procedures Development Phase

Develop Standards, Policies And Procedures

6. Awareness Phase

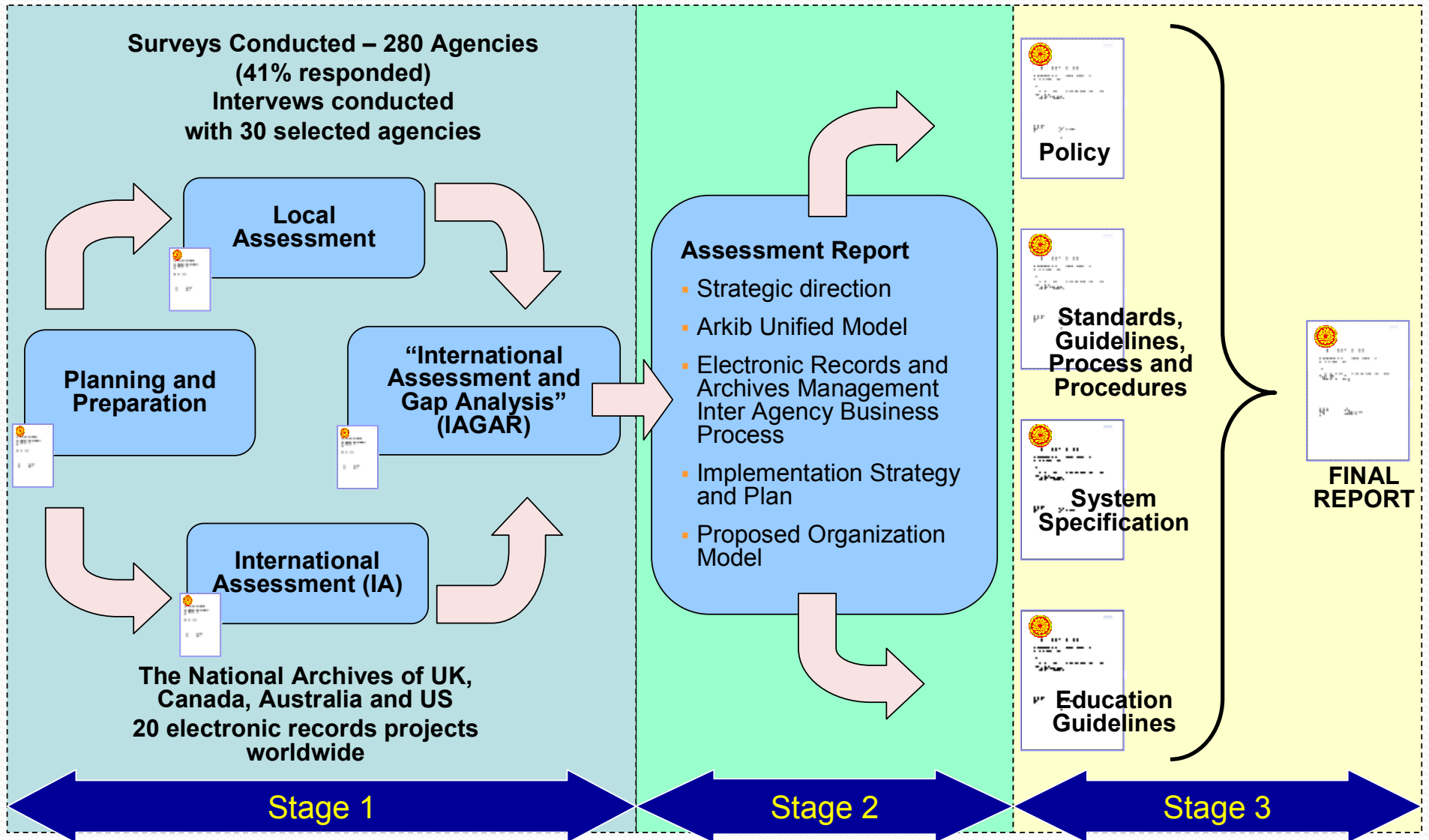
Develop Record Manager Education Guidelines

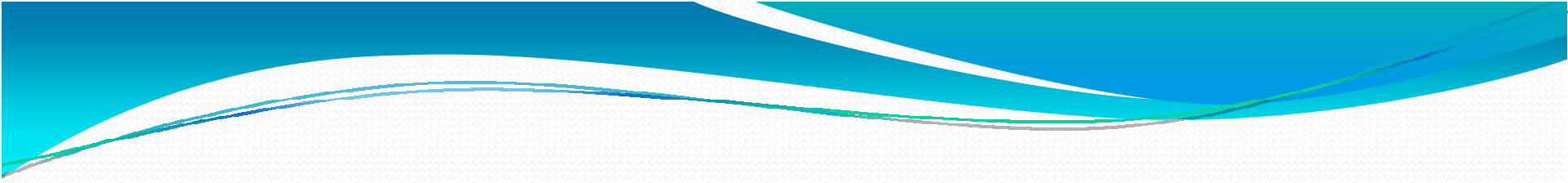
5. Electronic Records Archival System Specification Phase

