

Sub-Group to Digital & Technology Network (DTN)

Collaboration Technologies

Annex – Terms of Reference Template for DTN Sub-Groups

The following form is to be used for the creation of a DTN sub-group. All fields should be completed and submitted to CEB Secretariat. Decisions on sub-groups are made during formal sessions.

General	
Group name	Collaboration Technologies Group
Creation date / DTN Session	April 2019
Dissolution (conditions or date)	Continuous

Mission
<p>The mission of the Collaboration Technologies sub group is to bring together IT experts of the UN system as a formal group, to share knowledge, best practise and expertise in the implementation of Collaboration technologies and tools and review how we are leveraging the technology to collaborate.</p> <p>Collaboration is defined as a purposeful relationship in which all parties strategically choose to cooperate in order to accomplish a shared outcome. Therefore, Collaboration Technology is any software product, application or tool that supports collaboration. In other words, a tool that facilitates simultaneously editing or work progress on a shared initiative such as content or documents across distributed teams.</p> <p>Much effort is spent in each organisation procuring, selecting and/or implementing collaboration tools for both internal and external collaboration. By establishing this sub-group and looking at common use cases/scenarios and different solutions to those, the goals are to share knowledge and lessons learned, reduce duplication of effort, improve how the technology is leveraged and raise awareness of possibilities and options.</p>

Membership	Agency
Lead Agency	International Atomic Energy Agency
Participating Agency	
Participating Agency	
Participating Agency	

Chairmanship	Chair	Co-Chair
Full name	Anne Scanlon	Melanie Culver
Job title	Unit Head, Enterprise Software Services	Software Engineer, Solutions Architect
Agency	International Atomic Energy Agency	International Atomic Energy Agency
Chairmanship duration	2 years	2 years

Scope	Detail
Relevant SDG goals/targets/indicators	Use of Collaboration technologies can facilitate and contribute to the implementation of the Sustainable Development Goals

	as well as the broader mandates of the member organisations of the DTN
Key technologies under review	O365 collaboration tools such as Microsoft Teams, SharePoint, Yammer and other collaboration tools.
Key stakeholder(s)	Any parties interested in leveraging or implementing collaborations tools in their organisation
Partnership(s) established/leveraged	
Geographic scope	
Functional scope	<p>The scope of this sub-group is to:</p> <ul style="list-style-type: none"> ➤ Support sharing of knowledge and experiences in leveraging Collaboration technologies in order to enable organizations to benefit from best practices and lessons learnt; ➤ Promote sharing of project artefacts such as software architecture, software design documentation, solutions approach, code bases (organisation permitting); ➤ Engage with leading vendors that provide Collaboration technologies/tools to keep abreast of developments and product offerings and organise product demos; ➤ Collaborate on evaluation of new & proposed collaboration technologies for suitability in the wide range of operating environments of the member organisations of the DTN; ➤ Organise quarterly meetings as knowledge sharing events, calling for presentations from across the network; ➤ Collaborate on producing white papers or best practise guidance on the use of collaboration technologies; ➤ Provide updates to the DTN via a bi-annual summary.
Other(s) – please specify	

Resources	Requirement
Personnel/expertise/time	Approximately 20 staff days/year
Funding	There are no funds available for this sub-group
Other(s) - (Please specify)	

Outcomes	Detail
Knowledge sharing	Sub-group members commit to virtual meetings on a quarterly basis with follow-up deep dive sessions on specific technologies, if required. The Chair will facilitate the meetings but will seek knowledge sharing presentations and demos from across the network.
Deliverables	Semi-annual summary to DTN
Other (Please specify)	