

ELECTRONIC DOCUMENTATION MANAGEMENT

ELECTRONIC DOCUMENTATION MANAGEMENT (*ELEKTRONICZNE ZARZĄDZANIE DOKUMENTACJĄ* – Ezd)

Ezd PUW – a uniform system owned by the State Treasury, safeguarded by the Governor of the Podlaskie Voivodship and developed statutorily by the Podlaskie Voivodship Office for public administration of the Republic of Poland in cooperation with Partners of the Podlaskie Voivodship Office.

This is a non-profit project based on cooperation of stakeholders.

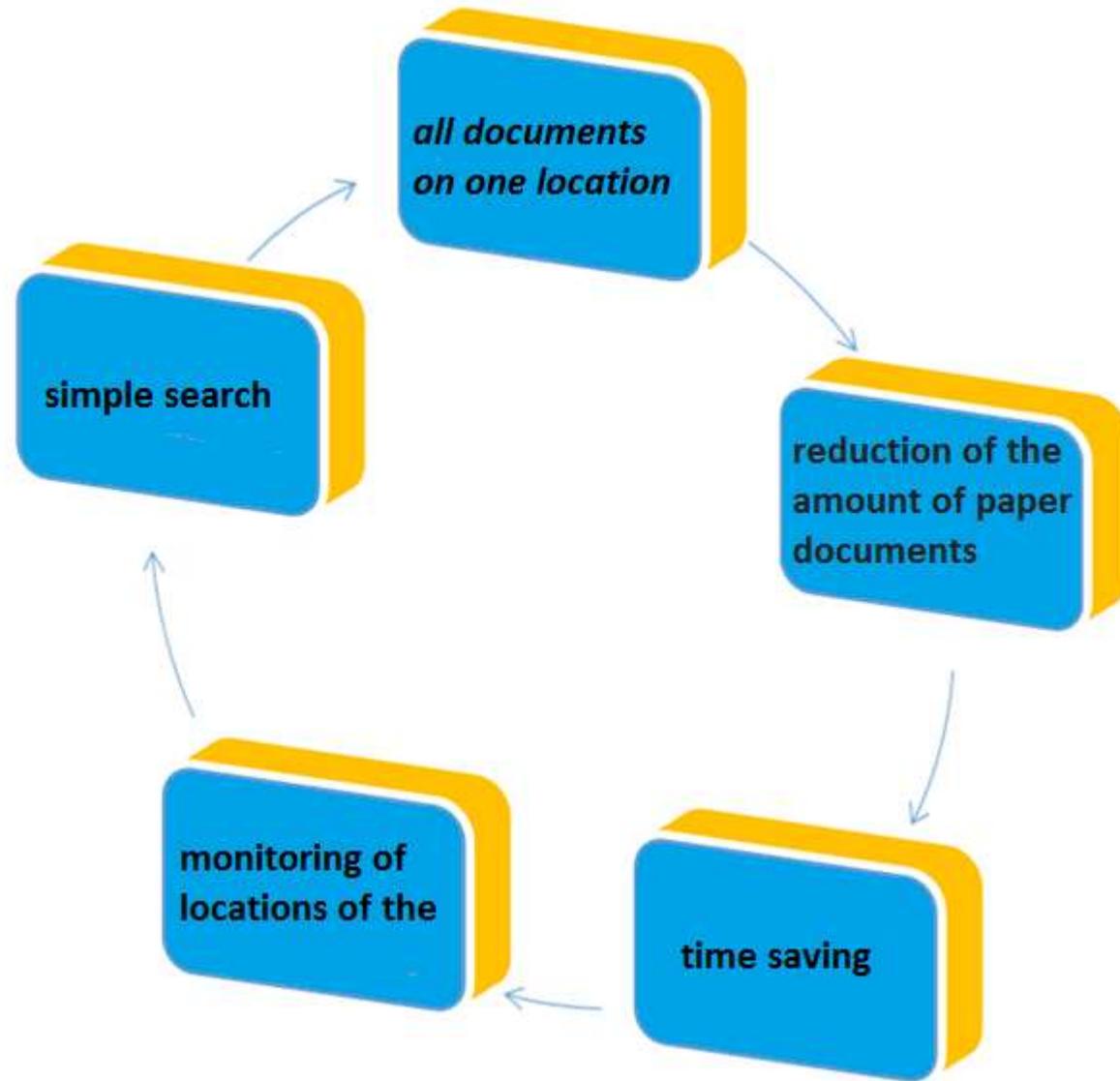
The test version of the system was implemented in the Regional Court in Białystok in 2015. From 1 January 2017, the system will go live. Performed tests allowed for the verification of processes involving recording of all correspondence coming to the court and for the verification of processes implemented in the system to ensure a full cycle of documents in electronic form in the court.