Develop System Specification
Develop RFI on System Specification

e-SPARK Final Report

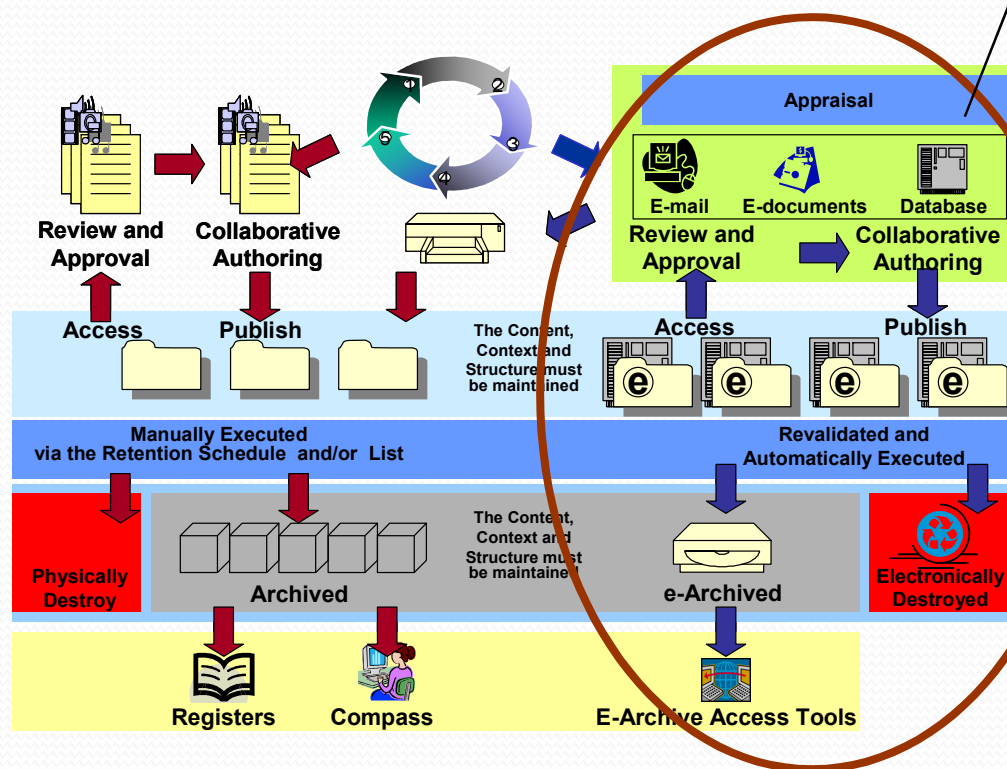
PROJECT METHODOLOGY





PROJECT IMPLEMENTATION STAGES

A 4 Step approach implemented in the development of the Standards, Policies and Procedures Document

