E-Cabinet Solution

TECHNO BRAIN
inspiring solutions...

Customer
Government of the Kingdom of Swaziland

Industry
Government

Business Situation
The Cabinet Office was holding paper based meetings. The government decided to move away from paper usage to electronic cabinet (e-Cabinet) as an endeavor to increase service delivery, efficiency and cost reduction.

Solution
The Government of Swaziland Implemented the E-cabinet solution which is an electronic web based solution that enables the Cabinet to carry out cabinet business with added efficiently and ease. The system allows the cabinet to electronically upload, approve and manage cabinet papers, cabinet notes, scope papers, minutes, agendas among other cabinet instruments.

Benefits
- *Efficient Cabinet Business*
- *Security of cabinet matters*
- *Promote anywhere access*
- *Multi-channel communication*

Introduce an effective and efficiency way of managing all pre-cabinet, cabinet meeting and post-cabinet meeting activities

Customer Profile
The primary function of the Executive arm of government of Swaziland is to execute the decisions of the judiciary, to implement the laws made by the Legislature and see to the overall administration of the country. Furthermore, it is the Executive's role to defend the Constitution of the country. The Executive arm consists of the Cabinet and civil servants. The Cabinet of the Kingdom of Swaziland is made up of the **Prime Minister,** the Deputy Prime Minister and **18 Ministers.** They are responsible for policy making, administration and executing the functions of government.

Business Situation
At the time Techno Brain implemented the E-Cabinet Solution at the Swaziland Government, the Cabinet Office was holding paper based meetings. There was approximately eighteen copies of each Cabinet paper that had to be made and circulated to all the Cabinet Ministers prior to the Cabinet meeting. This meant that there was costs implications towards stationery (paper), Petrol and labor costs. In addition, keeping meetings organized and moving forward with up to date information was often a difficult task.

Solution
Techno Brain implemented the E-cabinet solution for the government of Swaziland. The E-cabinet solution enabled the government to move away from paper usage to electronic cabinet (e-Cabinet) as an endeavor to increase service delivery, efficiency and cost reduction. The e-cabinet solution consists of 11 modules: Registration, Validation process, Agenda, Meetings, Information, administration, follow ups, reports, search capabilities, online help and the cabinet handbook. All these modules work together in ensuring that cabinet instruments such as scope papers are initiated and approved online. It also ensures that cabinet meeting agendas and all decisions made during cabinet meetings are captured, stored and archived.

Major Features of Techno Brain's Solution:
- Electronic management of pre and post cabinet meeting activities
- Electronic management of cabinet meetings
- E-Management of implementation of cabinet decisions
- Sms and email notifications
- Secured Access
- Robust search engine to quickly retrieve records

Technologies: SharePoint Server 2010 or 2013, SQL server 2008 or 2012, Windows Server 2008 or 2012

Benefits:

1. Electronic dissemination of information speeds up communications and provide efficiencies not possible in a manual system
2. System users benefit from the inbuilt templates that are provisioned by the system for authoring memoranda
3. Cabinet meeting session time reduce drastically
4. The use of the authoring tools, by ensuring their applicability, such as legislation drafting and content management for on-line resources will yield valuable economies of scale.
5. Qualitative improvement in the presentation and content of memoranda with greater clarity of key issues
6. Electronic document management will improve the consultation process at memo drafting stage, as it is more conductive to dynamic dialogue
7. Ministers will have the information they need presented to them in ways which suit them best and will benefit from improved document structure including hypertext functionality
8. Implementation of Cabinet meeting decision are easily tracked on the system
9. Ensure cabinet information is secured by enforcing security measures where only the right people have the right access to the right information. The system also maintains an audit trail of anyone who accesses the system.
10. Automated cabinet meeting business workflows introduces efficiency on how cabinet business is conducted.