IMPLEMENTATION – GOALS AND ASSUMPTIONS

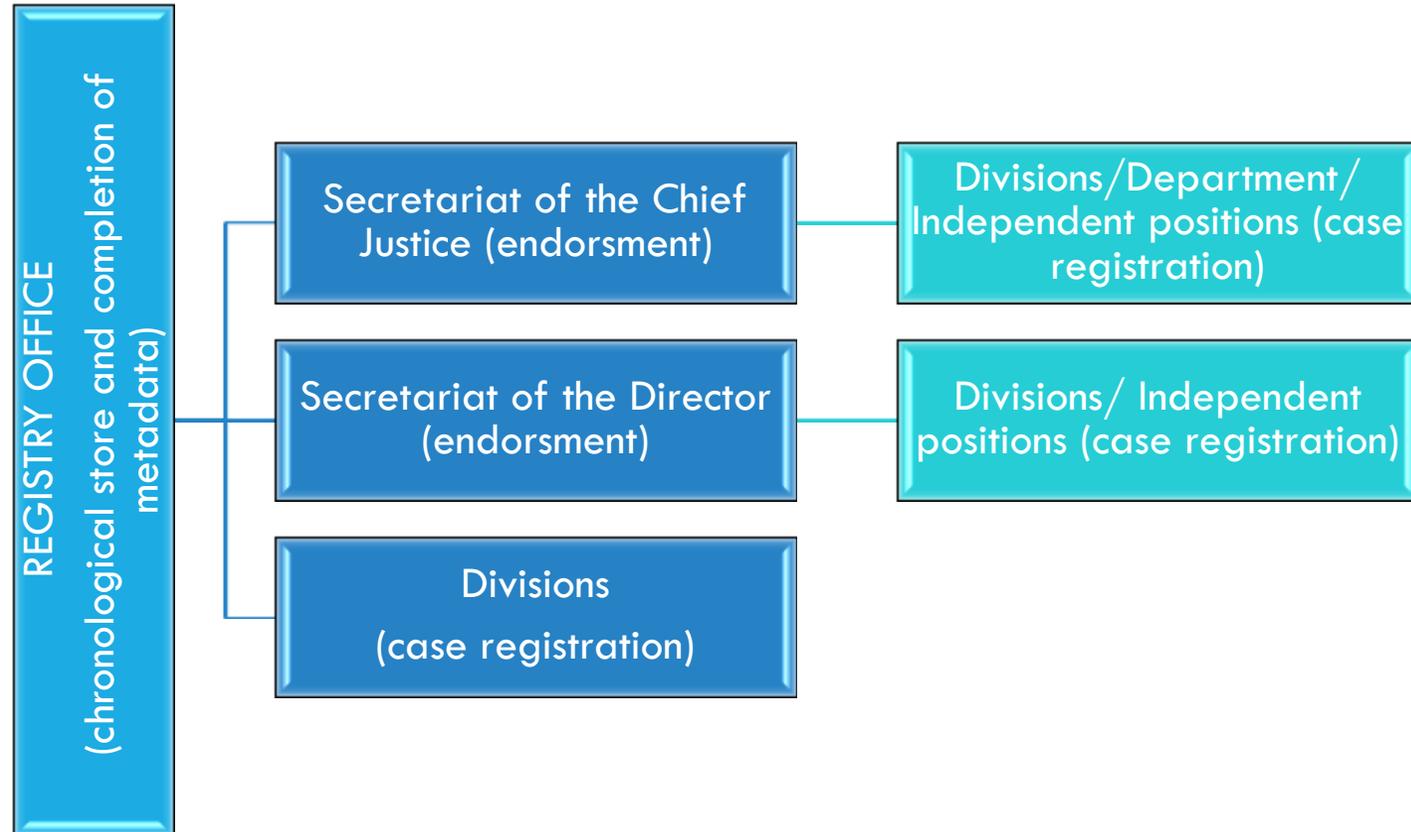
The implementation of the EZD system is a tedious process which causes changes to the organization of work in the court and to the procedures of handling documents. Relevant documents and ordinances are also put into force. In such a context, not only technical, but also organizational, the implementation of the EZD system should be considered in terms of documenting the course of settling and resolving cases.