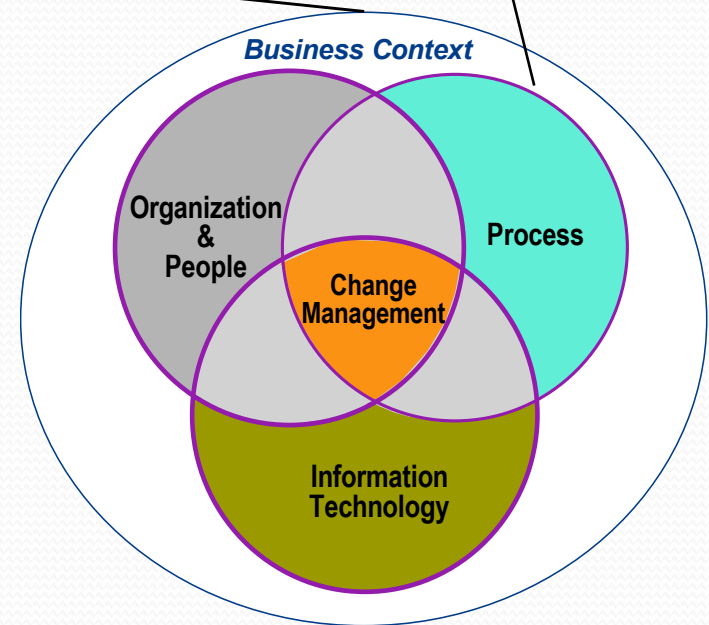
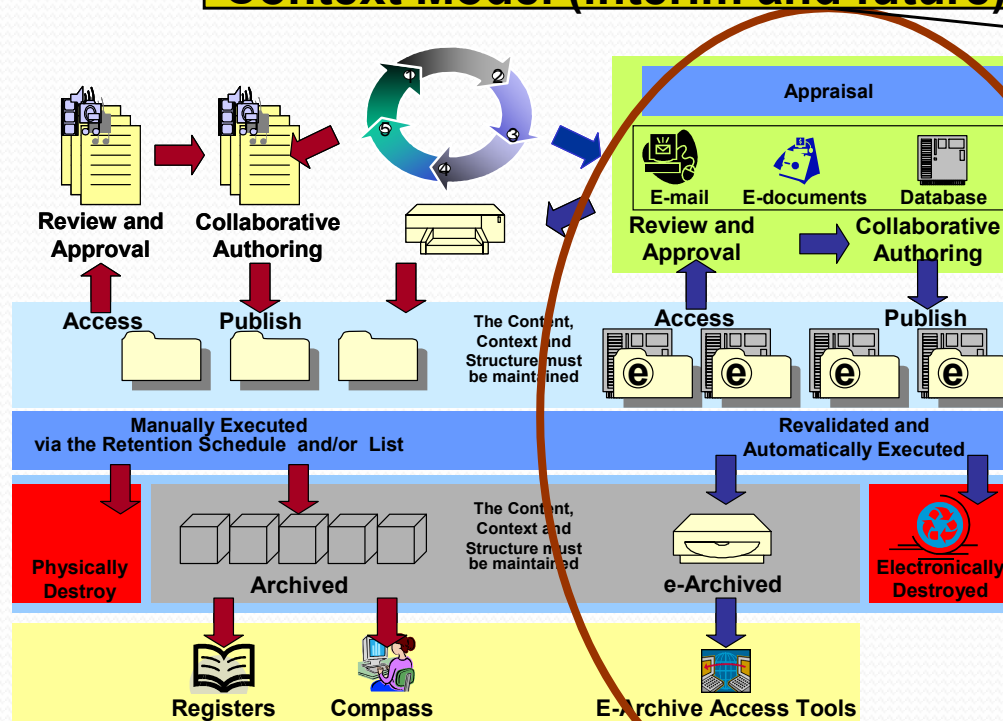


STEP 1: A set of strategic principles (generic to-be model) will be developed based on the finding of the Local Assessment Report International Assessment Report

STEP 2: A conceptual design of the e-records management system will be developed based on Strategic Principles agreed Local Assessment Report International Assessment Report

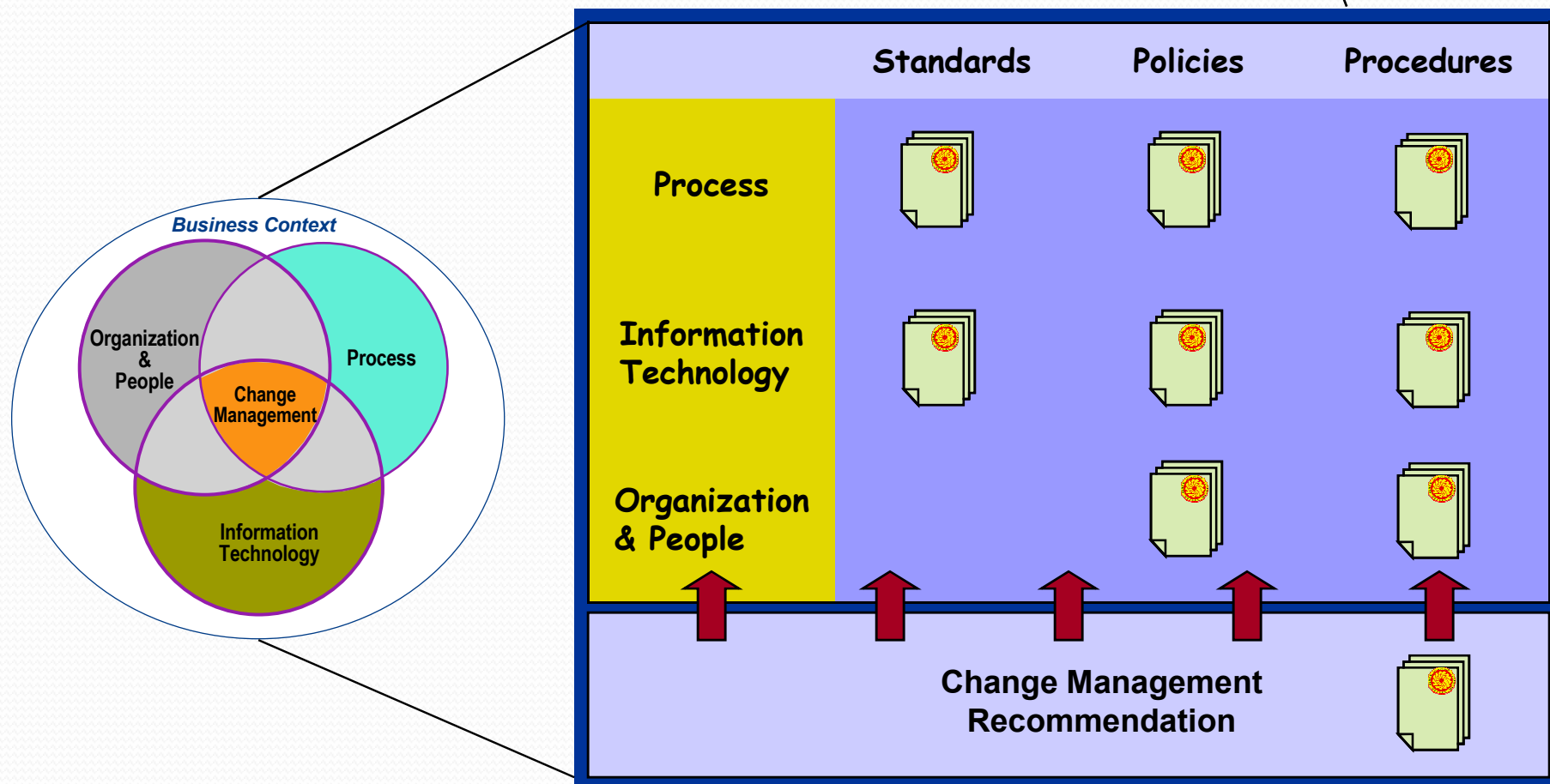
The Standards, Policies and procedures will be looked at from the perspective of a business context model

