



Assessment Check List for UNPAN-ORC

The Online Regional Center of the UNPAN system will play a critical role in the successful implementation of the online network. It is expected that they be rich in data, information and knowledge resources and have the basic facilities for promoting online activities. It is further expected that their existence as an institution devoted to public administration be unchallenged and their commitment to UNPAN be unequivocal. Therefore it is suggested that the Regional Centers should meet the following criteria:

1. A well functioning and committed administrative and management system.
2. Adequate financial resources.
3. An extensive and well-recognized relationship with other relevant institutions and/or governments in their country or region.
4. Stable data/information sources and knowledge validation capacity.
5. An established telecommunication and Internet infrastructure.
6. Capable technical professionals for computer applications, information system development and support.

The following form/check list is just a guideline used by DESA personnel for the assessment of Regional Centers, particularly with respect to national telecommunications capacity; information and validation capacity; technical capacity; human resource capacity and access to information.

The Areas of Focus in the Assessment of ORCs :

1. Strengths
2. Weaknesses
3. Opportunities
4. Risks

1.1	Name of your organization:
1.2	Postal address: No., Street Apt. or building City Postal code Country Phone: FAX:
1.3	Email address (postmaster):
1.4	Your organization's internet homepage, if any:	http://www.....
1.5	Present head of the managing board: Title Name (last name, first name)	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
1.6	Present chief of administration: Title Name (last name, first name)	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
1.7	Name of the person in charge of information technology: Title Name (last name, first name) Function Telephone number (incl. country code) FAX Email	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
1.8	How many members does your organization currently have?	<input type="checkbox"/> does not apply member organizations individual members
1.9	When was your organization established? (year)
1.10	How many full-time employees work for your organization? persons

2.1	Who would provide financial resource for the UNPAN at your regional center?	<input type="checkbox"/> Government <input type="checkbox"/> Institution <input type="checkbox"/> Private Company <input type="checkbox"/> other (please specify)
2.2	What is your annual budget for the fiscal year 2000?
2.3	What is your estimated budget for the year 2001?
2.4	Do you have a long term financial support plan for UNPAN in your regional center?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.1	At which level does your organization mostly operate? (please check one)	<input type="checkbox"/> international (global) <input type="checkbox"/> regional, covering several countries <input type="checkbox"/> national level <input type="checkbox"/> sub-national level
3.2	Please select the category that best describes your organization's activity:	<input type="checkbox"/> professional association <input type="checkbox"/> national and sub-national government <input type="checkbox"/> regional association <input type="checkbox"/> international organization <input type="checkbox"/> non-governmental organization <input type="checkbox"/> university/research institution <input type="checkbox"/> other (please specify)
3.3	What is the prevalent type of membership in your organization? (please check one)	<input type="checkbox"/> other organizations <input type="checkbox"/> individual persons <input type="checkbox"/> both of the above <input type="checkbox"/> no membership <input type="checkbox"/> other (please specify)
3.4	Is your organization involved in co-operation with any other organizations in the field of public administration and finance?	<input type="checkbox"/> Yes <input type="checkbox"/> No if yes, how many? (please specify them in a sheet)
3.5	Does your organization have branches outside its headquarters?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many and where are they? (please specify them in a sheet)