Why are we implementing Electronic Documentation Management systems in our court?

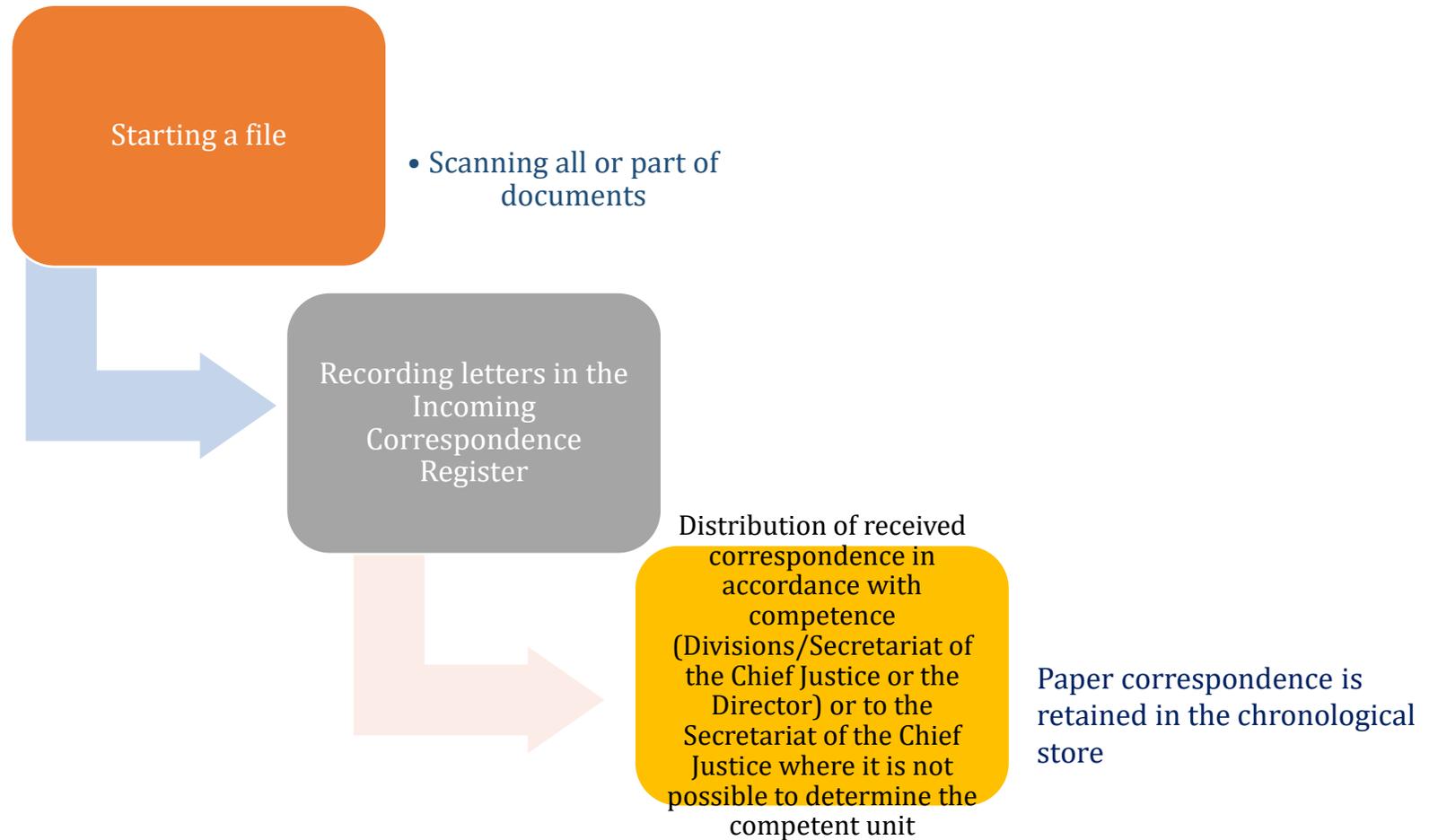
- Because there are no longer legal obstacles to this (the Act of 12 February 2010 on amending the Act on computerization of operations performed by entities implementing public tasks and certain other acts (Journal of Laws of 2010, No. 40, item 230), the EZD system in Article 5(2b) of the Act of 14 February 1983 on the national archival resources and on archives).
- Because electronic documentation management is organic work, the foundation of e-administration.
- Because handling electronic documents brings benefits and savings for the organizational unit.