STEP 3: Identify the impact of Conceptual Design based on Business Context Model (interim and future)



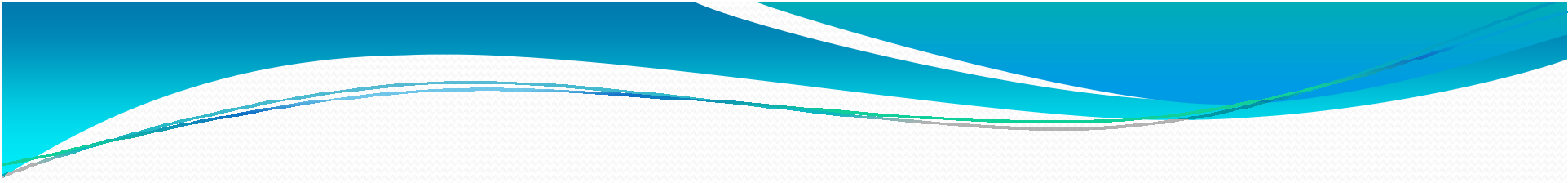
The Standards, Policies and procedures will be looked at from the perspective of a business context model

STEP 4: The Standards, Policies and Procedures for e-record management will be developed.

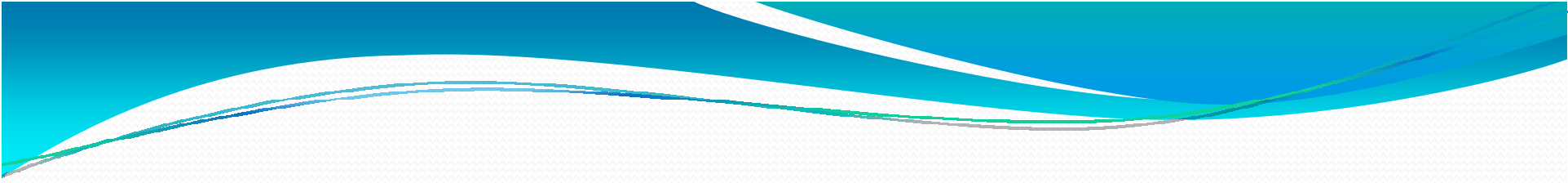


PROJECT DELIVERABLES

<i>Project Management Services</i>	- Fortnightly Status Report - Project Management Plan
<i>Project Initiation</i>	Project Definition Report
<i>Prepare Phase</i>	- Electronic Records Archival Questionnaire - IRMT Project Review - Seminar Resolution Documentation
<i>Assessment Phase</i>	- Government of Malaysia Electronic Records Archival Readiness Report - International Assessment and GAP Analysis Report - Expert Meeting - Electronic Records Archival Assessment Report
<i>Electronic Records Archival Standards, Policies and Procedures</i>	- Electronic Records Archival Standards, Policies and Procedures Report - Electronic Records Archival Standards, Policies and Procedures Seminar
<i>Electronic Records Archival System Specification</i>	Electronic Records Archival System Specification
<i>Awareness</i>	- Record Managers Training Guidelines - Final e-SPARK Project Report - Project Closing Seminar



RECOMMENDATION



What we need to address immediately ?

