

PREPARATORY ASSISTANCE DOCUMENT

Between the General People's Committee for Foreign Liaison and International Cooperation and the United Nations Development Programme

Project number:	(to be generated in Atlas system upon approval)
Project Title:	Automation of the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation-Libya
Sector:	Governance
Starting Date:	May 2006
Duration:	Three Months
Project site:	Tripoli
Executing Agency:	Secretariat of the General People's Committee for Foreign Liaison and International Cooperation-Libya
Implementing Agency:	UNDP
Government Contribution:	US\$ 30,000
TOTAL:	US\$ 30,000

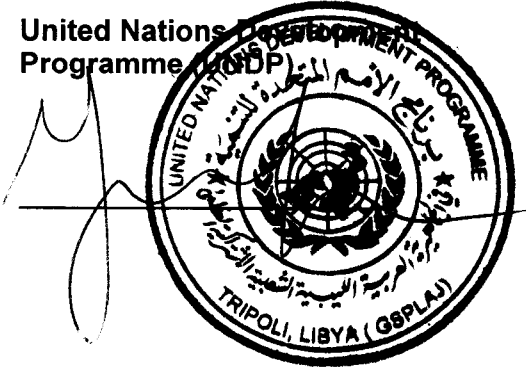
Brief Description

This Preparatory Assistance (PA) is to provide training, technical and administrative consulting services for the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation in Tripoli to provide support in the area of Information and Communication Technology.

Agreed on behalf of:

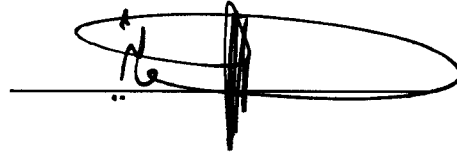
Mr. Julio Grieco
UNDP Resident Representative

United Nations Development
Programme (UNDP)



Mr. Mohammed Tahir Hamouda Siealla
Secretary of Cooperation Affairs

General People's Committee for
Foreign Liaison and International
Cooperation – Libya



**Tripoli-Great Socialist People's Libyan
Arab Jamahiriya**

Date: -----/-----/-----

Background

1. The important role of Libya at the global and regional levels requires the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation to improve its operation. The Secretariat is committed to fully automate its operation in order to cope with the new demand for an improved response time and a modern, efficient operation.
2. The Secretariat of the General People's Committee for Foreign Liaison and International Cooperation presently interacts using traditional media with its foreign missions and with International Organizations. This makes it difficult to implement new solutions for visa issuance, for instance. Additionally, many International Organizations are making available their information only using digital media or through web-based applications, forcing their counterparts to access it online. This situation requires a major change in the way the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation presently operates in order to cope with this new scenario.
3. The Secretariat of the General People's Committee for Foreign Liaison and International Cooperation presently receives information through the following channels/media:
 - Paper documents delivered by pouch
 - Memoranda
 - Faxes
 - Telexes-Telegrams
 - Informal communication using telephones
4. All information received is in printed format and is processed and archived manually.
5. In recent years, the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation has made much effort in upgrading the existing system to include the use of information and communication technology. However it is mandatory to define a framework for the implementation of solutions based on Information and Communication Technology that takes into consideration the simultaneous upgrade of communication capacity of the Secretariat with missions and International Organizations.
6. UNDP has a long history in implementing projects supporting Ministries of Foreign affairs in their need for ICT and networking. In line with UNDP's success stories in Latin American Countries including; Bolivia, Argentina etc., UNDP will provide the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation with expertise and access to know-how. These experiences may also be relevant since proved the possibility of establishing low-cost, secure connectivity even using public network. UNDP itself has since the '90s an extensive network connecting its 170 field offices and HQs in New York, Geneva, Copenhagen and Berlin for data, including an Enterprise Resource Planning -ERP application. Voice over IP is also implemented among all Middle East field offices and the New York Headquarter. These successful experiences can be capitalized by the Secretariat of

the General People's Committee for Foreign Liaison and International Cooperation to speed up its automation process.

7. This Preparatory Assistance will provide support to the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation in the field of Information and Communication Technologies. It will also support the Secretariat in the decision making process for the medium and long term ICT strategy, including the assessment of benefits and constrains for the potential utilization of software.

.A Development Objective

The development objective of the preparatory assistance (PA) is to contribute in improving the standards and efficiency in delivering both public and inter-governmental services for the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation.

.B Immediate Objective

The implementation by Secretariat of the General People's Committee for Foreign Liaison and International Cooperation of processes and its definition of a medium and long term strategy to operate in a cost effective and efficient manner using state of the art information and communication technology.

.C OUTPUTS and ACTIVITIES

The following key outputs and activities have been identified for implementation of the PA.

- Formal processes reviewed and recommendations issued.
- Training from UN bodies.
- Formulations of suggestions and recommendations for the formulation of a medium and long term ICT strategy for the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation.
- Analysis of the possibility of formulating a long term, full-scale project to support the automation and modernization of the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation.

.D INPUTS

1. Project inputs
 - International Consultants
 - Training
2. Government inputs
 - Cost Sharing Resources

- Communication Facilities and Premises
- Personnel

.E Legal Context

This PA shall be the instrument referred to as such in Article I of the Standard Basic Agreement between the Great Socialist People's Libyan Arab Jamahiriya and UNDP, signed by both parties in 1976.

.F Strategy

The project will provide three months of international consultants, including at least three visits to Tripoli and remote assistance as needed and requested by the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation. It will also provide training for at least three staff members of the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation. The project will also lend assistance to the further development and improvement of the existing ICT policy being currently implemented by the Secretariat

As a conclusion of the Preparatory Assistance, UNDP and the Secretariat of the General People's Committee for Foreign Liaison and International Cooperation will assess the possibility to carry on a full scale Project. In this case a fully fledged Project Document will be formulated.

.G Implementation time: Three months

.H Budget:

Activity	Description	Costs
International Consultant	3 monthly visits (4-5) working days	\$10,775
	Travel	\$1500
	Desk Review and nonresident consultation Maximum (15 working days)	\$7500
Training for three people	Course Costs	\$3225
	Travel	\$7000

Total	\$30,000
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