4.1	Does your organization have personnel resources for information collection and processing on a short-term basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.2	Would your organization be able to provide personnel resources on a long-term base, for the maintenance and updating of a public sector information network?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.3	Could your organization provide visiting UN staff with office space and equipment, for the work related to our information network?	<input type="checkbox"/> several days <input type="checkbox"/> several weeks <input type="checkbox"/> several months <input type="checkbox"/> one year or longer <input type="checkbox"/> no	
4.4	Does your organization have the capacity to translate documents from the languages prevalent in you region into English, if necessary?	<input type="checkbox"/> no translation necessary, English is the official/prevalent language <input type="checkbox"/> English is not the official language, but most documents are translated on a routine base <input type="checkbox"/> relevant documents can be translated on ad-hoc base <input type="checkbox"/> English is not the official language, translation services cannot be offered	
4.5	Does your organization have the capacity to translate documents from the languages prevalent in you region into other Languages, if necessary?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify which languages)
4.6	Please describe the effort necessary for your organization to provide an internet information network with the following information:	Key: ① readily available in computerized form ② can be generated based on existing resources ③ needs in-depth work (please mark below ↓)	
	Expert/Consultant addresses	<input type="checkbox"/> ①	<input type="checkbox"/> ② <input type="checkbox"/> ③
	Literature online	<input type="checkbox"/> ①	<input type="checkbox"/> ② <input type="checkbox"/> ③
	Bibliographies and library services (offline)	<input type="checkbox"/> ①	<input type="checkbox"/> ② <input type="checkbox"/> ③
	Search robot	<input type="checkbox"/> ①	<input type="checkbox"/> ② <input type="checkbox"/> ③
	Database(s) for internet access	<input type="checkbox"/> ①	<input type="checkbox"/> ② <input type="checkbox"/> ③
	Database(s)/statistical data not accessible thorough internet	<input type="checkbox"/> ①	<input type="checkbox"/> ② <input type="checkbox"/> ③
	Best practices, models, case studies	<input type="checkbox"/> ①	<input type="checkbox"/> ② <input type="checkbox"/> ③

	Online conferencing	<input type="checkbox"/> ①	<input type="checkbox"/> ②	<input type="checkbox"/> ③
	Newsgroups	<input type="checkbox"/> ①	<input type="checkbox"/> ②	<input type="checkbox"/> ③
	Hotline, „question and answer“ services for specific public administration problems	<input type="checkbox"/> ①	<input type="checkbox"/> ②	<input type="checkbox"/> ③
	Newsletter	<input type="checkbox"/> ①	<input type="checkbox"/> ②	<input type="checkbox"/> ③
	Online training courses, etc.	<input type="checkbox"/> ①	<input type="checkbox"/> ②	<input type="checkbox"/> ③

4.7 If you marked at least one item listed in the previous question with ① or ②, please indicate in the following to which subject your information resource(s) relate. Please mark the appropriate boxes below (otherwise, please continue with the next question).

	public sector reform	public economics	values and ethics	judiciary and law	administrative modernization	financial management	public-private partnerships	information technology	other:	other:
expert/consultant addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
literature online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
library services (offline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
search robot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
database / statistical data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
best practices, models, case studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
online conferencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
newsgroups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hotline, "question and answer" services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online training courses, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.8 If possible, please provide us also with a more detailed overview of your publications and research and training resources. Please list the names of publication series, number of volumes or units, and state of computerization on a separate sheet.

4.9 Please give an estimate about how much data already in computerized for in term of page or Mega Byte. (please specify in a sheet if necessary)

4.10	What are the file formats of those data already in computerized form? (please specify in a sheet if necessary)	
4.11	Please give an estimate about how much data NOT in computerized for in term of page or Mega Byte. (please specify in a sheet if necessary)	
4.12	How does your organization collect information related to UNPAN? (please specify in a sheet if necessary)	
5.1	Please describe your organization's present computer and network equipment:	<input type="checkbox"/> no computer equipment <input type="checkbox"/> personal computers, no network <input type="checkbox"/> Windows NT server <input type="checkbox"/> UNIX server (please specify) <input type="checkbox"/> mainframes <input type="checkbox"/> other server computers (please specify) <input type="checkbox"/> local network <input type="checkbox"/> wide-area network
5.2	Please specify further the other prevalent computer equipment in your organization:	<input type="checkbox"/> does not apply hardware: <input type="checkbox"/> color scanner <input type="checkbox"/> high speed document scanner <input type="checkbox"/> digital camera <input type="checkbox"/> others (please specify) software: <input type="checkbox"/> web server (please specify) <input type="checkbox"/> relational database (please specify) <input type="checkbox"/> Lotus Notes <input type="checkbox"/> Microsoft Office <input type="checkbox"/> web design software (please specify) <input type="checkbox"/> others (please specify)
5.3	How is your organization connected to the internet?	<input type="checkbox"/> does not apply <input type="checkbox"/> no connection <input type="checkbox"/> modem dial-up connection <input type="checkbox"/> DSL connection <input type="checkbox"/> cable connection <input type="checkbox"/> wireless connection <input type="checkbox"/> T1 connection <input type="checkbox"/> T3 connection <input type="checkbox"/> other connection (please specify)

