The Public Administration in the Czech Republic and Data Boxes

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Abstract: This article describes the building of Czech information system of the Public Administration. It also includes the introductory information about the new law: the Act no. 300/2008 Coll., which operates as Data Boxes. In the end of the article there are shown Data Boxes supported by Document Management System.


1 Introduction

In the year 2008 E-GON was presented on international conference ISSS (Internet in Public Administration) (Fig.1).

Fig. 1 – ENGON

ENGON has four basic elements.

1. Czech point – contact places for citizen and firms. There are communication places between citizen and firms on one side and the government on the other side. In the pilot project this point was installed at the post office in each district. (Fig. 2).

2. Element of Communication Infrastructure of Public Administration - this feature secures communication between government and citizen and firms.

3. Component of system represents all Act applied in Public Administration and IT in Public Administration.

4. Central data registers contain all data about citizen in the Czech Republic, companies and firms in the Czech Republic and all geographical components of the Czech territory.

In the year 2008 the law of the so-called data boxes was adopted in the Czech Republic, Law: Act no. 300/2008 Coll. on Electronic Acts and Authorized Conversion of Documents. It is one of many Acts from basic element tree.

It means that the Act no. 300/2008 Coll., which came into force on 1st July 2009, brings two major innovations into communication with state authorities. The first innovation is the establishment of data boxes...
generally, we can say - data repository) which are used for guaranteed communication with state authorities. The second one are provisions related to authorized conversion of documents which make the transfer between physical and electronic form of documents possible, while maintaining its legal force.

2 Basic Objects

From global point of view, the process in the organization of public administration consists of two objects. It is The Information System of Data Boxes (ISDB) and The Document Management System (DMS).

2.1 The Data Box

The Data Box is an electronic deposit that is designed to
a) state authorities delivery
b) carry out acts towards the public authorities,
c) delivery of documents of individuals, enterprising individuals and legal persons.

In the Czech Republic Data Boxes were set up and are managed by the Ministry of Interior. The main advantage of data boxes is that it replaces the traditional paper-based delivery of documents by electronic delivery. Generally, regarding the communication with the authorities via the data boxes, the electronic signature is not necessary. However, this advantage disappears when in physical form of document the attested signature is required or if the document is to be signed by several people. For example, companies whose articles of association require signatures of several members of its statutory body.

2.2 The Document Management System

The Document Management Service System makes the collection of all data about documents and files possible, including movement monitoring of documents in the organization. It is designed for full document management in the organization. The Document Management Service System must be fully comply with a current legislation and can be used as a powerful and effective instrument for ensuring the professional management of received and sent documents. The Document Management System works equally to analog and electronic documents. Therefore it is possible to collect both physical and electronic document as well as video or audio data. Data regarding individual documents are put into the system manually, by electronic entry or it is also possible to load data from their programs (systems). The system allows us to match requirements for proper receipt, recording, distribution, circulation, processing, preparation, signing, sending, depositing and discarding.

3 Public authorities duties

Adoption of the law concerning data boxes in the Czech Republic is reflected in the activities of the state administration in several areas. In the following points there is a list of activities that have risen when the law came into force:

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\begin{align*}
\text{• to deliver documents through a public data box to another public authority.} \\
\text{• if it provides the nature of the document, to deliver by a public data box documents to those individuals, enterprising individuals and legal persons who have disclosed their data box.} \\
\text{• to collect data box at regular intervals. If the data box is not disclosed by entitled person within 10 days from the date when a document was delivered to the data box, a document is considered to be delivered on the last day of 10-day period.} \\
\text{• to designate the person authorized to access the data box, of course, just in cases the person is not a public authority leader (governor, mayor, etc.)} \\
\text{• Mentioned above came into force on 1st July 2009 (Law: Act no. 300/2008 Coll.)} \\
\text{• Since 1st January 2010 it has been possible sending e-mails, payment orders, etc. via data boxes.} \\
\text{• Since 1st July 2010 data boxes could be used for communication with organizations of all types (legal persons, individuals ...).}
\end{align*}
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4 Data Boxes and the Document Management System

The organization is allowed to have one access account. However, the organization must provide a link to the system for administration and management of documents movement (The Document Management System). In other words:

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\begin{align*}
\text{• to ensure distribution of documents received in their data box to their workers or to their organizational units (divisions, departments) by document management system.} \\
\text{• to enable employees or organizational units sending documents via Document Management System to the data boxes of the addressees whose data box are}
\end{align*}
\]
disclosed.
• to deposit, to dispose, to send, but mainly to keep a
large number of documents in digital form until the
discarding deadline.

