



# **Gestion Electronique des Documents Administratifs (GEDA)**

# 1 **Objective and scope**

Geda is an IT application dedicated to the recording and monitoring of mail and administrative documents in the European Parliament, according the Bureau decision of 2 July 2012 concerning the Rules on Document Management.

The database contains the information necessary for the traceability of the relevant documents, general data, work-flow performed and the latest scanned electronic document version.

All active staff working in the General Secretary of the EP may use Geda if necessary for the performance of their tasks.

At present 5367 active users work with Geda.

The Members and political groups do not use Geda.

## Objectives

- Registration of mail and administrative documents
- Electronic circulation
- Transfer to the EP Public register

## Advantages

- Quick transmission of documents
- Traceability
- Limit usage and archiving of paper
- Facilitate the follow-up of the actions required on the documents
- Facilitate the search of the documents

Since the release V5.10, a new service was put in place called GEDA Web Services (GEDA WS) to enable other EP applications to interact directly with GEDA: create card, search for cards, and get information from existing GEDA cards.

## It assures

- The management of mail and administrative documents within the European Parliament;

- The identification of documents by means of appropriate codes that facilitate filing, retrieving and consulting;
- The creation of files in accordance with a filing plan;
- The preservation of the European Parliament's memory;
- The retention of proof of Parliament's activities with a view to establishing that its legal obligations have been fulfilled;
- The operational exchange of information within Parliament;
- Compliance with Parliament's transparency obligations.

## **2 Registration**

Documents that have been drawn up within Parliament shall be registered by the originating department. Documents received by Parliament shall be registered by the department responsible for receipt of the relevant document.

## **3 Filing**

Registered documents shall be organised in files. Each file must contain at least all documents registered that relate to an activity or a specific matter, in such a way that all the documents relating to the activity or matter in question can be easily identified.

The creation of a file and its inclusion in the filing plan shall be the responsibility of the department responsible for the area to which the file relates.

## 4 Application Architecture

GEDA is an application available through a Web interface-type secure, allowing assigning specific functions to targeted users.

The GEDA interface is available in two languages: French and English.

## 5 Volumetric

The volumetric growth of database was about 15Go/Year (2010 data)

In total, 94127 Geda record cards have been created in 2013.

## 6 Scanning document to Geda record card

Pdf file with a separator page is generated using GEDA web interface; The user chooses the GEDA record to attach a new document

For Ascent Capture processing, the only important element is the barcode located at the bottom of each separator page.

Such barcode serves two purposes:

- separating documents from one another;
- describing the GEDA record each document should be attached

to. 