Based on the findings from the assessment stage, it was derived that Arkib Negara Malaysia would need to address the following areas:-

- ☐ **Set the direction of electronic records and archives management**
- ☐ **Develop and implement an operational model to support these directions**
- ☐ **Develop the tools and capability to execute the operational model**
- ☐ **Develop an implementation plan for the execution**



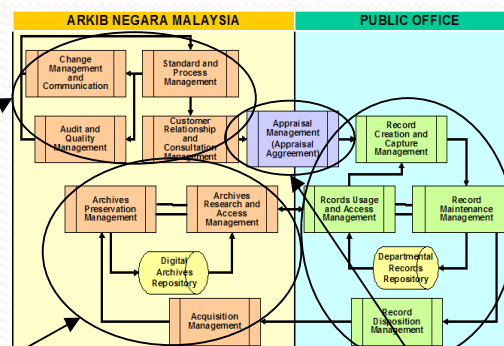
The ANM

Electronic Records and Archival Management Strategic Direction

- 1. Arkib Negara Malaysia will establish itself as the leader in Records and Archives Management in the country**
- 2. Arkib Negara Malaysia will provide value added services in Records and Archives Management to it's customers**
- 3. Arkib Negara Malaysia will build it's capabilities in Records and Archives Management to support the dual mandate**
- 4. Arkib Negara Malaysia will develop strategic relationship with other agencies to further enhance and accelerate the progress and development of Record Management in Malaysia**
- 5. The e-records archival Strategy will take into consideration a unified Records and Archives Management Approach**

NATIONAL ARCHIVES ACT 2003

Electronic Records Management Policy



SOP – Arkib Management Framework for Electronic Records

	Process Model
	Procedure Flow
	Procedure Description
	Supporting Standards & Guidelines

SOP - Archival Management of Electronic Records

	Process Model
	Procedure Flow
	Procedure Description
	Supporting Standards & Guidelines

SOP – Appraisal Management for Electronic Records

	Process Model
	Procedure Flow
	Procedure Description
	Supporting Standards & Guidelines

SOP - Guidelines for the Management of Electronic Records in Public Offices

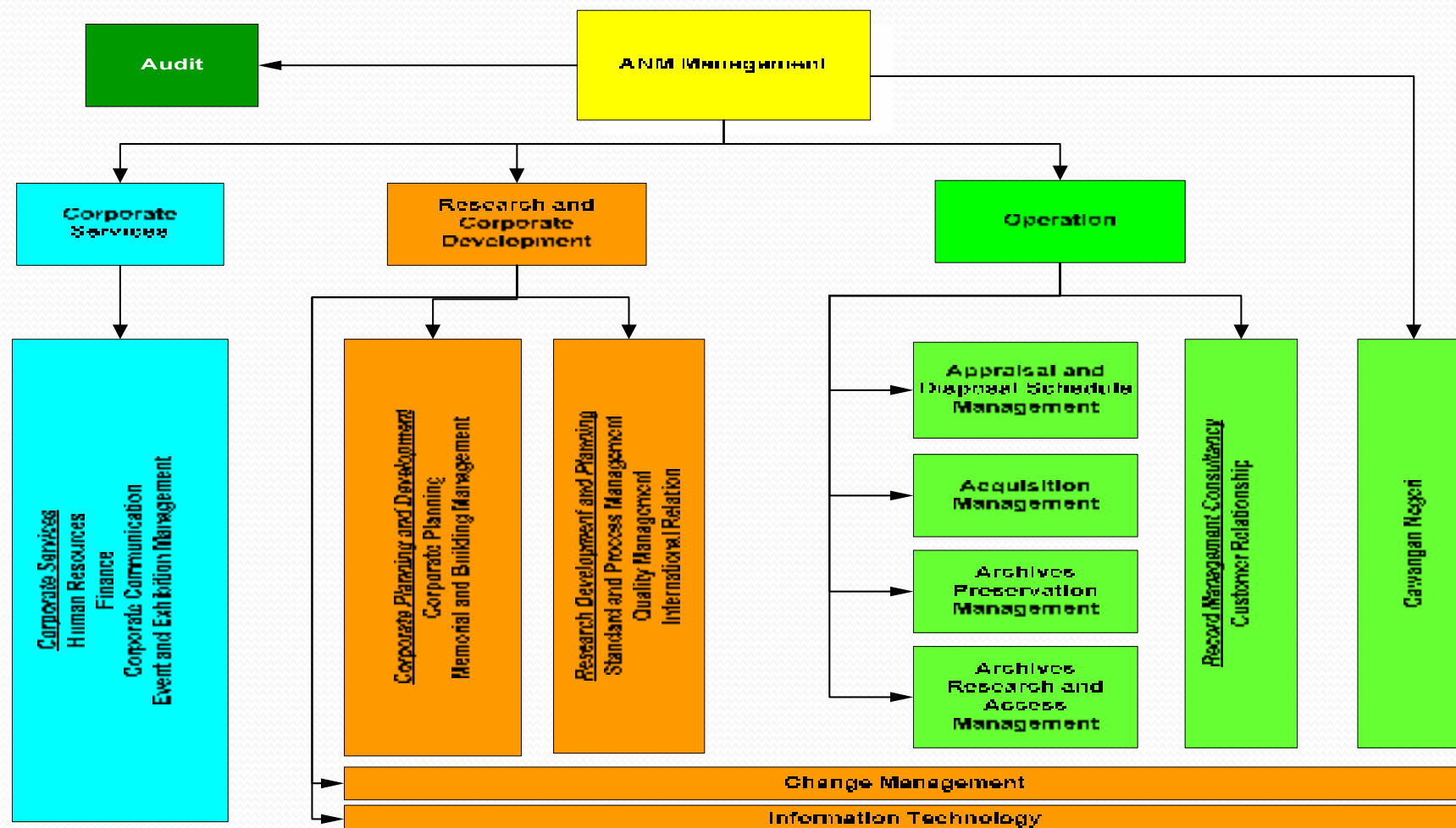
	Process Model
	Procedure Flow
	Procedure Description
	Supporting Standards & Guidelines

