MoReq2: The First Year

Marc Fresko, Inforesight Limited
www.inforesight.co.uk

Prague, April 2009

Agenda

- Governance
- Testing
- Translations
- Chapters zero
- Training
- Websites
- Events
- Publicity
MGB

- Established in Toulouse last December
- Made up of volunteer members of DLM Forum
- Many draft products
- The difficulty of completing work in the MGB has shown the need for a committed resource

MGB Members

- Hans Fredrik Berg (National Archives of Norway)
- Marie-Ann Chabin (Archive 17)
- Marc Fresko (Inforesight)
- Jon Garde (Objective Corporation)
- Ulrich Kampffmeyer (Project Consult)
- Karl Mayrhofer (Fabasoft)
- Thomas Rumi (imbus AG)
- Jef Schram (European Commission)
- Jože Škofljanec (National Archives of Slovenia)
- Rory Staunton (Strategy Partners)
- Martin Waldron, (Inform Consult)
MGB Work streams

Work streams:
- Brand name protection
- Dissemination & training
- Governance & administration
- Maintenance & innovation
- Testing & certification
- Translation & chapters zero
- Using wiki to collaborate

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MoReq2 compliance testing for software

- imbus AG appointed to as accredited testing company
- Other testing companies may be appointed later
- Testing processes drafted

Compliance mark...
Draft certificates

>10 expressions of interest from vendors
  ▶ 4 of these have asked for a quotation
First test scheduled for this month & next month
  ▶ Fabasoft
Compliant software should reach market in 2009
MoReq2 testing – the future

Questions to be answered:
- How will the testing framework documentation (about 2,000 pages) be maintained?
- Role assignments - who will perform the tasks?

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Translations published so far

- French
- Russian
  (twice!)

Translations started

- Catalan
- Czech
- Hungarian
- Korean
- Romanian
- Slovenian
- Spanish
- more?

Please tell MGB if you know of any other translations
MGB plans for translations

- We plan to validate translations – if we can! –
  - Preferably before they are published
  - If not, then after they are published
- We plan to publish all translations – validated and not validated
- We plan to indicate which translations are validated and which are not validated

Agenda

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Chapters zero published so far

French

Chapters zero started

Catalan
Hungarian
Italian?

Please tell MGB if you know of any other chapters zero
We plan to validate chapters zero
- Preferably before they are published
- If not, then after they are published

We plan to publish all chapters zero—validated and not validated

We plan to indicate which chapters zero are validated and which are not validated

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MoReq2 training

- Two 1-day dedicated events organised by AIIM in UK
- Roadshow of events organised in Germany and Austria by Project Consult

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www.moreq2.eu

- Average over 11 months: 97 visits per day
- Owned by Serco
- Unlikely to be maintained

DLM Forum
Archive, Records and Information Management in Europe

Latest MoReq News
The programme for the next DLM Forum members meeting, being held in Prague on the 21st and 22nd of April.
The programme for Prague can be downloaded here.

March 25, 2009
The programme for Prague is now available.
The programme for the next DLM Forum members meeting, being held in Prague on the 21st and 22nd of April is now available and can be downloaded from here.

March 16, 2009
Call for Nominations for the Executive Committee
As per the new DLM Forum constitution passed in Toulouse in December 2008 and which can be downloaded here, we have now opened the nominations for the Executive Committee.

Tired of sitting on the backbenches? Want to take an active role in the future of the DLM Forum as it looks for new projects in a post MoReq2? Check the constitution for the.
Many events have featured MoReq2
All over the world, including:

- Ljubljana, SI
- Edinburgh, GB
- Moscow (Russia)
- Rome (I)
- Vienna (AT)
- Berlin (DE)
- Copenhagen (DK)
- Paris (FR)
- Reykyavik (Iceland)
- Zagreb (Croatia)
- Bogotá (Colombia)
- Chapel Hill (USA)
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Academic references

- At least two academic dissertations
- 50 mentions in Google Scholar

![Google Scholar search](image)
れている。第1回のDLMフォーラムの決議に基づき、電子情報活用のための開発された包括的な電子記録管理のためのモニタリングのためのモデル(Model Requirements for the Management of Electronic Records)である。「モニタリング」の意味を含むガイドラインとして制定された(注3)。「その後、2008年9月にMoReqが発表されている。」

長期保存に関する長期的かつ大規模なプロジェクトは、わが国ではこの分野においてもかかわらず、わが国ではこれを分野野生のものとした。2005年(平成17年)9月、東京府の電子文書管理に関する技術会議(座長：尾崎浩久氏)が開催され、文書の管理、監査、保存のあり方に関連する報告が発表されているのが、選挙前後や、節目の年という年次が整っている。いずれにしても、長期保存を含む文書の保存が国や外国に比べ、著しく遅っている。
Numerous vendor references – IBM is just one example.