## 7 Composing the batch for scanning

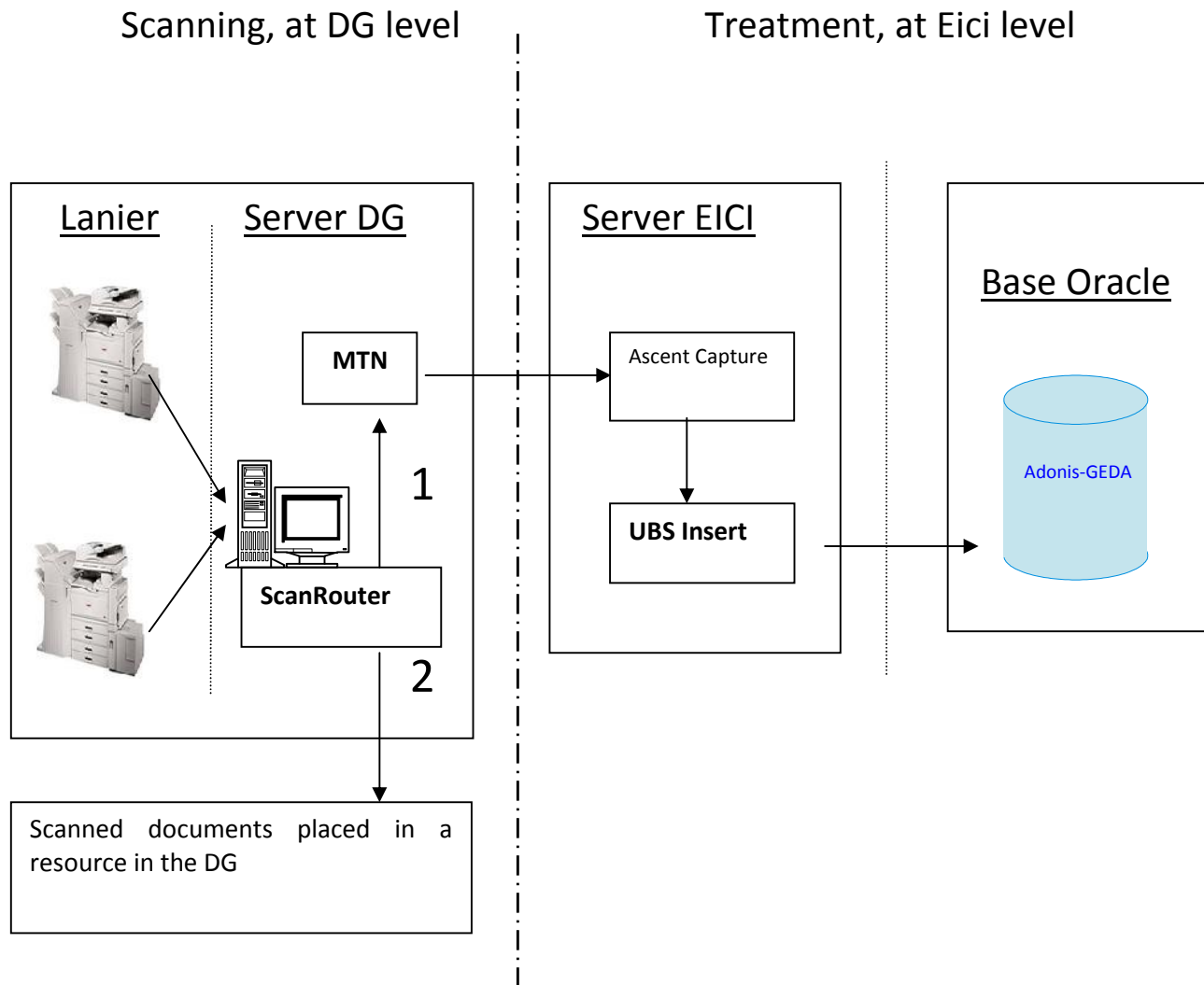
User puts the separator page in front of the document pages he wishes to introduce in the GEDA system. It is possible to combine many documents together by putting a separator page in front of each and then scanning the whole batch together.

From a scanner, user selects **GEDA** destination from destination tabs displayed on the touch panel.

Destination tabs are configured using ScanRouter software, managed at DG level by LSU. Each DG directs its documents to a different subfolder on Ascent Capture server.

## 8 Generator module

Documents are converted into PDF format. The first page (separator page printed from the GEDA web interface) is removed.



## 9 Database administration

Itec Service Desk is responsible for informatique support and updating Geda database concerning:

- Management of requests for access to GEDA
- Management of logins and access rights for the internal EP staff in GEDA, including creation and reorganization actions.
- Creation and management of internal Services and rights related (service accessed and dossiers. Management of hierarchical visibility)
- General administration and data control
- Management of action codes, counters and numbering.
- Application in GEDA of EP organisational changes (services restructuring)
- Management official Geda files (control, user support, cancellation, modification, scan management, internal number cancelation, official numbers cancellation and replacement)
- Internal people reorganization (control of internal lists of people movements - services update, addresses and Geda access rights).
- Management of the confidentiality access rights
- Training for active users.
- Collaboration with developer programming team with a view to better implementation (DDM and Bugs control; Testing patches and new versions).