WHERE WILL THE EZD SYSTEM BE IMPLEMENTED?



PROCEDURE FOR HANDLING EXTERNAL CORRESPONDENCE (REGISTRY OFFICE)





WHAT IS THE CHRONOLOGICAL STORE?

Chronological store is an orderly collection of documents in non-electronic form, organized in accordance with the order of being entered into the ESD system, created in the Court (the Registry Office).

ASSUMPTIONS OF THE IMPLEMENTATION:

- The EZD system developed and maintained by the Podlaskie Voivodship Office is free of charge, and it will be implemented in courts as a uniform system.
- The EZD system will be implemented in the court by a team of: coordinators and employees, supported by a team from the implementing unit.
- Developed and implemented procedures will apply to all employees of the court.
- The implementation of the EZD system does not guarantee success if the court does not use the system consistently, e.g. if it performs processes related to document circulation also besides the system. If even a single person fails to observe the applicable procedures (sometimes this can be even the manager), the implementation of whole solution may be pointless.
- All documents in the system will be endorsed electronically.

STAGES OF THE IMPLEMENTATION OF THE EZD SYSTEM

The implementation of the EZD system in the court as the main office system reduces, and in a longer term, eliminates keeping paper case files in this court.

Case files are prepared in electronic form (original electronic documents, digital mapping), and any paper documents used in a case run electronically are stored in the chronological store.

1ST STAGE OF THE IMPLEMENTATION OF THE EZD SYSTEM IN THE COURT

1. Test implementation of the EZD system.
2. Appointment of a team responsible for supervising the implementation of the Electronic Documentation Management in the Court (the team should be composed of individuals with substantive knowledge and technical expertise).

2ND STAGE OF THE IMPLEMENTATION OF THE EZD SYSTEM IN THE COURT

1. The system goes live as a tool supporting the traditional system:

- handling letters, including: recording incoming and outgoing correspondence, generating mail sent logs;
- performing auxiliary office operations in the EZD system for cases run in paper form: endorsement, case registration, preparation of draft documents, generating case metrics, generating outgoing correspondence.

2. Development of a directory of exemptions, in consultation with heads of divisions/departments and independent positions, from the method of documenting the course, handling and resolving cases in the EZD system by identifying classes based on the file list, which they will concern, and specifying the system in which they will be carried out. The directory of exemptions can be altered within a given court.

This stage enables employees to use the system as a supporting tool to carry out official cases, and to choose cases which - in accordance with the office instructions - will be able to be carried out in the next stage only electronically.

3RD STAGE OF THE IMPLEMENTATION OF THE EZD SYSTEM IN THE COURT

Cases begin to be documented electronically and the launch of the chronological store – before deciding to move to Stage III, it is necessary to carry out stocktaking of cases for the purpose of their documenting in electronic form (legal regulations, the type of existing documents, etc.) and implement the provisions of the new office instructions.

It is recommended to map exemptions carried out in paper form simultaneously in the EZD system, to have access – in the system – to all cases, generate different types of information and statistics, control timeliness of all cases that are being handled – all of which makes employees very quickly decide to handle cases only in electronic form.

WHAT CAUSES THE BIGGEST PROBLEMS?

- arrangement of new uniform operating procedures - change to the perception of documents and cases prevailing so far,
- change to the existing habits of employees – gathering documents,
- it is so hard to give up paper,
- chronological stores and the necessity to borrow documents.

WHAT SHOULD BE TAKEN INTO ACCOUNT IN INTERNAL PROCEDURES?

- processes of (paper and electronic) document flow - in the form of descriptions or diagrams,
- rules for running offices,
- rules for running and handling the chronological store,
- procedures in case of a breakdown (of the system, servers, power cut, etc.),
- who divides documents into those concerning paper cases and electronic ones,
- rules for the internal correspondence flow, printing original electronic documents incoming to the court, creating a depository of electronic information carriers, authentication of signatures on printed electronic documents and printing official acknowledgments of receipt.