IBM’s November 2008 white paper states:

IBM has supported the development of MoReq2 from the beginning and is committed to continue support. We have made a significant investment of time and resources over a 6-year period by our Subject Matter Experts, Engineers, and Executives. IBM has a long history of embracing Records Management standards and our goal is to achieve MoReq2 certification using IBM FileNet Records Manager. Our schedule for this depends on the final establishment and viability of the testing regime, which is necessary for IBM to properly plan and align resources.

Press references

- RMS GB Bulletin (May 2009)

Please note: there is often an “excuse” for more publicity, for example:
  - Testing starts
  - First test completed
  - Governance agreements agreed
  - New versions published
  - Translations available
  - ....

Website references

- Many mentions on many websites
  - (23,300 Google hits, 87,300 Yahoo hits)
- In EU
- Outside EU
Maria Guercio

Abstract: Maria Guercio proposes a synthesis of the MoReq2 specifications with comments related to the specific Italian requirements as defined by the national legislation and the professional tradition.

Maria Guercio propone una sintesi commentata delle specifiche MoReq 2. Le annotazioni e i commenti riguardano il rapporto tra le linee guida europee e la legislazione nazionale e la tradizione archivistica italiana.

Introduzione
Le specifiche MoReq2 elaborate dalla Commissione europea nel 2001 per la gestione dei documenti elettronici hanno conosciuto un notevole successo e sono state ampiamente utilizzate per lo sviluppo di sistemi applicativi in ambito documentario. Il livello e la quantità delle trasformazioni avvenute hanno tuttavia reso necessario, a distanza di 5-6 anni, un intervento di verifica e di aggiornamento che si è concluso nel dicembre 2007 con l’elaborazione di una nuova versione delle specifiche, denominate MoReq2. A differenza del modello precedente il nuovo progetto ha previsto verifiche di livello applicativo delle specifiche che sono state realmente sviluppate e pubblicate parallelamente ai requisiti modello, con la conseguenza di determinare una rivisitazione del progetto in termini di una ulteriore facilità di comprensione delle specifiche e di una rigorosa coerenza terminologica.

Oltre alla fase di verifica applicativa – che ha costituito una novità rispetto al passato – il progetto ha previsto un capitolo introduttivo (il capitolo 0) dedicato alla descrizione delle pratiche nazionali e alla necessità di integrare le specifiche generali con quelle legate alle tradizioni e alle norme nazionali.
**Reportage**

Door Jeroen Poppe, medewerker VHSC

**Europese norm voor beheer van records in ERMS**

**MoReq2 in een notendop**

In 2008 werd in opdracht van de EU een nieuwe norm gepubliceerd: MoReq2. In deze norm zijn eisen vastgelegd voor het beheer van elektronische archiefstukken in een Electronic Records Management System (ERMS), waarmee een RMA wordt bedoeld. Dit hoeft niet per se één programma te zijn, het is ook mogelijk door een combinatie van verschillende programma's tot een ERMS te komen die aan deze norm beantwoordt. De norm zelf, testmateriaal en uitgebreidere informatie kunt u vinden op www.moreq2.eu.

Om een idee te geven van de inhoud van MoReq2 wordt in dit artikel in vogelvlucht een indruk gegeven van de belangrijkste eisen die in deze norm worden genoemd:

**Classificatietschema**
De auteurs van de norm benadrukken de noodzaak van een classificatietschema. Binnen het systeem moeten deze classificatietschema's, met hun metadata, geïmporteerd, gekopieerd en gekoppeld kunnen worden.

**Dossierorganisatie**
MoReq2 stelt een structuurstelsel voor, in een vernietigd zouden worden. Elke klasse en elk dossier, subdossier en volume moet minstens één schema verbonden zijn.


**Optname van archiefbeschikken**
Als voorbeelden van veel voorbeelden van veel voorbeelden.
随着电子文件管理的深度发展，欧盟对电子文件管理的需要日益增加。从国际标准来看，在ISO15489和ISO9001之后，ISO27001、ISO23012、ISO26000和ISO26122等国际标准也相继出台或正在制定中。这些国际标准的制定，表明了文件管理，尤其是电子文件的管理，正逐步步入规范化、标准化的发展轨道。

在国际大环境的影响下，鉴于文件管理的个性化特征，目前若干国家和地区纷纷开始制定本国或本地区的电子文件管理标准，以期解决文件管理中一些操作层面共同性与个性协调的问题。电子文件管理功能需求的设计便是在最为核心的一环。除了大家熟知的美国、加拿大等国的ERA项目外，欧盟的《电子文件管理通用需求》（Mod）等也得到了广泛应用。欧盟各成员国制定的文件管理的需求，更加贴近于现阶段和未来对信息系统管理的实践。2006年2月，欧盟正式启动MoReq的修订程序，并发布了MoReq2（范围报告）（Scope Report）。