5.4	Does your organization maintain its own internet server?	<input type="checkbox"/> does not apply <input type="checkbox"/> no <input type="checkbox"/> yes
5.5	Please specify hardware and software equipment of your own internet server:	<input type="checkbox"/> does not apply hardware: operating software:
5.6	Who is your external internet services provider? What kind of services do the ISP provide?	<input type="checkbox"/> does not apply Name:..... Internet address: http://www..... services: <input type="checkbox"/> web page hosting <input type="checkbox"/> application services (please specify) <input type="checkbox"/> server hosting
5.7	What is the national internet infrastructure for this regional center?	<input type="checkbox"/> international bandwidth:..... <input type="checkbox"/> T1/E1: 2Mbps (2 Unshielded Twisted Pair) <input type="checkbox"/> T3/E3: 34/45Mbps (Coax or Fiber) <input type="checkbox"/> OC3/STM1: 155Mbps (SONET Fiber) <input type="checkbox"/> OC12/STM4: 633Mbps (SONET Fiber) <input type="checkbox"/> OC48/STM16: 2.5Gbps (SONET Fiber) <input type="checkbox"/> Satellite Links: 64kbps - 10Mbps <input type="checkbox"/> others (please specify)
5.8	What is the city internet infrastructure for this regional center?	<input type="checkbox"/> international bandwidth:..... <input type="checkbox"/> T1/E1: 2Mbps (2 Unshielded Twisted Pair) <input type="checkbox"/> T3/E3: 34/45Mbps (Coax or Fiber) <input type="checkbox"/> OC3/STM1: 155Mbps (SONET Fiber) <input type="checkbox"/> OC12/STM4: 633Mbps (SONET Fiber) <input type="checkbox"/> OC48/STM16: 2.5Gbps (SONET Fiber) <input type="checkbox"/> Satellite Links: 64kbps - 10Mbps <input type="checkbox"/> others (please specify)
5.9	What is future expansion of internet bandwidth plan currently in your region?	<input type="checkbox"/> does not apply <input type="checkbox"/> others (please specify)
5.10	Do you need to pay local telephone call? How much is it?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6.1	Do you have a computer/database expert among your staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: Name:..... Phone:..... email:..... Name:..... Phone:..... email:.....
6.2	What kind of computer hardware/network experiences your expert has?	<p style="text-align: right;">How many year?</p> <input type="checkbox"/> Windows NT server..... <input type="checkbox"/> UNIX server..... <input type="checkbox"/> IBM PC and compatibles..... <input type="checkbox"/> Macintosh..... <input type="checkbox"/> other hardware (please specify) <input type="checkbox"/> TCP/IP..... <input type="checkbox"/> Token Ring..... <input type="checkbox"/> Ethernet..... <input type="checkbox"/> other network (please specify)
6.3	What kind of computer software experiences your expert has?	<p style="text-align: right;">How many year?</p> <input type="checkbox"/> HTML..... <input type="checkbox"/> JAVA..... <input type="checkbox"/> CGI..... <input type="checkbox"/> web server..... <input type="checkbox"/> XML..... <input type="checkbox"/> SQL server..... <input type="checkbox"/> Oracle..... <input type="checkbox"/> Sybase..... <input type="checkbox"/> others (please specify)
6.4	Are there any computer hardware/software service provider in your region which you can ask for help on following subjects? <input type="checkbox"/> Compaq NT server <input type="checkbox"/> IBM NT server <input type="checkbox"/> Dell NT server <input type="checkbox"/> Windows NT server <input type="checkbox"/> Microsoft IIS <input type="checkbox"/> Netscape web server <input type="checkbox"/> SQL server <input type="checkbox"/> Oracle	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: Name:..... Phone:..... email:..... Name:..... Phone:..... email:..... (Please attach a separate sheet if necessary)
Today's date: (day/month/year) _____ / _____ / _____		

	Name of the person who conducted the interview and filled this form: Name:.....
Note: Should you have further questions related to our project or to this check-list, please contact Ms. Haiyan Qian (phone: 1 212 963 3393, email: qianh@un.org) or Mr. James Zheng (phone: 1 212 963 2296, email: zhengj@un.org).	