Guidelines on Electronic Records Management

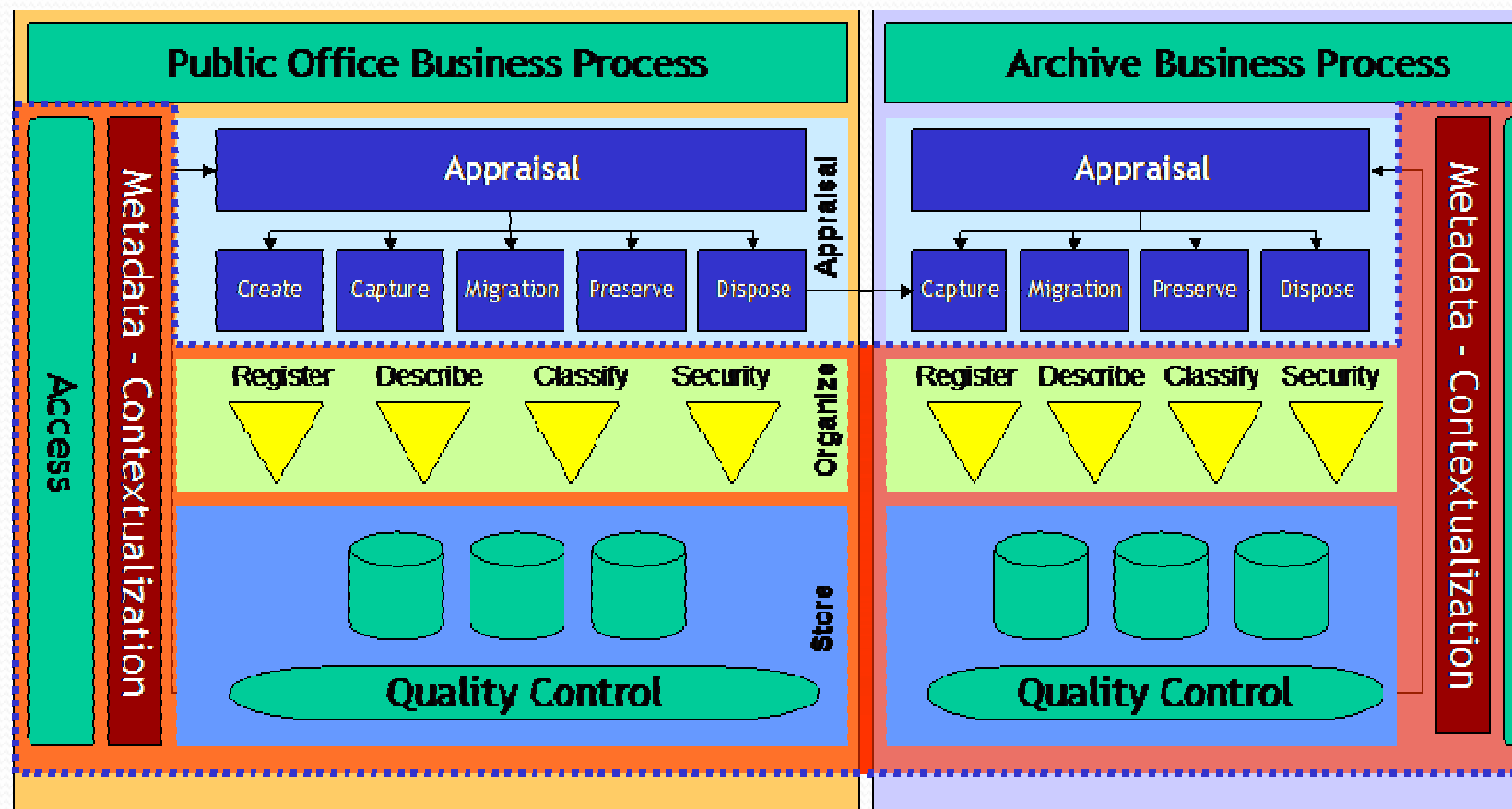
Electronic Records Management System Specification