SCOPE OF OFFICE INSTRUCTIONS

The information flow in each court should be appropriately regulated, i.e. based on some preconceived uniform rules of conduct. It is essential to determine the rules for information flow, especially those relating to office documents. Office documents should be understood as all letters, internal and external correspondence and reports, memos, etc. Rules for written information flow, i.e. document flow, account for: receipt of documents, handling various matters (e.g. preparation of replies), dispatch of documents and their proper storage. To serve their informative function all documents should be properly collected, organized, gathered, stored and marked in the course of their flow. It is also necessary to determine procedures for the receipt of letters, their handling and dispatch, as well as required form models. All such procedures are regulated by office instructions. The basic regulations defining the scope of office instructions in the court include:

Decree No. 81/03/DO of the Minister of Justice of 12 December 2003 on the organization and scope of activities of court secretariats and other departments of court administration (Journal of Laws of the Ministry of Justice of 2003, No. 5, item 22, as amended):

Article 564(1). Detailed rules governing the internal flow of letters and files, as well as the distribution of office activities, in particular identification of organizational units obliged to operate recording devices referred to in Section I, shall be determined by the Chief Justice in office instructions.

(2). Office instructions of the Chief Justice shall also include provisions explaining the rules for using the material file list, thus providing for its complementation.

Article 565. The internal flow of documents specified in the office instructions and the distribution of office activities shall be adapted to the needs resulting from the organizational structure and the conditions of the court's operation, while ensuring that the flow of letters and files between particular workstations is restricted to the necessary stop points.

PARTNERS OF THE PODLASKIE VOIVODSHIP OFFICE – PATHS OF DEVELOPMENT IN QUANTITATIVE TERMS



CENTRAL PARTNERS – MINISTRIES

1. **Ministry of Science and Higher Education (1 June 2012)**
2. **Ministry of National Education (26 February 2013)**
3. **Ministry of Health (21 March 2013)**
4. **Ministry of Digital Affairs (21 August 2013)**
5. **Ministry of State Treasury (24 February 2014)**
6. **Ministry of Finance (17 June 2014)**
7. **Ministry of Development (30 May 2016)**
8. **Ministry of the Environment (26 January 2015)**
9. **Ministry of Agriculture and Rural Development (2 February 2015)**
10. **Ministry of Foreign Affairs (24 June 2015) – for test purposes**
11. **Ministry of Energy (19 February 2016)**
12. **Ministry of Culture and National Heritage (25 July 2016)**
13. **Ministry of Justice**

*in institutions written in bold, the system has gone live,
the date of signing the agreement has been given in brackets



CENTRAL PARTNERS – CENTRAL INSTITUTIONS

1. National Border Guard Headquarters (6 August 2012)
2. Head Office of Geodesy and Cartography (19 September 2012)
3. Government Legislation Center (27 September 2012)
4. Commissioner for Human Rights (12 November 2012)
5. National Water Management Authority (7 March 2013)
6. Education Computer Center (5 July 2013)
7. Office for Foreigners (12 July 2013)
8. Patient Ombudsman (18 July 2013)
9. National Bank of Poland (29 July 2013)
10. Central Office of Measures (2 September 2013)
11. Railway Transport Office (1 October 2013)
12. General Directorate for State Forests (5 November 2013)
13. Polish Patent Office (17 December 2013)
14. Ombudsman for Children (11 February 2014)
15. Chancellery of the President of the Republic of Poland (1 August 2014)
16. Agency for Restructuring and Modernization of Agriculture (19 January 2015)
17. State Funds for Rehabilitation of Disabled Persons (19 January 2015)
18. National Science Center (24 March 2015)
19. General Building Authority (6 July 2015)
20. National Digital Archive (8 September 2015)
21. Agricultural Property Agency (16 September 2015)
22. National Health Fund (9 October 2015)



UNIVERSITIES

1. University of Warsaw, Faculty of History (2 March 2012)
2. University of Białystok (26 March 2012)
3. University of Warsaw (15 November 2012)
4. Pedagogical University of Krakow (30 December 2013)
5. **Warsaw School of Economics (10 June 2014)**
6. Białystok Technical University (5 January 2015)
7. **University of Gdańsk (8 April 2015)**
8. Warsaw University of Life Sciences (15 February 2016)
9. Wrocław University of Economics (11 March 2016)
10. Nicolaus Copernicus University in Toruń (18 March 2016)
11. PWST National Academy of Theatre Arts in Krakow (7 April 2016)
12. Adam Mickiewicz University in Poznań (29 June 2016)



