



2.7 Centre of Information, Documentation and Publishing (CIDP)

Seeking to keep up with the rapid technological developments in such a way as to improve work conditions inside the General Directorate for the benefit of Member States, ISESCO, under its Action Plan 2019-2021, will provide to its directorates, departments and specialized centers, the necessary facilities (procuring advanced computer equipment and material in the fields of digital printing, publishing, documenting and archiving) and organize training sessions for ISESCO's staff to enable them to efficiently and effectively use these technologies.

In the same vein, ISESCO's website, which is a showcase of knowledge it produces and a tool for its publication, will be upgraded in the coming three years to improve its ranking as to research results and increasing its visitors.

And also seeking to enable Member States to benefit from the applications of modern ICTs in their educational, scientific, cultural and communication systems to help them join the society of knowledge; providing further job opportunities to women and the young, ISESCO will continue during the period 2019-2021 its efforts to support Member States to better invest these technologies to speed up development and reduce the relevant digital gap.

Hence, the action of the Center of Planning, Information and documentation will be focused under this three-year action plan on one sectorial priority:

- **Information and Communication Technologies for access to the society of knowledge.**

This priority will be implemented through the following two projects:

- 1- Promoting the use of free and open-source software (FOSS) and cloud computing technologies.
- 2- Developing the skills of ISESCO's staff and providing the electronic and computer equipment in the fields of printing, documentation, publishing and distribution.

Project 1: Promoting the use of free and open-source software (FOSS) and cloud computing technologies.

General framework:

The Center seeks through this project to sustain its efforts to promote the method that has been adopted by the General Directorate since 2007 which aims to give effect to ISESCO's strategic recommendations to develop information and communication technologies in the Islamic world and their goals which stress the need for achieving sustainable development and increasing the production of their digital contents while respecting their cultural identity and linguistic diversity.

To ensure continued development of working methods in different directorates and services of ISESCO's General Directorate on the basis of the latest technologies and software programs in the field of information and communication to increase production and improve work, the Center seeks under the Three-Year Action Plan 2019-2021 to procure the latest relevant computer systems. The General Directorate's staff will be trained on using these software and systems according to an integrated plan for continuous training. This technology will also be used in computerizing archives, running the order office, the division of human resources and financial affairs.

The same efforts will be deployed for the benefit of National institutions active in ISESCO's area of action in Member States, through supporting the neediest ones with the latest high end smart computer equipment, and free and open source software (FOSS) to encourage their staff to use ICTs to improve their performance.

Objectives:

- Improving the quality of professional performance inside the organization and optimizing the use of available human resources.
- Facilitating decision-taking through using computer programs adequate for the management of institution resources and programs specialized in clearing and analyzing data.
- Easing access to information through adopting international technological standards based on free and open source software and on cloud computing applications.
- Generalizing benefiting from widespread open source digital programmes.

Areas of Intervention:

1. Developing ICT services at ISESCO's permanent headquarters and on its website.
2. Supporting national institutions active in ISESCO's area of action in the field of information and communication technologies.

Total budget: US\$ 263,000.00.

Area of intervention 1: Developing ICT services at ISESCO's permanent headquarters and on its website.

Under this area, the Center will seek to assist the different directorates and departments to computerize information and activities through integrating and using ICT. In addition, the Center will sustain its efforts in upgrading ISESCO's website and updating it regularly through the creation of new windows, linking it with new websites, enriching its content with more information in such a way as to reflect member states' cultural, educational and scientific realities. The center will also seek to make of ISESCO's website a research engine and increase its visitors as a digital channel for displaying the knowledge produced by the organization, and promote the role played by ISESCO's social media.

Expected outcome 1: Developing the computerization of ISESCO's website and its administrative and financial operations.

Performance Indicators	Measurement Indicators
<ul style="list-style-type: none"> - Developing ISESCO's computer systems. - Developing ISESCO's website. - Developing digital services provided for ISESCO's employees. - Upgrading ISESCO's staff capacities through continuous training sessions. 	<ul style="list-style-type: none"> - Procuring the latest systems for computerizing ISESCO's archives, correspondence and administrative systems. - Procuring the latest systems for computerizing ISESCO's financial programmes and providing training thereon. - Developing a new version of ISESCO's website to ensure continuous compatibility with access standards for persons with special needs and with the standards of the internet. - Updating and following the latest developments of ISESCO's subsidiary organs websites and providing the necessary training thereon to its staff. - Procuring the latest systems to computerize most of the services provided for ISESCO's staff through relying on free open source software and cloud computing applications. - Organizing 6 training sessions on the use of software and free open source software to facilitate the daily work of the organization's employees.

Area of intervention 2: Supporting the national institutions active in ISESCO's area of action in the field of information and communication technologies.

The Center will continue its efforts to provide all forms of technical and material support for Member States to assist them develop the necessary ICT infrastructures. In this context, national institutions active in ISESCO's area of action in countries most deserving advanced computer equipment, smart technologies, and free and open source

software that is usable in and out of the offices in ISESCO's three working languages: Arabic, French and English.