Electronic Records Management Training & Education Guidelines

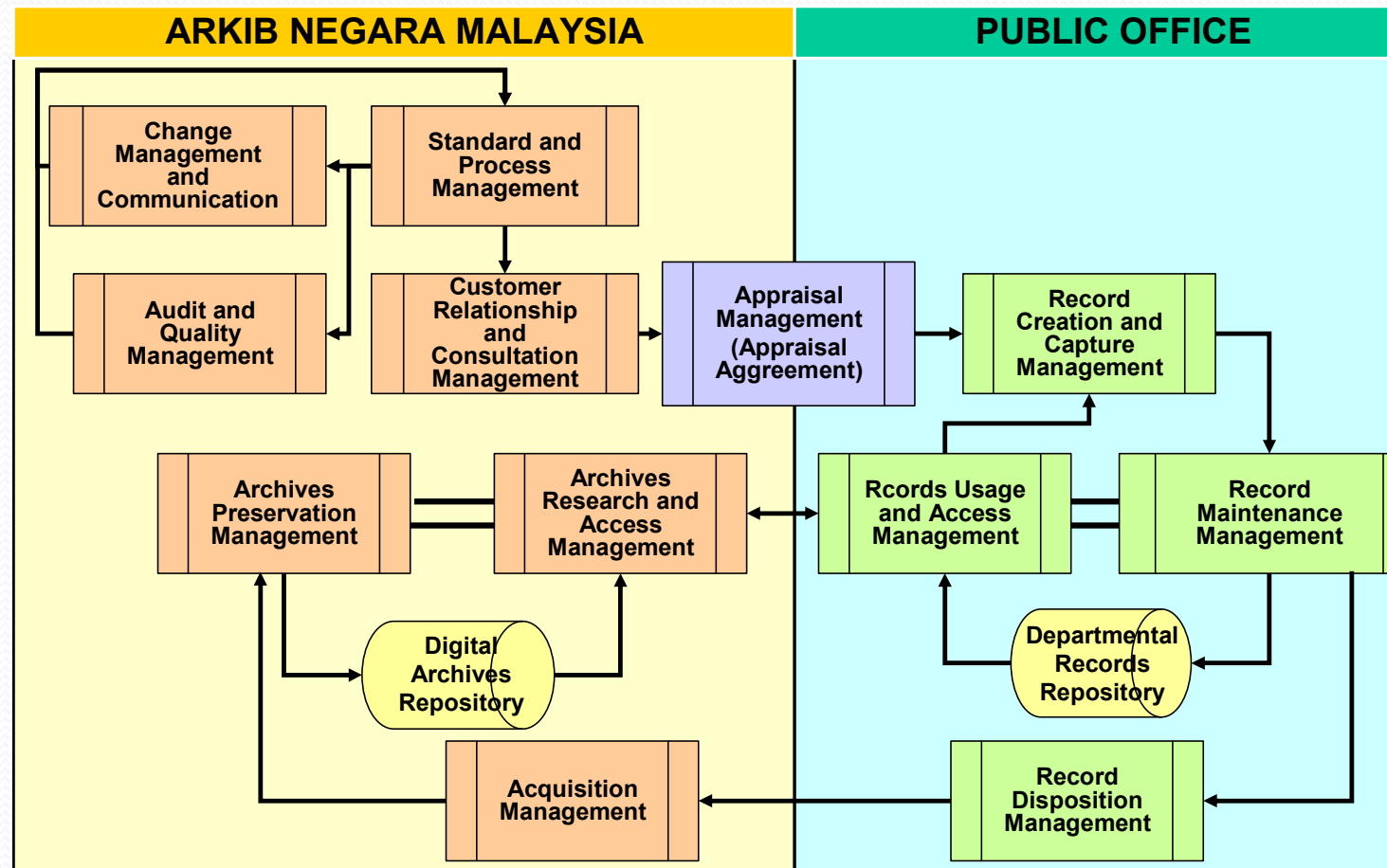
The Inter Agency Process Model



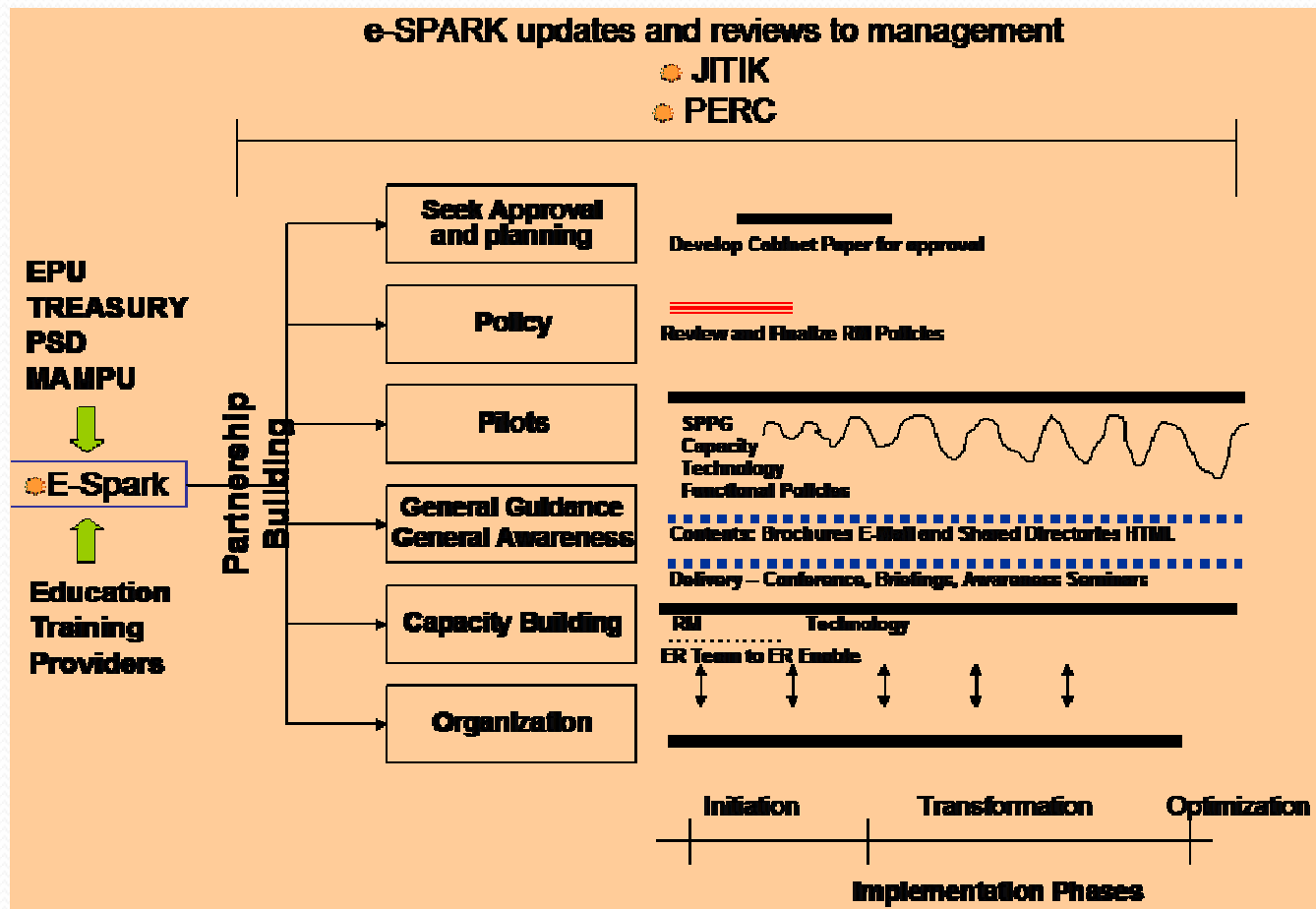
The Arkib Unified Model



The proposed ANM organization model



Implementation Strategy



ISSUES & CHALLENGES



1. buying in
2. vendor's understanding in subject matter
3. implementation
 - The size/volume of the electronic records created
 - Non- Archival Compliant systems
 - Multiple system and platforms
 - Lack of awareness
4. Lack of skills, experience and manpower in NAM
5. Sustainability



CONCLUSION

The e-SPARK project enables the ANM to stay relevant in today's e-environment and to ensure an effective electronic record management in the public sector is in place so that our national digital asset are well maintained and preserved.