SZKOŁA GŁÓWNA HANDLOWA
W WARSZAWIE
WARSAW SCHOOL OF ECONOMICS



SZKOŁA GŁÓWNA GOSPODARSTWA WIEJSKIEGO
W WARSZAWIE



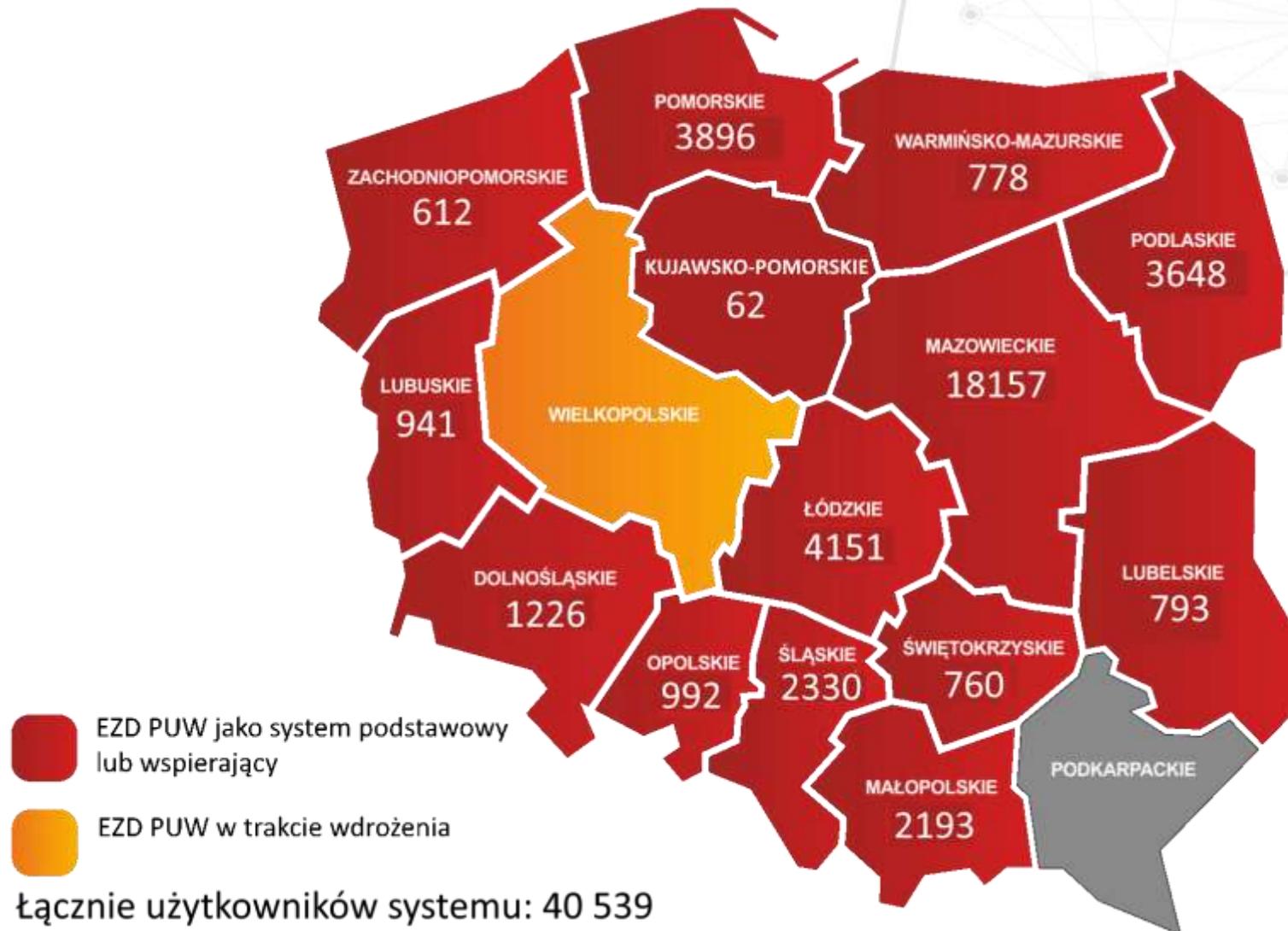
Państwowa Wyższa
Szkoła Teatralna
im. Ludwika Solskiego w Krakowie