Expected outcome 2: Supporting the national institutions active in ISESCO's area of action in managing their computer systems based on free and open-source software.

Performance Indicators	Measurement Indicators
<ul style="list-style-type: none"> - Developing infrastructures of the national institutions active in ISESCO's area of action in Member States. 	<ul style="list-style-type: none"> - Supporting nine (9) national institutions active in ISESCO's area of action with advanced computer equipment and smart technologies. - Providing the national institutions active in ISESCO's area of action with the .latest administrative and financial free and open-source software and training thereon. - Organizing three (3) training sessions on the best use of the free and open-source software, cloud computing and the Internet of Things (IoT). - Organizing three (3) training sessions on the production of digital lessons and massive open online course (MOOC).

Project 2: Developing the skills of ISESCO's staff and providing the electronic and computer equipment in the fields of printing, documentation, publishing and distribution.

General framework:

Being aware of the necessity to provide electronic equipment to improve work in the fields of documentation, publishing and distribution, the Center will sustain its action in supporting the process of designing ISESCO's different publications and their printing according to the international technical standards through procuring the latest technical equipment available in the field of printing and publishing, modern software and photocopiers. The Center will also support the capacities and competencies of ISESCO's documentation, publishing and design staff through training them and ensuring their participation in international exhibitions and events where the latest advances in printing, publishing and design are exhibited.

To enrich ISESCO's library, the Center will continue procuring reference books, subscribing to the specialized periodicals, promoting ISESCO's presence and participation in the international and regional annual book exhibitions.

Furthermore, it will continue its action of publicizing ISESCO's publications and at the same time modernize the library's working methods and tools and digitally classify, inventory, index and document its contents through creating a special website to make them accessible to everybody. This would strengthen cooperation and communication ties with national libraries and documentation centers inside and outside the Islamic world with a view to activate the exchange of publications and media materials. In addition, the Center will organize joint training sessions for those institutions' staff to show them the fundamentals, mechanisms and special skills needed to set up a digital library with digital contents including audio-visual tapes, books, manuscripts, newspapers and magazines.

Objectives:

- Keeping up with the technical advances through providing the latest systems in printing, publishing, modern software, and photocopiers.
- Strengthening the capacities and skills of the staff working in the photocomposition unit and printing house through specialized training sessions.
- Activating partnerships with well-known libraries and participating in major regional and international exhibitions.

Areas of Intervention:

1. Upgrading the human resources' capacities in documentation, publishing and distribution.
2. Keeping up with the progress made in information technology through providing the latest equipment.

Total budget: US\$ 350,000.00.

Area of intervention 1: Upgrading the human resources' capacities in documentation, publishing and distribution.

Under this area, staff working in documentation, publishing and distribution will be trained on modern skills and knowledge to strengthen their capacities and capabilities through specialized training sessions and their participation in international exhibitions and events where the latest developments in the field are shown.

Expected outcome 1: Upgrading the Center's staff working in documentation, publishing and distribution.

Performance Indicators	Measurement Indicators
- Upgrading the Center's staff capacities through continuous training sessions in this field.	- Holding six (6) training sessions in documentation, publishing and distribution.

Area of intervention 2: Keeping up with the progress made in information technology through providing the latest equipment.

The center will seek to provide different forms of technical support for ISESCO's general management through procuring the latest electronic equipment and modern computer software to satisfy the Organization's needs and expand its field of action to keep up with progress and improve performance.

Expected outcome 2: Providing the necessary equipment for developing the library and rationalizing the distribution of ISESCO's publications.

Performance Indicators	Measurement Indicators
- Providing the latest equipment for the documentation, publishing and distribution department.	- Procuring six (6) modern machines to keep up with the advances in printing and publishing.
- Exchanging expertise and partnerships with famous libraries.	- Participation in twelve (12) regional and international book and publishing exhibitions.
- ISESCO's presence in regional and international exhibitions.	- Publishing and distributing ISESCO's publications.

Budget of the Centre of Information, Documentation and Publishing Programmes

Projects	Project budget	Total budget in US\$
1- Promoting the use of free and open-source software (FOSS) and cloud computing technologies.	263,000.00	613,000.00
2- Developing the skills of ISESCO's staff and providing the electronic and computer equipment in the fields of printing, documentation, publishing and distribution.	350,000.00	

Details of Financial Items

Centre of Information, Documentation and Publishing (Salaries and allowances)

Items	First year 2019	Second year 2020	Third year 2021	Total (US\$)
Basic salaries	371,229.00	383,604.00	412,869.00	1,167,702.00
Allowances	216,642.00	208,863.00	219,306.00	644,811.00
Social security	53,278.00	55,054.00	57,807.00	166,139.00
New posts	25,616.00	26,470.00	27,794.00	79,880.00
Total (US\$)	666,765.00	673,991.00	717,776.00	2,058,532.00