Electronic Documents and Records Management System (e-DRMS) Project for the Public Service of Namibia

Description

To implement the e-DRMS in line with policy directives and project management principles.

Objective

To ensure a risk-free records and archival system for the Public Service of Namibia which is set up in a sustainable electronic documents and records management environment in line with Archives and related statutory provisions, within the next two years.

Background

The Government of the Republic of Namibia has set in motion various policies for execution over the medium to long term to ensure that Namibia is on course to:

1. achieve its goal of a prosperous and industrialized nation in line with Vision 2030;
2. meet the socio-economic challenges and targets of the Millenium Development Goals by 2015; and
3. meet the new goals and targets, now being formulated, for the National Development Plan 3 (NDP 111) for the five year period 2007 – 2012.

As a developmental State, Cabinet has tasked the Public Service of Namibia to be complementary to the private sector and augment the national capacity for economic development and growth. To achieve this objective, “the Public Service should be moulded into a professional cadre – one that will boost the State’s capacity to participate in the economy”. (cf. Prime Minister’s Mission Statement – see Mission Statements (pdf)). As a body now nearing the mature phase of transition and reform the Public Service must thus execute the following policies effectively, efficiently and accountably, with a view to, among others:

1. Implement a performance management system (PMS), to imbue it with a performance-oriented culture;
2. Create and run the Namibia Institute of Public Administration and Management (NIPAM) to properly train cadres for the public service;
3. establish e-Government and related support systems through utilization of ICTs for better and improved services delivery and access to public services;
4. improve the performance and governance of State-owned enterprises;
5. curb the spread of HIV / Aids as a national pandemic;
6. design and establish the implementation mechanism of the Transformational Empowerment Social and Economic Framework (TESEF);
7. develop Private – Public Partnerships for improved delivery of public services and economic performance;
8. improve ethical conduct, fight corruption, and adhere to the Service Charter principles.

The Office of the Prime Minister as the custodian of the Public Service, is responsible for the execution of these policies. There are many other macro – policies and projects being executed by line ministries, especially in the context of Vision 2030 and NDP3.

As an enabler for the achievement of the aforementioned challenges, the Public Service must have in place, among others, a reliable and proper documents and records management system. Such a system must comply with both international and national archival standards for public bodies. The effective and efficient maintenance of the Government’s present manual-based archival system has been undermined over the last few years, especially as a result of the ever-increasing use of the electronic means of communication. This, again, has been made possible by the ever-increasing usage of information and communications technologies (ICTs) by Government officials. In recognition of the aforementioned, one of the strategic imperatives of the e-Government policy is the design, implementation and application of a Public Service electronic documents and records management system.