Uniwersytet Ekonomiczny
we Wrocławiu
Wydział Ekonomii, Zarządzania i Turystyki
w Jeleniej Górze

USERS OF EZD PUW IN THE VARIOUS VOIVODSHIPS

* As at 1 September 2016

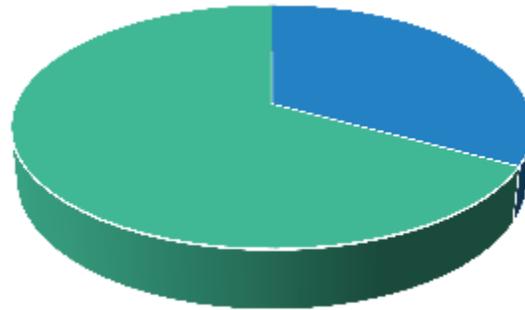


NUMBER OF CASES CARRIED OUT ELECTRONICALLY AND IN PAPER CASE FILES

* As at 1 September 2016

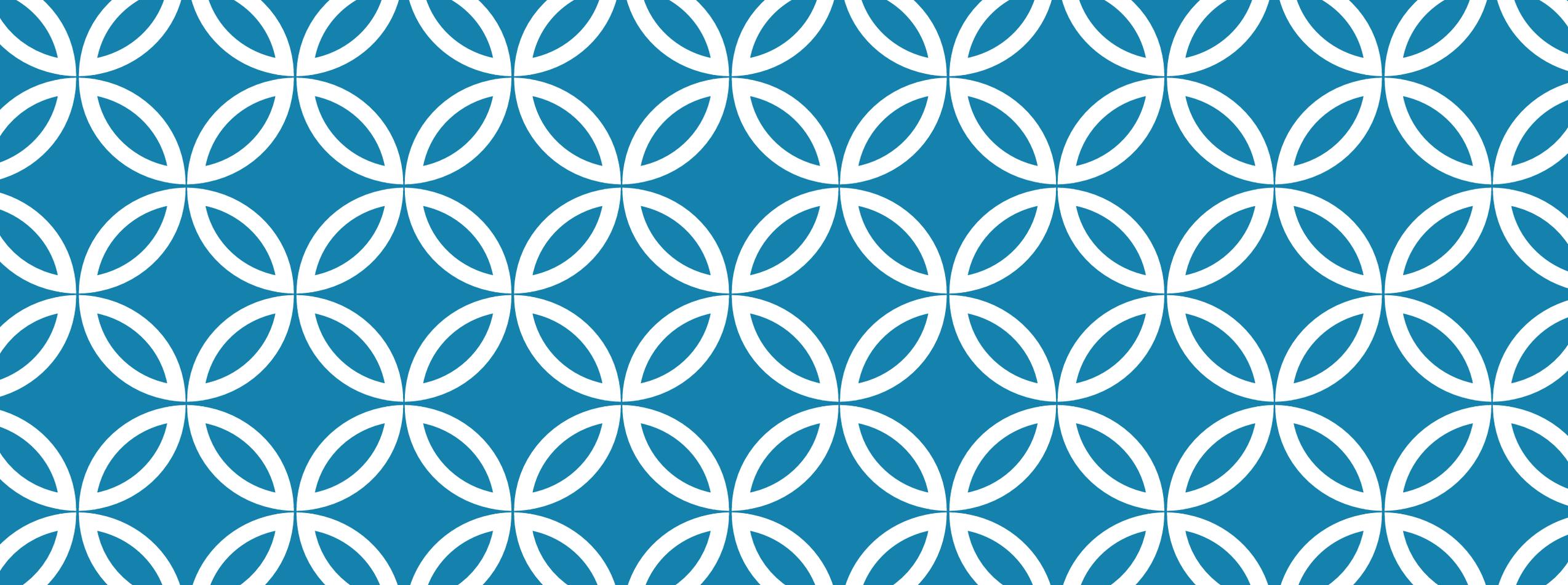
The total number of cases carried out in 2016*
1,577,713

Cases carried out
in paper files*
1,037,091



Cases carried out
electronically*
540,622





THANK YOU FOR YOUR ATTENTION

Albert Dubij
Head of the IT Department in the
Regional Court in Białystok