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E-committees:

Making the most of IT tools

June 2005

The future of standardization

What are the main challenges?

- Speedier standardization processes
- Efficient project management
- Increased use of IT facilities
- Introduction of additional new procedures
- Increasingly international

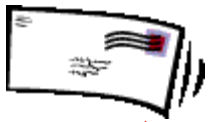
Objectives

Supporting standardization work

- Getting access to standardization from everywhere at any time by using the Internet
  World never sleeps - 7/24 service
- Making use of electronic committees as a central platform for communication and cooperation, based on harmonized processes and folder structures
- Establishing electronic tools für managing business processes and for collaborative document development

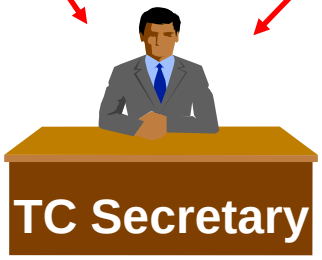
Management of TCs

Message handling



Delivery and archiving of documents

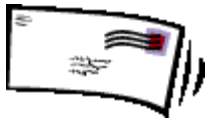
Drafting of documents



Management of meetings

Project management

IT solutions support TC work



Notifications

Document management

Collaborative editing

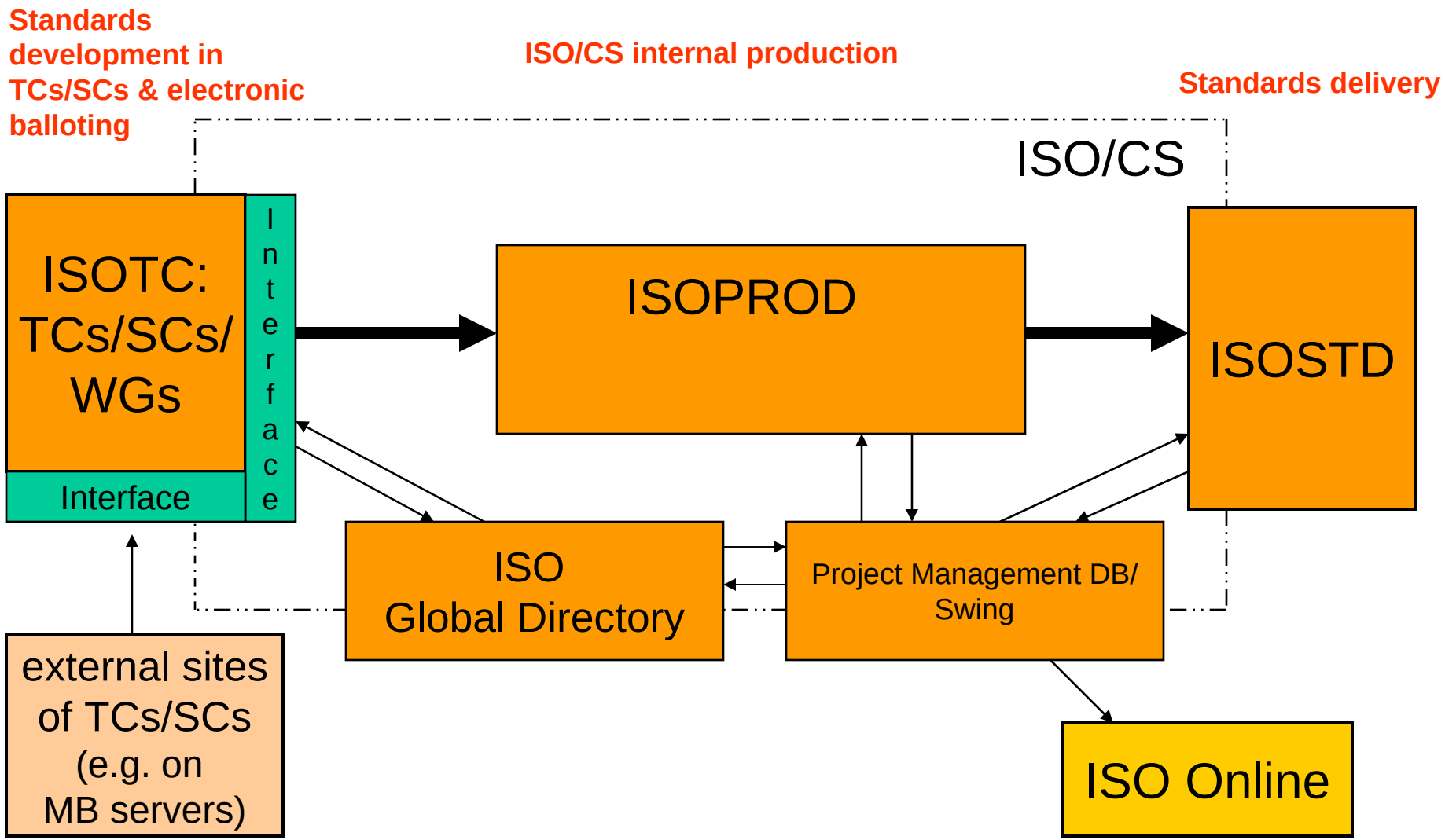
Meeting tools

Virtual meetings

Workflow management

Project management

The standards development chain & electronic balloting



Livelink supports standardization

Many standards organizations have selected Livelink as the collaborative platform of choice for standards development

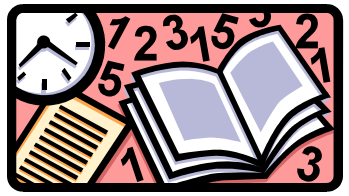
Typical Livelink applications

1 Knowledge management

Search functions (text and attributes)

Active notifications by using agents

Generating individual reports

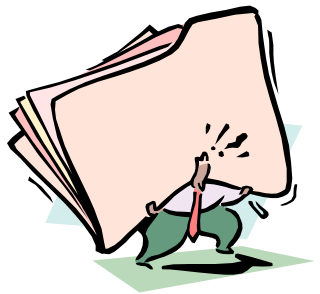


2 Document management

Archiving, Content management (versions)

Business roles (Access Management)

Check-in/check-out for documents



Typical Livelink applications

3 Team work

Establishing virtual groups

Involvement of external experts

Communication by using discussion fora, news-channels

Conducting projects by using task lists, workflow and time schedules

4 Integration

Internet

MS-Office, Windows Explorer und Lotus Notes

SAP/R3

Problems and solutions

Solutions for business problems

- **Document Management**:
  Manage documents and critical information
- **Search, Classifications**:
  Easily find and access information
- **Knowledge Management**:
  Share best practices and easily locate expertise
- **Learning Management**:
  Integrate Web-based training initiatives

Typical Livelink applications

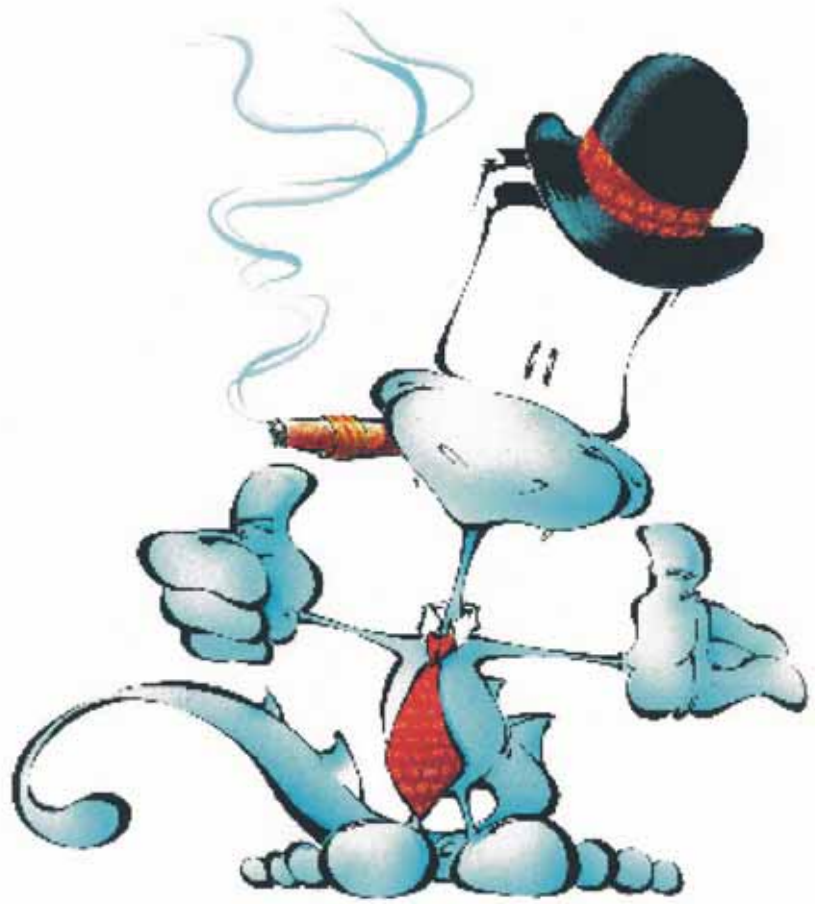
Solutions for business problems

- **Online Meetings**:
  Host and participate in real time meetings
- **Online Forms and Workflow**: *Automate business processes*
- **Discussions, E-mail, Chat**: *Capture ideas in multi-threaded discussions*
- **Projects, Tasks**:
  Collaborate online in project workspaces
- **Scheduling**:
  Coordinate personal and team meetings

Benefits

- **Central document repository**
  - avoids losses of documents
  - allows easy access to documents
- **Reduction of paper distribution**
  - by exchanging electronic files
- **Better communication**
  - between secretariat and members
  - between convenor and experts
- **Better cooperation**
  - virtual meetings speed-up the process

The electronic committee....

- ... reduces costs of standardization
- ... improves transparency
- ... allows a better exchange of data
- ... reduces the process times
- ... improves the efficiency

Thank you for your attention