根据调研结果，MoReq2的目的是适用于每一欧盟成员国，这就要求它所提供的模型具有一定的灵活性，能够在不同的环境中能够准确地表示电子文件的管理。根据此目的，MoReq2内容的重点在于：(1)制定可信的电子文件管理模型（The base module constitutes the minimum necessary to provide credible electronic records management framework for non-regulatory applications）；(2)文件管理的组织和文件的输出和移交。
В настоящее время понятие электронных документов становится все более актуальным в связи с развитием информационных технологий и увеличением объемов документации, подлежащей электронному хранению и обработке.

Одним из аспектов, который требует особого внимания, является обеспечение безопасности информации в электронных документах. С этой целью необходимо использование современных технологий, в том числе и международных стандартов ISO и IEC.

ISO 15489 представляет собой стандарт, определяющий требования к системам управления документами (DMS) и системам хранения и управления документами (EDMS), которые позволяют обеспечивать безопасность и конфиденциальность информации.

В перспективе можно прогнозировать, что стандарт ISO 15489 будет играть все более важную роль в области электронного документооборота и обеспечения безопасности информации.
Dear colleagues

We are pleased to invite you to the next DLM Forum Conference, which will be held in Toulouse (France) - 10-12 December 2008.

The DLM Forum is a community of archives and interested parties in archive, records and information management throughout Europe. It is supported by the European Commission and was the origin of MoReq and MoReq2 specifications.
Digital records

"Records are the means by which the evidence of past and current events, procedures, actions and decisions are preserved for future access and analysis.”

-Govt. of Australia, 1998

Because information in digital records is now stored on computer systems, the management techniques have traditionally centered on the management of paper records. As the technologies have evolved, many records and documents now exist only in electronic form.

To ensure information in digital records remains accessible and is not inadvertently destroyed or corrupted, management strategies must be developed and appropriate systems and procedures implemented. The authenticity and integrity of records must also be guaranteed in these systems to maintain their value as evidence.

Wholesalers manage corporate information as a part of the role of the records manager, who often evaluates records on their useful life once, with digital records, the responsibility is dispersed, and includes the records creators.

-Records Management: An Introduction to Digital Records Management, Australia Government, 2009

Revised: March 2009

European Commission has published "MoReq", the Model Requirements for Electronic Records and Document Management in 2001. Although many countries have implemented it, it is widely regarded and referred to as a standard. This was funded by the Commission, it’s IDA program, and was developed at the instigation of the ELM Forum. A major update of MoReq, known as MoReq2, was published in February 2008. This too was initiated by the ELM Forum, and made available to the EU through the IDA project. Although it is a software testing framework and an XML schema accompanies MoReq2, it is a software compliance testing regime that was agreed at the ELM Forum in November 2008. The National Archives of Australia (NAA) has published the Functional Specifications for Electronic Records Management System Software (EKRMS), and the associated Guidelines for Implementing the Functional Specifications for Electronic Records Management Systems Software, and as such funds in February 2008.
Another international development of high interest was the completion, in March, of the much awaited new edition of the European Union’s Model Requirements for Electronic Records Management specification (known as MoReq2). This standard is expected to have significant influence on the development of electronic records management products internationally. It also specifies optional features that are not central to recordkeeping but necessary for real life operation, such as, integration with document management, collaborative working, content management and workflow. Testing scripts are available as part of the standard. A scheme to test software applications for MoReq2 compliance is expected to be announced soon. The full MoReq2 specification is now available for download from the MoReq2 website.

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REQUEST FOR PROPOSAL (RFP) No.: 1226-30-05-09
TITLE: InfoShare Implementation
ADDENDUM ISSUE DATE: March 10, 2009
REVISED CLOSING DATE: March 27, 2009 – 3:00 p.m. (Amended from March 20, 2009)

Question #1: Was there a specific reason why MoReq2 was used as the basis for the City’s requirements? Are there any allowances given for those vendors who are still working to meet MoReq2?
Answer: The City chose MoReq2 because it’s a recognized framework that provided a complete set of requirements that closely matched those of the City of Surrey.

The City is looking for proponents who are MoReq-knowledgeable.

Question #2: In drafting the implementation plan, has functionality (as per Essential and Enhanced identified on pages 6.22 of the proposal) been evaluated for priority?
Remember...

- All these lists:
  - Translations...
  - Chapters zero...
  - Training...
  - Websites...
  - Events...
  - Publicity...
...are incomplete

MoReq2 has already had a large impact worldwide. This presentation gives only a few examples. Its impact will grow – but you should contribute.

Happy Birthday MoReq2