5 Tasks of the Document Management
System

• It arranges work with data boxes throughout the
organization.
• Since the first day, the law has come into force it has
been dealing with all tasks related to the introduction of
data boxes.
• Thanks to the controlled distribution of documents
from the data box to the processor the DMS minimizes
the risk of failure to comply with legislative deadlines.
• It make possible to work with data boxes through a
user-familiar environment.
• It offers the possibility of an extension the interfaces to
other applications.

From the mentioned above it is clear that the Document
Management System represents an optimal solution for
organization document management and at the same
time it fills the requirements of Act no. 300/2008 Coll.
including links to compulsorily using data box.

6 Implementation activities

The core implementation activity is a software solution
for electronic Document Management System, which
has been built on proven technology and
methodological foundations and provides a
comprehensive platform designed for safe and
transparent implementation of workflow documents.

The implementation also includes dealing with the
impact of the Act no. 300/2008 Coll. on Electronic Acts
and Authorized Conversion of Documents. It is
necessary when solving these problems by the
implementation, the information systems of the data
boxes and The Document Management System (DMS)
must be interconnected. By the functionality
implementation of the so-called internal functionality
can be achieved that the senders of data messages will
send these documents directly to a specific workplace,
with the result that these functionality significantly
reduces the stress on mailroom department and also
plays a significant role in the data confidentiality for all
data sent to the final-recipient via document
management system without intervention of mailroom
department.

8 Key of the Document Management
System

The Document Management System which is correctly
set, as part of document circulation system should
provide in the state administration: [6]

- a direct link to the Information System of Data Boxes
(ISDB).
- to ensure smooth implementation independently of
organizational structure,
or physical separation of organization, independently of
geographic distance of the site.
- to provide secure data communications inside and
outside the organization, to support an alternative
approach towards the system integration with Progressive
Service Oriented Architecture, which is generally known
under the term Services Oriented Architecture (SOA).
- to provide a comprehensive set of standardly supplied
and by long-term operation certified components, which
were created on the base of practical requirements after a
number of already completed projects.
- to guarantee a high degree of flexibility, openness and
easy expandability, which comes directly from the basic
conception of an information system platform and that is
the focus on the use of standardized technologies which
are associated with the use of Extensible Markup
Language (XML) and Web Services.
- to give an opportunity for innovation and optimization
of already existing processes within an organization
leading to reduce total cost of ownership of IT
infrastructure.
- to provide a complete range of services in System
Implementation. These include: analysis, design,
consulting, implementation, operation and maintenance
within the TC-K and within various other organizations.
- to ensure scalability, robustness and reliability of all
supplied components. These properties already are the
traditional features of all applications, we supply; its
properties could be verified by dozens of references.
- the system of events and advices - a powerful control
element for monitoring deadlines of handled documents,
fraud management (monitoring suspicious activities)
- extraordinary possibility of managers' views on the data
for its control; comparison of sub-units (departments) or
as a motivation tool.
- a support of electronic signatures is an integral part of
the management
- full integration with MS Office, Open Office.
- a creation of basic statistics and search functions
- preprocessing, the operational procurement possibility,
full-text search,...
- prints according to different criteria chosen by users
- obtaining digitized documents
- getting online forms (e.g. service contract by filling out the form on the company website and sign the form by electronic signature)
- very fast document traceability across the organization
- unambiguous personal responsibility for people working on document handling and processing
- to ensure understandability of procedural context for the organization and implement to them new links which, as a matter of fact, will eliminate duplicate activities and at the same time will free up capacity for streamlining their primary activity.
- interconnection provides to users access to perfect knowledge of processing methodology and to long-term archiving of electronic documents
- to ensure a high level of security of the whole system, especially protection of data from unauthorized access, misuse and data degradation.
- to give the opportunity to maximize return on investment in existing computer systems and to reduce total cost of ownership while streamlining their mutual communication and existing information flows optimization.

9 Conclusion

The Public Administration is very complex system. Data Boxes System could be together with Document management system very helpful. DMS allows us to record any data about documents and files. The system provides also documents monitoring in an organization with the link to the Information System of Data Boxes. The Document Management System must be fully complied with the current legislation, and it means that it can be used as a powerful and effective tool for ensuring the professional management of received and sent documents. All this is linked to the Data Boxes.

References: