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## MoReq2 and how to use it

**Marc Fresko, Serco**

DLM Forum, Toulouse, 11 December 2008

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MoReq2

# Agenda

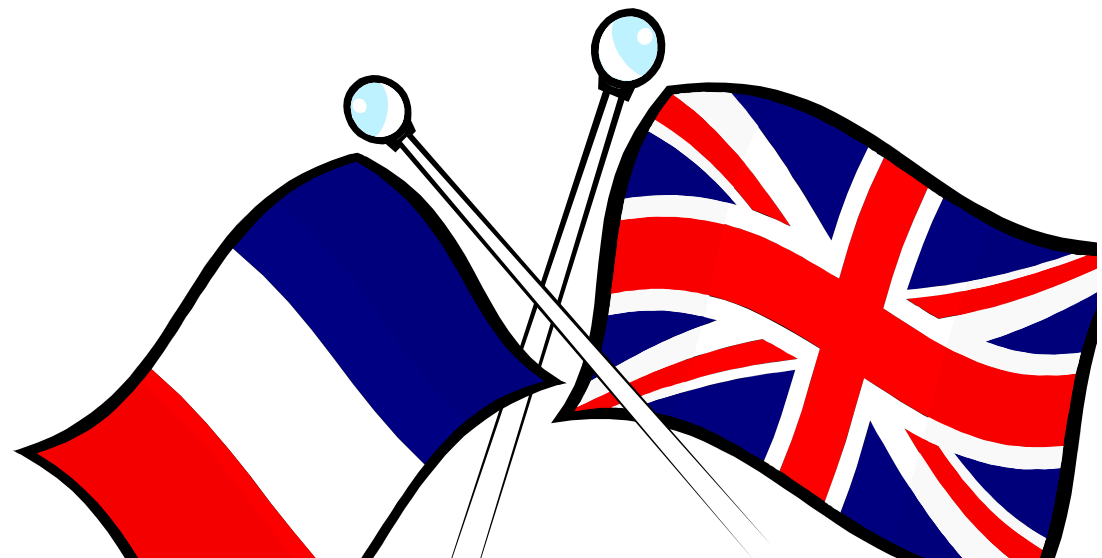


- Introduction
- MoReq2 and its history
- Development of MoReq2
- MoReq2 documents
- Status
- Kinds of electronic records
- Examples of the content
- Uses of MoReq2
- Questions

# This session...



- Will be interactive
- Please ask questions at any time
  - Do not wait until the end
  - In English or French



# Terminology



- Records
- Electronic records
- Records management
- Electronic records management system (ERM system)
- Electronic document and records management (EDRM system)

# Records and Archives



Records = Archives?

**No.**

Records include 'live' information

Records are used in day-to-day work

Some records may be sent to an archive

MoReq2 is not about archives – it is about records



# Agenda



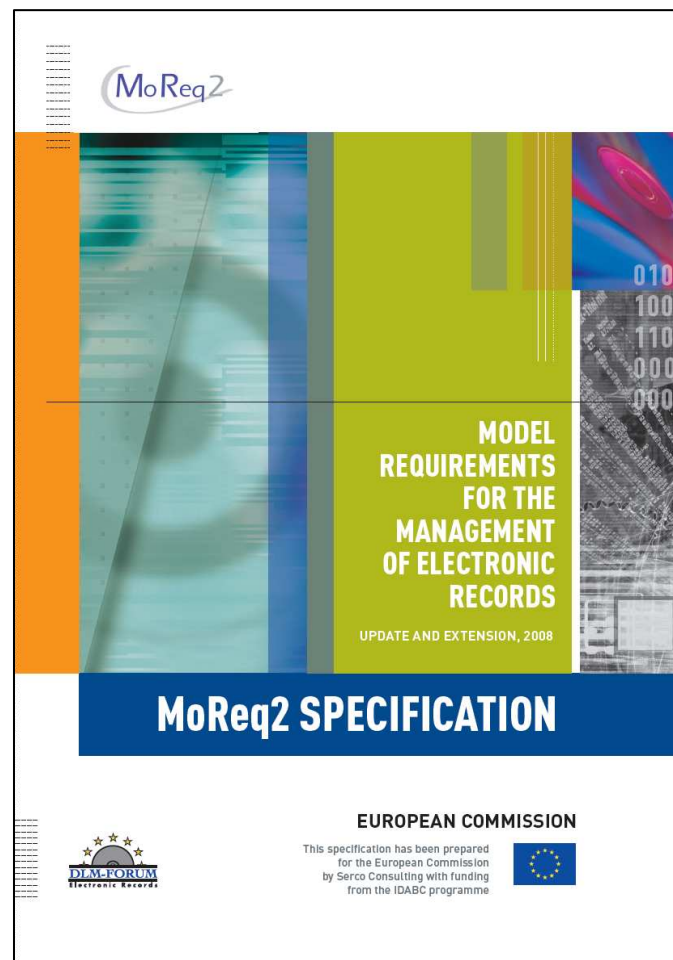
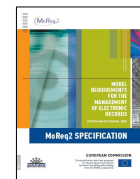
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# MoReq2 is:

A specification that describes the capabilities of a good, generic, electronic records management application

Available free from

[www.moreq2.eu](http://www.moreq2.eu)



# MoReq2 is:



A **specification** that describes the **capabilities** of a good, **generic**, electronic records management **application**

A specification – not a standard – but everyone calls it a specification

Capabilities – it does not tell you what you must do. It does not tell you how to use software. It only tells you what software must be able to do

Generic – not specific to any sector. Not specific to any size of organisation

ERM application – applies to dedicated, generic ERM systems. Does not apply to business applications that happen to store records

Available free from

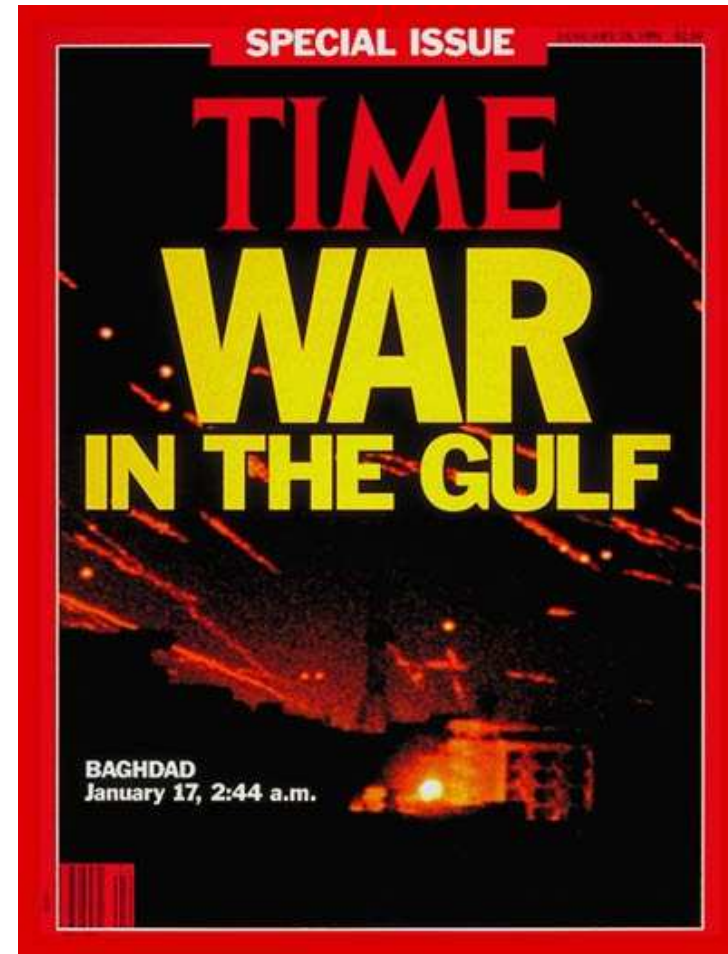
[www.moreq2.eu](http://www.moreq2.eu)



# History of ERM



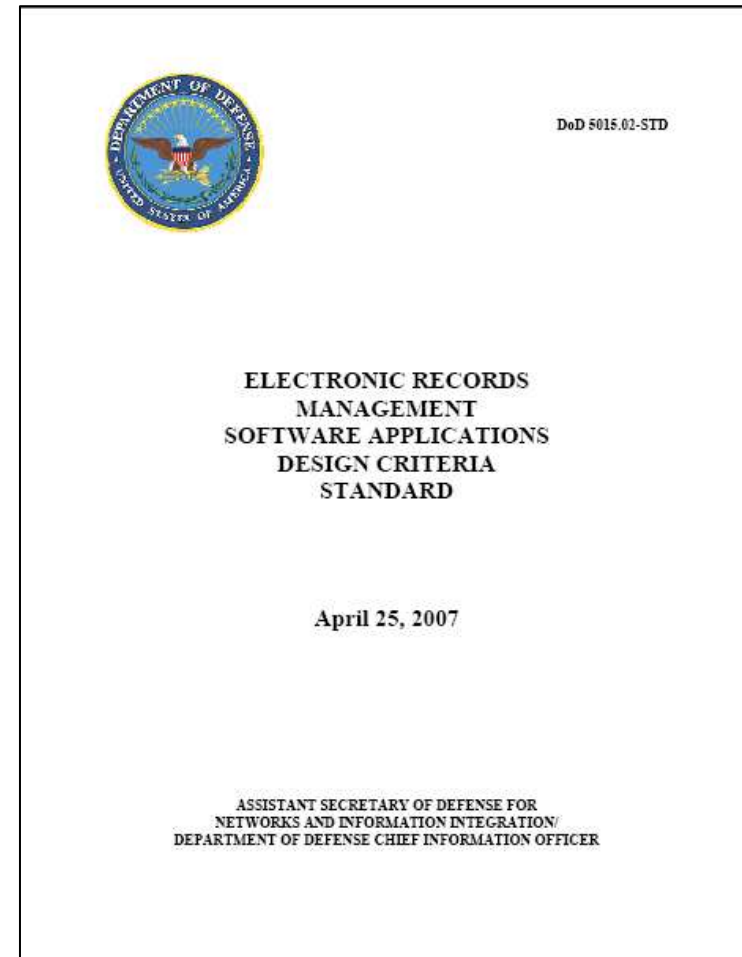
- The catalyst for the proper management of electronic records was the first Gulf war
- For the first time, the US military war records were electronic – and they were a mess



# History of ERM



- The catalyst for the proper management of electronic records was the first Gulf war
- For the first time, the US military war records were electronic – and they were a mess
- In response, the US Department of Defense commissioned the first ERM standard specification:  
**US DoD 5015.2**
- Published 1997, updated several times



# Other specifications



Slide 11

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# MoReq: Model Requirements for ERM



- Published 2001 for Europe – but now used around the world
- Initiated by DLM Forum, funded by European Commission IDA



- All sectors, government & commerce
- Now Widely translated



Croatian



Czech



Dutch



French



Hungarian



Italian



Portuguese



Russian



Slovenian



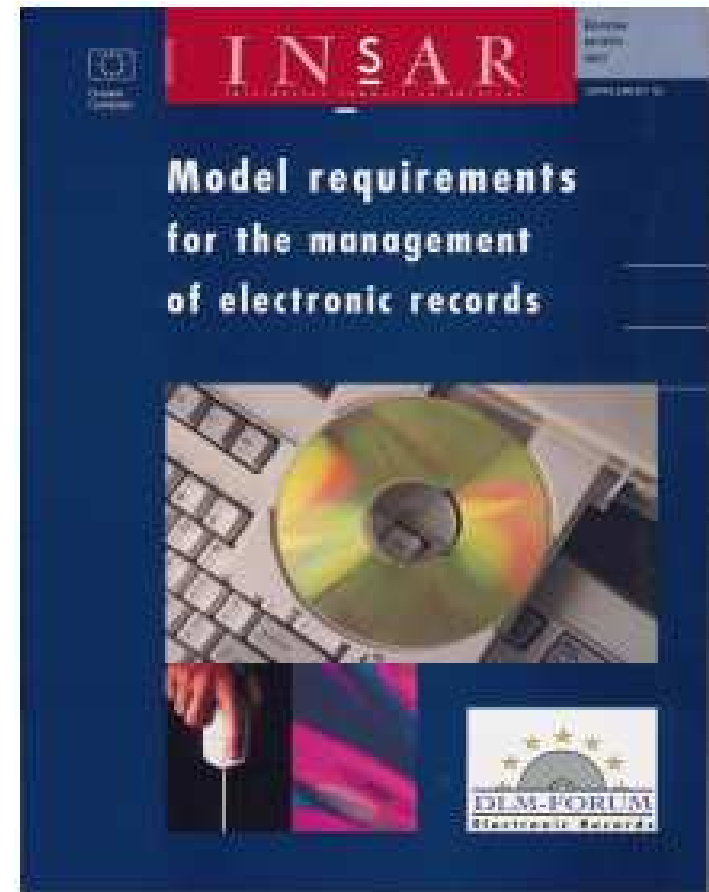
Spanish

Slide 12



Brazilian Portuguese

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# MoReq was “orphaned”

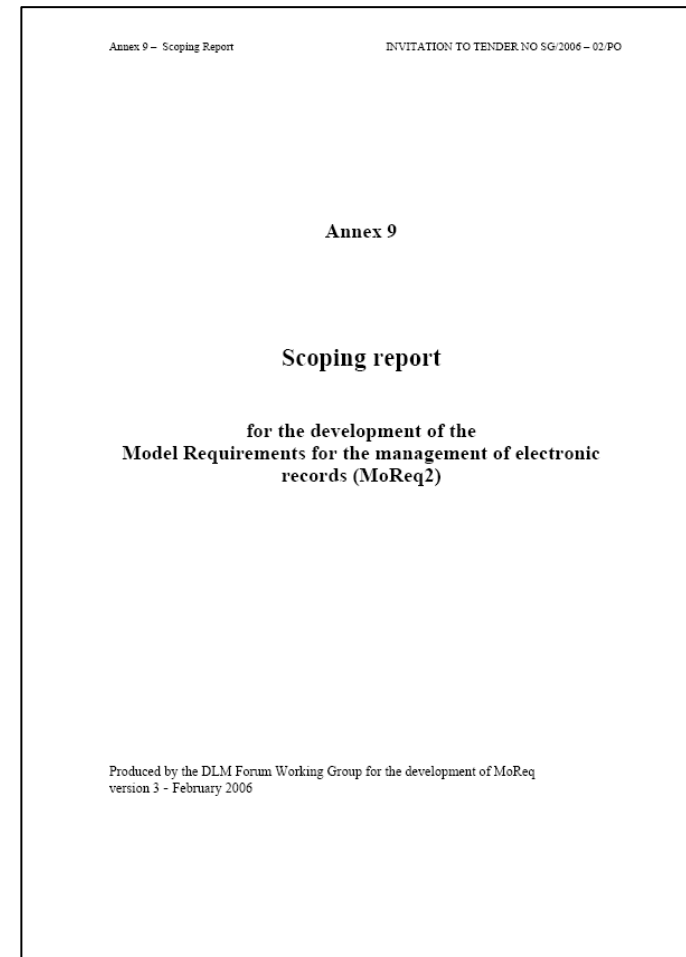


- No maintenance
- No governance
- No protection
- No development plan
- No software compliance testing
- Technology advanced
- Demand for change
- Demand for software testing
- Lessons were learned
- Need for MoReq2 recognised
- Genesis of MoReq2

# Genesis of MoReq2



- MoReq2 “scoping study” – final version published February 2006
- Scoping study report is available from <http://tinyurl.com/5w5afk>
- DLM Forum negotiated with EC for funding
- EC held competition for MoReq2 development 2006
- Contract awarded to Cornwell December 2006
- Cornwell bought by Serco 2007
- Serco completed MoReq2 in 2008



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# MoReq2 development process

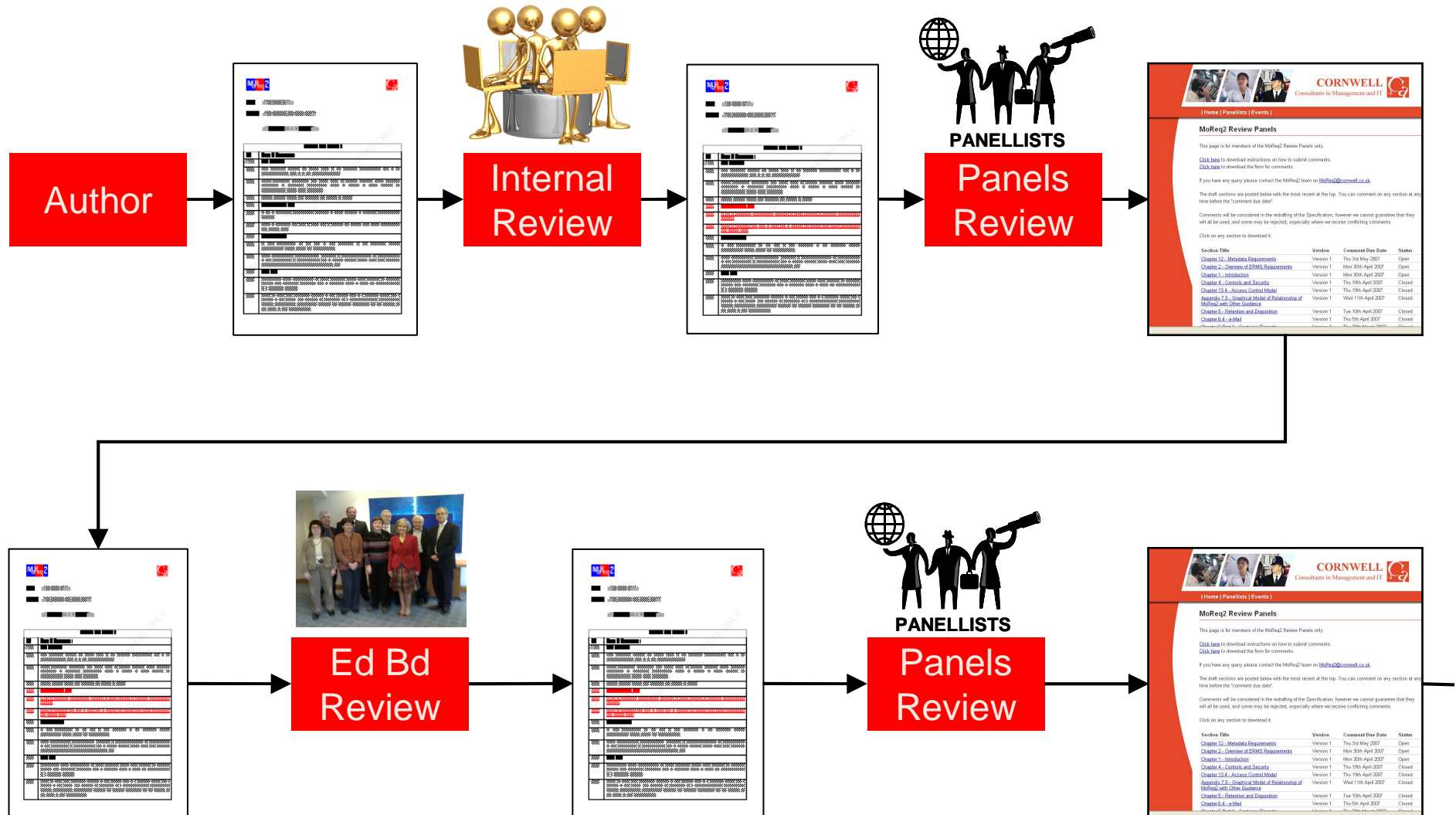


- MoReq2 was developed with a lot of consultation...





# Authoring process



**MoReq2**

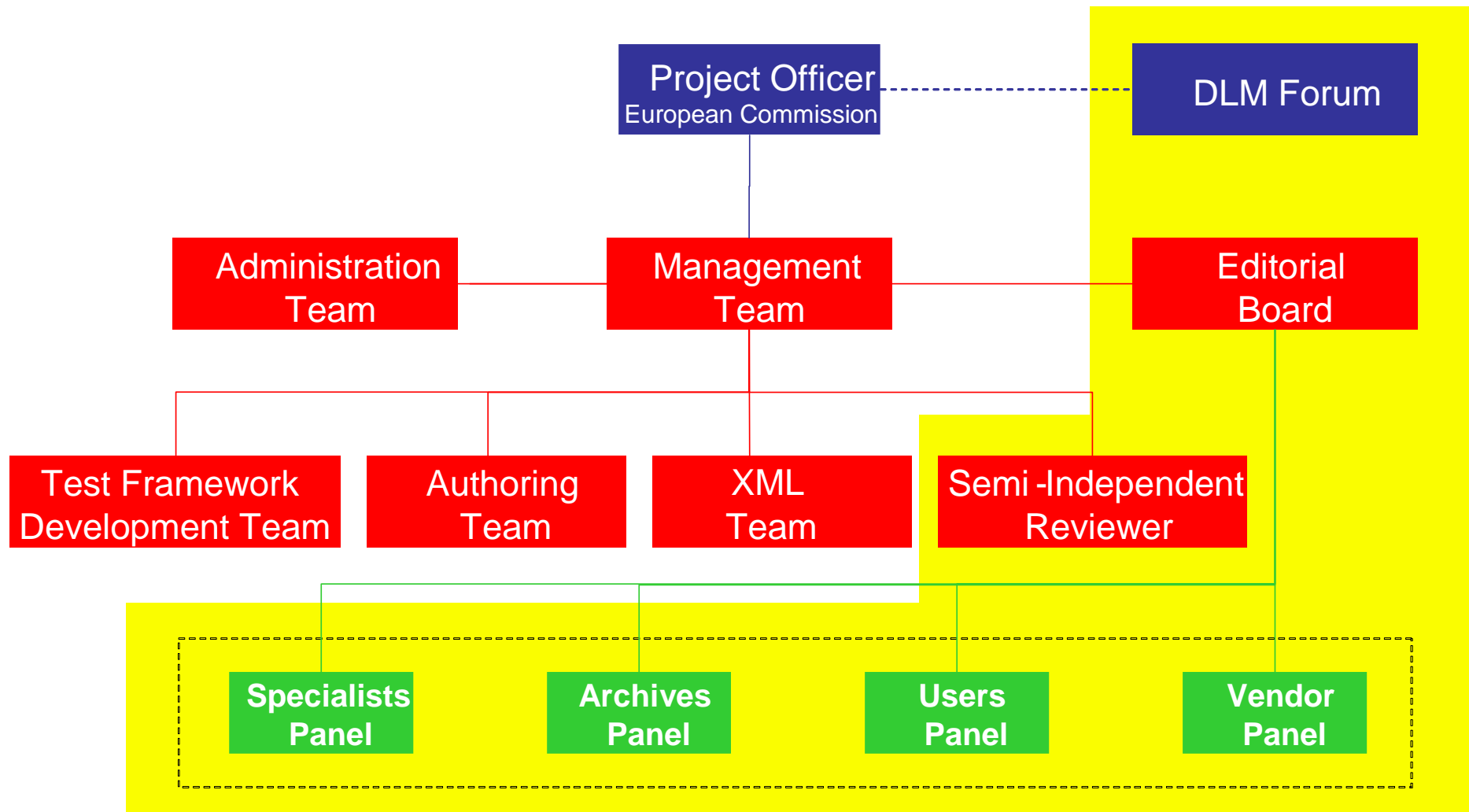
**MODEL REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS**

**MoReq2 SPECIFICATION**

**EUROPEAN COMMISSION**



# Project team



# MoReq2 Editorial Board – International Experts



- M Camacho, Sadiel, Spain
- Dr. U Kampffmeyer Project, Germany
- P Murphy, Ministry of Finance, Ireland
- Dr P Horsman Archiefschool, Netherlands
- A M Dørum, National Archives of Norway
- Prof. M Guercio University of Urbino
- M-A Chabin, Archive 17, France
- Prof. L Duranti, University of British Columbia

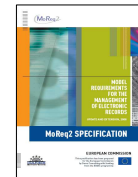


# MoReq2 Specialists Panel



- DigitalPreservationEurope (formerly ERPANET)
- document@work, **Belgium**
- International Council on Archives
- Records Management Society, **UK**
- Records Managers Guild, **Russia**
- Scientific Archivists Group, **UK & Europe**
- The Society of Archivists, **Ireland**
- International Records Management Trust
- ARMA International

# MoReq2 Archives Panel



Archives Générales du Royaume de Belgique



Arhiv Republike Slovenije **(Slovenia)**



Czech Republic Ministry of the Interior



National Archives of Malta



Instituto dos Arquivos Nacionais, **(Portugal)**



Statens Arkiver (Denmark)

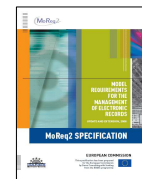


Latvijas Arhivi (Latvia)



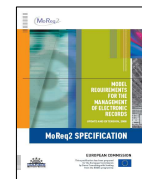
**Other European National Archives participated through the DLM Forum**

# MoReq2 user panel



- ABN Amro (UK)
- Aksiom (Croatia)
- Artefactual Systems inc (Canada)
- Archives of Manitoba (Canada)
- Astra Zeneca R&D Charnwood (UK)
- Auckland Regional Council (New Zealand)
- Banco de Portugal (Portugal)
- Bently Historical Library (USA)
- BHP Billiton Archives (Australia)
- Cactus Tecnologia (Spain)
- Central Library of BAS (Bulgaria)
- Cimtech (UK)
- Citigroup (USA)
- Commission for Social Care Inspection (UK)
- Credit Suisse Securities (Europe) (UK)
- CSC Australia (Australia)
- Department of Information and Communication Studies (Namibia)
- Derbyshire County Council (UK)
- Digital Curation Centre, Uni. of Edinburgh (UK)
- Dorset County Council (UK)
- DRF and Associates (USA)
- Electronic Office Systems (Russia)
- Emmerson Consulting (UK)
- Environment Agency (UK)
- Essex County Council (UK)
- European Central Bank (Germany)
- European Parliament Archive and Documentation Centre (Luxembourg)
- Federal Court of Australia (Australia)
- Government Centre for Informatics (Slovenia)
- Group 5 Training (UK)
- Home Office (UK)
- House of Lords Records Office (UK)
- IMERGE Consulting (USA)
- Indiana University (USA)
- INFORA GmbH (Germany)
- Information Handy Man (UK)
- Information Society Development Committee (Lithuania)
- International Fund for Agricultural Development (Italy)
- Isle of Man Public Record Office (UK)
- Joint Research Centre of the European Commission )
- Landcorp (Australia)
- Leicestershire County Council (UK)
- Lilly (France)
- Lilly (USA)
- Mid Sweden University (Sweden)
- National Agency for Medicines (Finland)
- National Health Insurance Fund (Bulgaria)
- Norfolk County Council (UK)
- Nova Scotia Archives & Records Management (Canada)
- Outokumpu Technology PTY (Australia)
- Petro Canada (UK)
- University College Dublin (Ireland)
- Varma Mutual Pensions Ins (Finland)
- Wiltshire County Council (UK)
- Xerox Corp. (USA)
- Pfizer Global Pharmaceuticals (Australia)
- Rail Corp, Information and Records Management (Australia)
- Recordkeeping Innovation (Australia)
- Records & Archive Services (Australia)
- Records Management Association Australasia (Australia)
- Riigikantselei (Estonia)
- Royal Mail Group (UK)
- Royal Pharmaceutical Society of GB (UK)
- SABIC Europe (The Netherlands)
- Salford City Council (UK)
- Servei de Gestió Documental, Arxius i Publicacions (Spain)
- Service eLuxembourg (Luxembourg)
- Servicio de Archivo y Bibliotecas del Ayuntamiento de Cartagena Archivo Municipal parque de Artilleria (Spain)
- Sirius Systems France (France)
- Stadsarchief Antwerpen (Belgium)
- Staffordshire County Council (UK)
- State Chancellery of the Republic of Estonia (Estonia)
- Swansea CC (UK)
- SWIM (New Zealand)
- The Varendorff Consultancy ABN (Australia)
- Universität Hamburg (Germany)

# MoReq2 Vendor panel



## ALMOST ALL THE RECORDS MANAGEMENT INDUSTRY



Also later joiners: Capgemini, Civica, Fujitsu, EDRM Solutions, ErgoGroup, FreeSoft, Getronics, Lockheed Martin, Morse...



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# Structure of MoReq2 deliverables



MoReq2.eu



Specification

CONTENTS	
1 INTRODUCTION	1.1 BACKGROUND
2 OBJECTIVES	2.1 IDENTIFICATION OF REQUIREMENTS
3 ARCHITECTURE	3.1 IDENTIFICATION OF REQUIREMENTS
4 IMPLEMENTATION	4.1 IDENTIFICATION OF REQUIREMENTS
5 EVALUATION	5.1 IDENTIFICATION OF REQUIREMENTS
6 ANNEXES	6.1 IDENTIFICATION OF REQUIREMENTS
7 GLOSSARY	7.1 IDENTIFICATION OF REQUIREMENTS
8 REFERENCES	8.1 IDENTIFICATION OF REQUIREMENTS
9 INDEX	9.1 IDENTIFICATION OF REQUIREMENTS

Test framework materials

M188: Description copy_recipient_mail_address	
Definition:	The e-mail address(es) of copy recipient(s) of a document that is captured as a record
Applies to:	class for sub-file volume record ✓
Populated:	Automatically by the ERMIS from the document when possible. Otherwise entered manually when a record is captured.
Source:	Record or user.
Default:	Value most recently used for this element (if no address available from record).
Inheritance:	None.
Use conditions:	Cannot be modified.
Comment:	Captured automatically by the ERMIS from e-mail messages and from word processed (or other) documents that have been prepared with an appropriate template. For e-mail value is taken from the "add-spec" part of the RFC 2822 header field "cc", one occurrence for each mailbox listed in the "to" field (and one occurrence for each mailbox listed in any "group" fields). Manually entered in cases where, for example, an incompatible template is used or in the case of an e-mail with no "to" field. This element is required for incoming, outgoing and internal documents, despite the fact that the requirement below does not address all of these. See also M191.
Requirements:	6.1.18, 10.12.7, 10.12.8

Metadata model



XML schema

# Specification



- Gives the requirements for a good generic ERM system
- 793 formal requirements
  - Functional, non-functional
  - Mandatory, desirable
  - Core, optional



# Specification



## ■ Overview

- Useful for senior management

## ■ Requirements

- 793 formal requirements
- Functional & non-functional

3.1.5 The ERMS must allow administrative role only, su

*In this requirement, "ma  
section 3.1 and section 3.*

3.1.6 The ERMS should allow **roles** and/or by a specifie

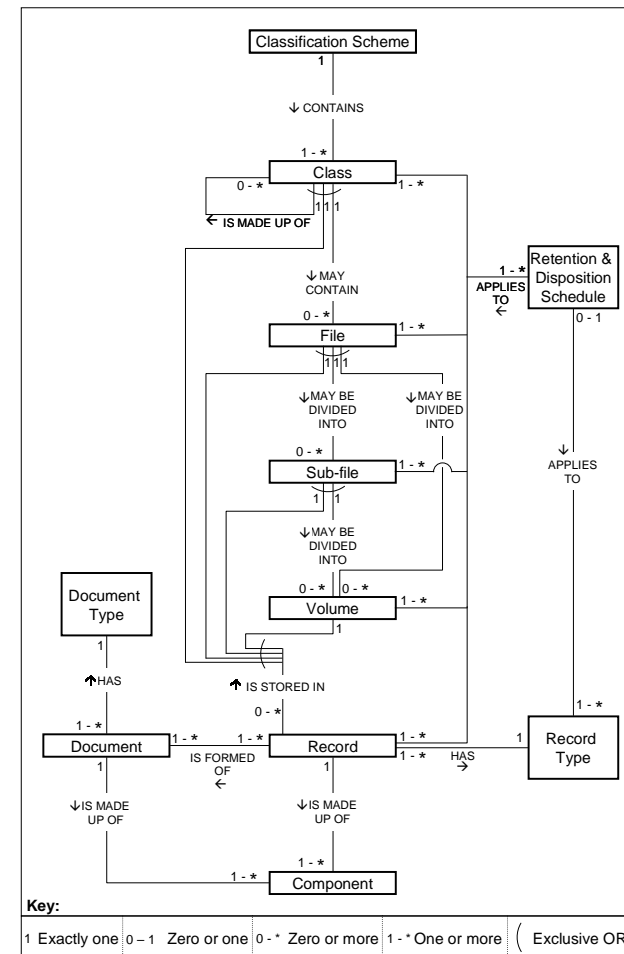
*In this requirement, "man  
3.1.5. This is intended for*

- ◆ *large classification sci  
(and which therefore  
distributed manageme*

# What is in MoReq2?



- Overview
  - Useful for senior management
- Requirements
  - 794 formal requirements
  - Functional & non-functional
- Reference model
  - Glossary
  - Entity-relationship model
- References



# Test framework materials



- Developed by imbus AG



- Over 1,000 pages

- Compliant with  
IEEE 829 - Standard for Software Test Documentation

- Contains

- Test data
- Test scripts and instructions
- Expected results

- Intended mostly for software companies – can be used by others

CONTENTS		Table of Contents	
1 INTRODUCTION		1.1 Scope	
1.1.1 Purpose		1.1.2 Scope	
1.1.3 Users		1.1.4 References	
1.1.5 Definitions		1.1.6 Abbreviations	
1.1.7 Conventions		1.1.8 Symbols	
1.1.9 Units		1.1.10 Diagrams	
1.1.11 Symbols		1.1.12 Tables	
1.1.13 Symbols		1.1.14 Symbols	
1.1.15 Symbols		1.1.16 Symbols	
1.1.17 Symbols		1.1.18 Symbols	
1.1.19 Symbols		1.1.20 Symbols	
1.1.21 Symbols		1.1.22 Symbols	
1.1.23 Symbols		1.1.24 Symbols	
1.1.25 Symbols		1.1.26 Symbols	
1.1.27 Symbols		1.1.28 Symbols	
1.1.29 Symbols		1.1.30 Symbols	
1.1.31 Symbols		1.1.32 Symbols	
1.1.33 Symbols		1.1.34 Symbols	
1.1.35 Symbols		1.1.36 Symbols	
1.1.37 Symbols		1.1.38 Symbols	
1.1.39 Symbols		1.1.40 Symbols	
1.1.41 Symbols		1.1.42 Symbols	
1.1.43 Symbols		1.1.44 Symbols	
1.1.45 Symbols		1.1.46 Symbols	
1.1.47 Symbols		1.1.48 Symbols	
1.1.49 Symbols		1.1.50 Symbols	
1.1.51 Symbols		1.1.52 Symbols	
1.1.53 Symbols		1.1.54 Symbols	
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1.1.71 Symbols		1.1.72 Symbols	
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1.1.75 Symbols		1.1.76 Symbols	
1.1.77 Symbols		1.1.78 Symbols	
1.1.79 Symbols		1.1.80 Symbols	
1.1.81 Symbols		1.1.82 Symbols	
1.1.83 Symbols		1.1.84 Symbols	
1.1.85 Symbols		1.1.86 Symbols	
1.1.87 Symbols		1.1.88 Symbols	
1.1.89 Symbols		1.1.90 Symbols	
1.1.91 Symbols		1.1.92 Symbols	
1.1.93 Symbols		1.1.94 Symbols	
1.1.95 Symbols		1.1.96 Symbols	
1.1.97 Symbols		1.1.98 Symbols	
1.1.99 Symbols		1.1.100 Symbols	

# Metadata model



- Complete metadata model
  - 345 elements under 158 IDs
  - To be used with care: contains errors
- ISO 23081 compliant
  - Metadata for Records
- Basis for XML schema
- Most users of MoReq2 can and should ignore this metadata model

## *M185: Description.copy\_recipient.e\_mail\_address*

	<b>Obligation:</b>	Optional	<b>Occurs:</b>	Many
<b>Definition:</b>	The e-mail address(es) of copy recipient(s) of a document that is captured as a record.			
<b>Applies to:</b>	class	file	sub-file	volume record ✓
<b>Populated:</b>	Automatically by the ERMS from the document when possible. Otherwise entered manually when a record is captured.			
<b>Source</b>	Record or user.			
<b>Default</b>	Value most recently used for this element (if no address available from record).			
<b>Inheritance</b>	None.			
<b>Use conditions:</b>	Cannot be modified.			
<b>Comment:</b>	<p>Captured automatically by the ERMS from e-mail messages and from word processed (or other) documents that have been prepared with an appropriate template.</p> <p>For e-mail value is taken from the "addr-spec" part of the RFC 2822 header field "cc", one occurrence for each mailbox listed in the "to" field (and one occurrence for each mailbox listed in any "group" fields).</p> <p>Manually entered in cases where, for example, an incompatible template is used or in the case of an e-mail with no "to" field.</p> <p>This element is required for incoming, outgoing and internal documents, despite the fact that the requirement below does not address all of these.</p> <p>See also M191.</p>			
<b>Requirements</b>	6.1.18, 10.12.7, 10.12.8			

**MoReq2**

**MODEL REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS**

**MoReq2 SPECIFICATION**

**EUROPEAN COMMISSION**

- ```

graph TD
    schema[schema] --> annotation1[annotation]
    annotation1 --> documentation1[documentation]
    documentation1 --> text1["This schema defines layout of data that must be used to import and export data between MoReq2 compliant systems. document"]
    text1 --> appinfo1[appinfo]
    appinfo1 --> moReq2SpecVersion1["MoReq2 Specification Version 1.02 MoReq2 Specification Version"]
    moReq2SpecVersion1 --> moReq2SpecDate1["MoReq2 Specification Date April 2008 MoReq2 Specification Date"]
    moReq2SpecDate1 --> appinfo2[appinfo]
    appinfo2 --> annotation2[annotation]
    annotation2 --> include1[include]
    include1 --> include2[include]
    include2 --> include3[include]
    include3 --> include4[include]
    include4 --> include5[include]
    include5 --> include6[include]
    include6 --> include7[include]
    include7 --> include8[include]
    include8 --> element1[element]
    element1 --> annotation3[annotation]
    annotation3 --> documentation2[documentation]
    documentation2 --> text2["A classification scheme is the foundation of any ERMS. It allows electronic records to be stored together with other information to be organized into aggregations (files, classes etc.), and the relationships between them. document"]
    text2 --> annotation4[annotation]
    annotation4 --> complexType1[complexType]
    complexType1 --> sequence1[sequence]
    sequence1 --> element2[element]
    element2 --> complexType2[complexType]
    complexType2 --> sequence2[sequence]
    sequence2 --> element3[element]
    element3 --> complexType3[complexType]
    complexType3 --> sequence3[sequence]
    sequence3 --> element4[element]
    element4 --> annotation5[annotation]
    annotation5 --> documentation3[documentation]
    documentation3 --> text3["The description of the classification scheme. document"]
    text3 --> appinfo3[appinfo]
    appinfo3 --> metadataRef1["MetadataRef IM045 MetadataRef"]
    metadataRef1 --> appinfo4[appinfo]
    appinfo4 --> annotation6[annotation]
    annotation6 --> element5[element]
    element5 --> sequence4[sequence]
    sequence4 --> complexType4[complexType]
    complexType4 --> element6[element]
    element6 --> annotation7[annotation]
    annotation7 --> documentation4[documentation]
    documentation4 --> text4["The name that identifies the classification scheme. document"]
    text4 --> appinfo5[appinfo]
    appinfo5 --> metadataRef2["MetadataRef IM045 MetadataRef"]
    metadataRef2 --> appinfo6[appinfo]
    appinfo6 --> annotation8[annotation]
    annotation8 --> element7[element]
    element7 --> sequence5[sequence]
    sequence5 --> complexType5[complexType]
    complexType5 --> element8[element]
    element8 --> annotation9[annotation]
    annotation9 --> documentation5[documentation]
    documentation5 --> text5["The name that identifies the classification scheme. document"]
    text5 --> appinfo7[appinfo]
    appinfo7 --> metadataRef3["MetadataRef IM045 MetadataRef"]
    metadataRef3 --> appinfo8[appinfo]
    appinfo8 --> annotation10[annotation]
    annotation10 --> element9[element]
    element9 --> sequence6[sequence]
    sequence6 --> complexType6[complexType]
    complexType6 --> element10[element]
    element10 --> annotation11[annotation]
    annotation11 --> documentation6[documentation]
    documentation6 --> text6["The name that identifies the classification scheme. document"]
    text6 --> appinfo9[appinfo]
    appinfo9 --> metadataRef4["MetadataRef IM045 MetadataRef"]
    metadataRef4 --> appinfo10[appinfo]
    appinfo10 --> annotation12[annotation]
    annotation12 --> element11[element]
    element11 --> sequence7[sequence]
    sequence7 --> complexType7[complexType]
    complexType7 --> element12[element]
    element12 --> annotation13[annotation]
    annotation13 --> documentation7[documentation]
    documentation7 --> text7["The name that identifies the classification scheme. document"]
    text7 --> appinfo11[appinfo]
    appinfo11 --> metadataRef5["MetadataRef IM045 MetadataRef"]
    metadataRef5 --> appinfo12[appinfo]
    appinfo12 --> annotation14[annotation]
    annotation14 --> element13[element]
    element13 --> sequence8[sequence]
    sequence8 --> complexType8[complexType]
    complexType8 --> element14[element]
    element14 --> annotation15[annotation]
    annotation15 --> documentation8[documentation]
    documentation8 --> text8["The name that identifies the classification scheme. document"]
    text8 --> appinfo13[appinfo]
    appinfo13 --> metadataRef6["MetadataRef IM045 MetadataRef"]
    metadataRef6 --> appinfo14[appinfo]
    appinfo14 --> annotation16[annotation]
    annotation16 --> element15[element]
    element15 --> sequence9[sequence]
    sequence9 --> complexType9[complexType]
    complexType9 --> element16[element]
    element16 --> annotation17[annotation]
    annotation17 --> documentation9[documentation]
    documentation9 --> text9["The name that identifies the classification scheme. document"]
    text9 --> appinfo15[appinfo]
    appinfo15 --> metadataRef7["MetadataRef IM045 MetadataRef"]
    metadataRef7 --> appinfo16[appinfo]
    appinfo16 --> annotation18[annotation]
    annotation18 --> element17[element]
    element17 --> sequence10[sequence]
    sequence10 --> complexType10[complexType]
    complexType10 --> element18[element]
    element18 --> annotation19[annotation]
    annotation19 --> documentation10[documentation]
    documentation10 --> text10["The name that identifies the classification scheme. document"]
    text10 --> appinfo17[appinfo]
    appinfo17 --> metadataRef8["MetadataRef IM045 MetadataRef"]
    metadataRef8 --> appinfo18[appinfo]
    appinfo18 --> annotation20[annotation]
    annotation20 --> element19[element]
    element19 --> sequence11[sequence]
    sequence11 --> complexType11[complexType]
    complexType11 --> element20[element]
    element20 --> annotation21[annotation]
    annotation21 --> documentation11[documentation]
    documentation11 --> text11["The name that identifies the classification scheme. document"]
    text11 --> appinfo19[appinfo]
    appinfo19 --> metadataRef9["MetadataRef IM045 MetadataRef"]
    metadataRef9 --> appinfo20[appinfo]
    appinfo20 --> annotation22[annotation]
    annotation22 --> element21[element]
    element21 --> sequence12[sequence]
    sequence12 --> complexType12[complexType]
    complexType12 --> element22[element]
    element22 --> annotation23[annotation]
    annotation23 --> documentation12[documentation]
    documentation12 --> text12["The name that identifies the classification scheme. document"]
    text12 --> appinfo21[appinfo]
    appinfo21 --> metadataRef10["MetadataRef IM045 MetadataRef"]
    metadataRef10 --> appinfo22[appinfo]
    appinfo22 --> annotation24[annotation]
    annotation24 --> element23[element]
    element23 --> sequence13[sequence]
    sequence13 --> complexType13[complexType]
    complexType13 --> element24[element]
    element24 --> annotation25[annotation]
    annotation25 --> documentation13[documentation]
    documentation13 --> text13["The name that identifies the classification scheme. document"]
    text13 --> appinfo23[appinfo]
    appinfo23 --> metadataRef11["MetadataRef IM045 MetadataRef"]
    metadataRef11 --> appinfo24[appinfo]
    appinfo24 --> annotation26[annotation]
    annotation26 --> element25[element]
    element25 --> sequence14[sequence]
    sequence14 --> complexType14[complexType]
    complexType14 --> element26[element]
    element26 --> annotation27[annotation]
    annotation27 --> documentation14[documentation]
    documentation14 --> text14["The name that identifies the classification scheme. document"]
    text14 --> appinfo25[appinfo]
    appinfo25 --> metadataRef12["MetadataRef IM045 MetadataRef"]
    metadataRef12 --> appinfo26[appinfo]
    appinfo26 --> annotation28[annotation]
    annotation28 --> element27[element]
    element27 --> sequence15[sequence]
    sequence15 --> complexType15[complexType]
    complexType15 --> element28[element]
    element28 --> annotation29[annotation]
    annotation29 --> documentation15[documentation]
    documentation15 --> text15["The name that identifies the classification scheme. document"]
    text15 --> appinfo27[appinfo]
    appinfo27 --> metadataRef13["MetadataRef IM045 MetadataRef"]
    metadataRef13 --> appinfo28[appinfo]
    appinfo28 --> annotation30[annotation]
    annotation30 --> element29[element]
    element29 --> sequence16[sequence]
    sequence16 --> complexType16[complexType]
    complexType16 --> element30[element]
    element30 --> annotation31[annotation]
    annotation31 --> documentation16[documentation]
    documentation16 --> text16["The name that identifies the classification scheme. document"]
    text16 --> appinfo29[appinfo]
    appinfo29 --> metadataRef14["MetadataRef IM045 MetadataRef"]
    metadataRef14 --> appinfo30[appinfo]
    appinfo30 --> annotation32[annotation]
    annotation32 --> element31[element]
    element31 --> sequence17[sequence]
    sequence17 --> complexType17[complexType]
    complexType17 --> element32[element]
    element32 --> annotation33[annotation]
    annotation33 --> documentation17[documentation]
    documentation17 --> text17["The name that identifies the classification scheme. document"]
    text17 --> appinfo31[appinfo]
    appinfo31 --> metadataRef15["MetadataRef IM045 MetadataRef"]
    metadataRef15 --> appinfo32[appinfo]
    appinfo32 --> annotation34[annotation]
    annotation34 --> element33[element]
    element33 --> sequence18[sequence]
    sequence18 --> complexType18[complexType]
    complexType18 --> element34[element]
    element34 --> annotation35[annotation]
    annotation35 --> documentation18[documentation]
    documentation18 --> text18["The name that identifies the classification scheme. document"]
    text18 --> appinfo33[appinfo]
    appinfo33 --> metadataRef16["MetadataRef IM045 MetadataRef"]
    metadataRef16 --> appinfo34[appinfo]
    appinfo34 --> annotation36[annotation]
    annotation36 --> element35[element]
    element35 --> sequence19[sequence]
    sequence19 --> complexType19[complexType]
    complexType19 --> element36[element]
    element36 --> annotation37[annotation]
    annotation37 --> documentation19[documentation]
    documentation19 --> text19["The name that identifies the classification scheme. document"]
    text19 --> appinfo35[appinfo]
    appinfo35 --> metadataRef17["MetadataRef IM045 MetadataRef"]
    metadataRef17 --> appinfo36[appinfo]
    appinfo36 --> annotation38[annotation]
    annotation38 --> element37[element]
    element37 --> sequence20[sequence]
    sequence20 --> complexType20[complexType]
    complexType20 --> element38[element]
    element38 --> annotation39[annotation]
    annotation39 --> documentation20[documentation]
    documentation20 --> text20["The name that identifies the classification scheme. document"]
    text20 --> appinfo37[appinfo]
    appinfo37 --> metadataRef18["MetadataRef IM045 MetadataRef"]
    metadataRef18 --> appinfo38[appinfo]
    appinfo38 --> annotation40[annotation]
    annotation40 --> element39[element]
    element39 --> sequence21[sequence]
    sequence21 --> complexType21[complexType]
    complexType21 --> element40[element]
    element40 --> annotation41[annotation]
    annotation41 --> documentation21[documentation]
    documentation21 --> text21["The name that identifies the classification scheme. document"]
    text21 --> appinfo39[appinfo]
    appinfo39 --> metadataRef19["MetadataRef IM045 MetadataRef"]
    metadataRef19 --> appinfo40[appinfo]
    appinfo40 --> annotation42[annotation]
    annotation42 --> element41[element]
    element41 --> sequence22[sequence]
    sequence22 --> complexType22[complexType]
    complexType22 --> element42[element]
    element42 --> annotation43[annotation]
    annotation43 --> documentation22[documentation]
    documentation22 --> text22["The name that identifies the classification scheme. document"]
    text22 --> appinfo41[appinfo]
    appinfo41 --> metadataRef20["MetadataRef IM045 MetadataRef"]
    metadataRef20 --> appinfo42[appinfo]
    appinfo42
```



# Agenda



- Introduction
- MoReq2 and its history
- Development of MoReq2
- MoReq2 documents
- Status
- Kinds of electronic records
- Examples of the content
- Uses of MoReq2
- Questions

# Status



## ■ Published

- Electronic versions:  
February 2008
- Paper version:  
now

## ■ Well received

## ■ Some criticism of length

## ■ Translations started

## In Progress



Catalan



Polish



Portuguese



Romanian



Slovenian



Hungarian



Czech



Spanish

*And probably others?*

## Done



French



Korean



Russian

# Interest from beyond Europe



- Adopted as standard in Russia
- Workshop in large conference in Moscow (yesterday)
- Invitations from Iceland, Colombia, Russia...
- Articles published in Belarus, China...  
(see [www.moreq2.eu](http://www.moreq2.eu))

# 欧盟《电子文件管理通用需求第二版——MoReq2》解析

□张宁

随着世界信息化程度的加深,电子文件管理日渐成熟。从世界范围看,在 ISO15489 成为文档管理的第一个国际标准之后,ISO23081、ISO22310、ISO26122、ISO26012 等国际标准也相继出台或正在制定中。这些国际标准的制定,表明了文档管理,尤其是电子文件的管理,正逐渐步入规范化、标准化的发展轨道。

在国际大趋势的影响下,鉴于文档管理的个性化特征,目前若干国家和地区纷纷开始制定本国或本地区的电子文件管理标准,以期解决文件管理中一些操作层面共性与个性相互协调的问题,电子文件管理系统功能需求的设计便是其中最为关键的一环。除了大家熟知的英

为了使 MoReq 适应欧盟各国新阶段文件管理的需求,更加贴近于现阶段和未来一段时期电子文件管理的实践,2006 年 2 月,欧盟正式启动 MoReq 的修订程序,并发布了 MoReq2《范围报告》(Scoping Report)。

该报告指出,MoReq2 的目标是适用于每一个欧盟成员国,这就要求它所提供的模型具有一定的灵活性,能够在不同的环境中均能够保证电子文件质量。根据此目标,MoReq2 内容的重点将在于:(1)制定可信的电子文件管理基准模型(The base module constitutes the minimum necessary to provide credible electronic records management),为不同环境下的应用系统提供基本需求框架。包括利用

# МЕЖДУНАРОДНЫЕ ТЕХНИЧЕСКИЕ НОРМАТИВНЫЕ ПРАВОВЫЕ АКТЫ, РЕГУЛИРУЮЩИЕ УПРАВЛЕНИЕ ДОКУМЕНТАЦИЕЙ И ЕЕ БЕЗОПАСНОСТЬЮ В ОРГАНИЗАЦИЯХ

---

**С.В.СИЛКОВ**

*В настоящей статье анализируются основные требования базовых международных технических нормативных правовых актов, регулирующих управление документацией и ее безопасностью в организациях. Определяется круг проблем, которые возникают в процессе формирования необходимой технической нормативной правовой базы и ее практического использования при внедрении современных информационных компьютерных технологий в документационное обеспечение управленческой деятельности различных организаций.*

## **Введение**

В современном высококонкурентном обществе разработка и внедрение технических нормативных правовых актов (ТНПА) в любой сфере деятельности являются наиболее эффективным механизмом обеспечения согласованности действий и повсеместного распространения наилучших технологий и методов работы. ТНПА необходимы организациям различных форм собственности при оценке качества произведенной продукции (работ, услуг) и ее соответствия международным нормам.

Усиление значения экономических факторов

В последние годы «ужесточение требований к корпоративному делопроизводству и документообороту со стороны контролирующих организаций, а также то, что электронные документы стали не только привычными, но и предпочтительными в ходе судебных разбирательств» [3], привело к росту объема продаж систем управления документацией и информационными ресурсами в странах – лидерах в области ИТ.

**1. Базовые международные ТНПА по управлению документацией в организациях**

# Гильдия Управляющих Документацией



О Гильдии

Учебный центр

Мероприятия

Проекты

Консалтинг

Стандартизация и  
сертификация

Кадровое  
агентство

Международные  
связи

Инфодокум-Пресс

Форум



Европейские типовые  
требования к системам  
электронного  
документооборота



Справочник "Качественный  
анализ автоматизированных  
систем документационного  
обеспечения управления"

Курсы повышения квалификации  
специалистов:

- службы ДОУ;
- кадровой службы;
- секретарей-референтов;
- в области электронного  
документооборота.

**17-26 декабря 2008 года**



Межкорпоративный  
стандарт  
взаимодействия  
систем  
автоматизации ДОУ



Система  
добровольной  
сертификации  
"Доусертификат"



(Einführungsvortrag für das Informationsforum  
Vera Zahnklinik)

1) Was ist MoReq bzw. MoReq2?

MoReq ist die Abkürzung für „MODEL REQUIRE ELECTRONIC RECORDS“.

Es ist eine europaweite technische Spezifikation  
Implementierung von Dokumentenmanagement  
Systemen (ERMS).

MoReq wurde im Auftrag der Europäischen Kommission veröffentlicht. Seit Februar 2008 liegt mit MoReq2 eine zweite Version vor, wobei die Struktur und das Grundgerüst

ASI AKIRJAHAI  
REUNAMERKIN

Bei MoReq bzw. eher um eine H<sub>2</sub> entspricht. Die A<sub>2</sub> waltung, als auch gen.

ASIAKI

Auch wenn Auss  
von MoReg bzw

## 2) Wie ist MoRe

1994

Auf Initiative des  
ment-Lifecycle-M  
greifenden Zusa  
Wirtschaft und d  
der Archivierung  
ist die verstärkte  
terlagen

1996

Das DLM-Forum  
Systeme zur Ve




Asiakirjahallinnasta  
Torstai 17.7.2008 Pekka H.

```
<!--[if gte mso 9]> Norm
MicrosoftInternetExplor
[endif]-->
```

Sähköisten asiakirjajärjestelmien metatietomäärittelystä, Se löytyy verkosta osoitteesta [www.metsatiet.fi](http://www.metsatiet.fi). Se on avoimesti saatavilla ja se on ristiriitainen. Toisaalta se on käytössä.

Kakkosversion myötä M  
moninkertainen määrä v  
huima: 236 sivua ja liitt


Sitä huolimatta MoReq2 on vaatimattomasti alaotsikoitu laajennukseksi". Sitä se onkin sikäli, että MoReq2 on suoraan Esim. tietomalli on olennaisin osin entinen eivätkä perusmuutokset muutenkaan muuttuneet. Uusia vaatimuksia on tullut eri asiakirjajärjestelmien integroitiin muihin tietojärjestelmiin.



ÚVOD
PRODUKTY
REFERENCE
PROJEKTY

Je zde: [Úvod](#) > [Podpora](#) > [Odborné články ze světa IT](#)

## 13. června 2008



**MoReq2 elektronicky**  
By Miloš ŠSSL

Uskupení DML (Dokument Lifecycle) původně jako platforma ke sdílení zprávy a nevládních organizací a zabývalo se je jednou z hlavních náplní fóra požadavky na systémy pro evidenci Pořadatelem zatím posledního dvoutýdenního zasedání země EU Zástupci z otázkách archivnictví a správy dokladů přímých účastníků akce, PhDr. Michal vnitra ČR.


**PANELOVÉ ZASEDÁNÍ, MOHL BYSTE NA FÓRU?**

Lublaňské zasedání Fóru DLM při MoReq2 pro elektronickou spisovnici podobě, střetu mezi uchováním dat digitální podobě. V neposlední řadě oblastí, a tedy i místem zajímavé výměny názorů.

**JAKÁ BUDE ZÁVAZNOST STANDARDU OBSAHEM, PROJEVÍ V LEGISLATIVĚ?**

Fórum DML ukázalo, že Evropská komise finančně zajistí vytvoření schématu jazyce a bude udělovat licence na používání organizace zůstala správcem finančních národních jazyků a na kapitoly nula, prezentován koncept memoranda o organizaci výkonem těchto úkolů. Fórum udržovalo webovou stránku a pořád diskusní fórum Wiki – <http://moreq2.eu> že Fórum bude potvrzovat žádosti o potvrzovat a následně zveřejňovat na fóru DML má v úmyslu vytvořit vlastní vaatomuksia ykkösversion nähdä teen 9 metatietomäärittelyssä viel

2 on vaatimattomasti alaotsikoitu e onkin sikäli, että MoReq2 on suomalaisin osin entinen eivätkä perustet. Uusia vaatimuksia on tullut eri integroitiin muihin tietojärjestelmien



**Accueil      Soumettre article**

---

**Abonnement GRATUIT**

☒ HTML    
 ☐ TXT

**Les rubriques du pilote Altisys**

- Moyens de paiement
- Finance & Gestion
- Credit Management
- Cadre légal & Réglementaire
- Etudes & Baromètres
- Ouvrages recommandés

**Les rubriques du club**

- Actualités, nouveautés
- Interviews, témoignages
- Sites du groupe
- Partenaires Altisys
- Partenaire CFO-news

**L'agenda Altisys**

« Décembre 2008 »

| L  | M  | M  | J  | V  | S  | D  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

[Accueil > Cash, mo](#)

• **Open Text standard européen**

En tant que leader du marché, Open Text joue un rôle clé et prévoit de faire en sorte que le standard européen soit adopté avant la fin de l'année 2008. L'éditeur veut ainsi devenir le standard.

Open Text (NASDAQ: OTEC) annonce son engagement à l'égard des standards européens en matière de Records Management Documents and Records (RDM). L'entreprise s'est engagée à l'élaboration de MoReq2 en matière de Records Management Documents and Records (RDM), les principaux standards européens.

Toujours en cours d'élaboration, les standards des logiciels de gestion de documents finalisés, ce standard européen représente une approche unique pour lutter contre un volume croissant de données plus précieuses pour les entreprises que jamais auparavant. Une fois unique à suivre pour les entreprises.

Les experts en Records Management (RM) de Lisbonne il y a eu des gouvernements européens et des universités ont été plus largement MoReq2. Des panélistes ont discuté du cadre de gouvernement et comment commencer les tests.

« Ce jeu unitif de données est un véritable enjeu pour les clients... »

## > Reportage

Door Jeroen Poppe, medewerker VHIC

*Europese norm voor beheer van records*

## MoReq2 in een notendop

In 2008 werd in opdracht van de EU een nieuwe deze norm zijn eisen vastgelegd voor het beheer in een Electronic Records Management System bedoeld. Dit hoeft niet per se één programma te combineren van verschillende programma's tot norm beantwoordt. De norm zelf, testmateriaal vinden op [www.moreq2.eu](http://www.moreq2.eu).

Om een idee te geven van de inhoud van MoReq2 wordt in dit artikel in vogelvucht een indruk gegeven van de belangrijkste eisen die in deze norm worden genoemd:

### Classificatieschema

De auteurs van de norm benadrukken de noodzaak van een classificatieschema. Binnen het systeem moeten deze classificatieschema's, met hun metadata, geïmporteerd, geëxporteerd en gekopieerd kunnen worden.

### Dossierorganisatie

MoReq2 ziet een classificatieschema als een hiërarchische structuur van klassen (series van dossiers of archiefstukken), dossiers, subdossiers en (binnen de subdossiers) volumes. Lager gelegen entiteiten moeten bij hun ontstaan metadata van hogere niveaus kunnen erven.

*Toegang*

De norm bespreekt het organiseren van rechten in een ERMIS over wie mag wat zien, wijzigen of vernietigen. Rechten kunnen toegekend worden aan groepen gebruikers en een gebruiker kan tot meerdere groepen behoren. Het is niet verwacht dat dat wordt meer wat gecreëerd, tijd heeft. Ook moet de en en dossiers worden



**Bewaar- en verwijderschema's**  
Verwijderschema's moeten worden opgesteld en gekoppeld worden aan

« Ce jeu unifié de s  
valeur que les client

# Status: interest from beyond Europe



1. Unresolved/Unknown

2. .com

3. .net

4. Italy

5. United Kingdom

6. Canada

7. France

8. Belgium

9. Russian Federation

10. Colombia

11. Portugal

12. Germany

13. Sweden

14. Brazil

15. .int

16. Finland

17. Australia

18. Slovenia

19. Hungary

20. .org

21. Switzerland

22. Spain

23. Norway

24. Austria

25. US Educational

26. Denmark

27. Czech Republic

28. Croatia (Hrvatska)

29. Mexico

30. Estonia



# Agenda



- Introduction
- MoReq2 and its history
- Development of MoReq2
- MoReq2 documents
- Status
- Kinds of electronic records
- Examples of content
- Uses of MoReq2
- Questions

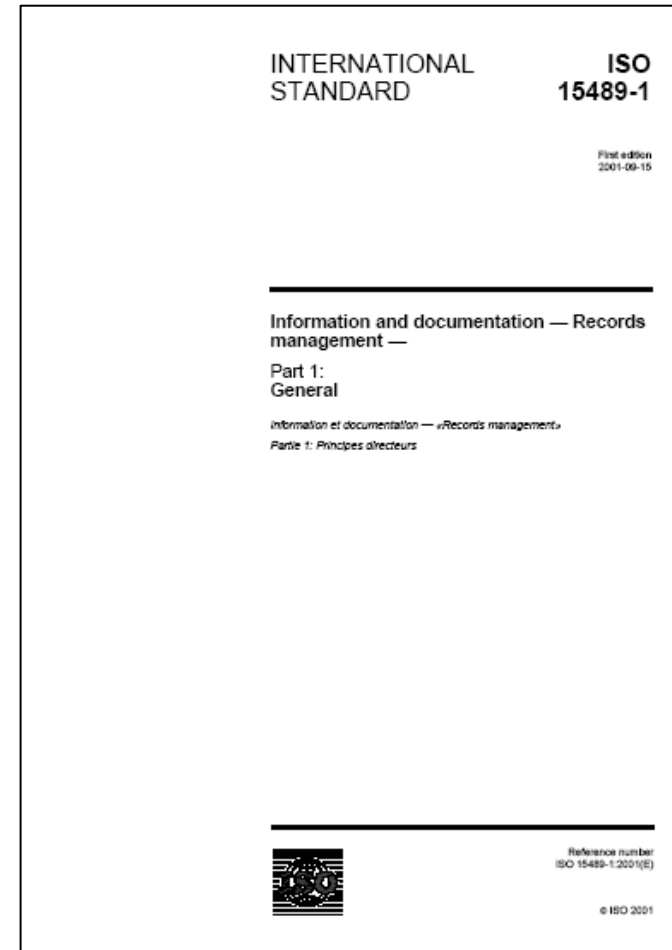
# Requirements for managing records



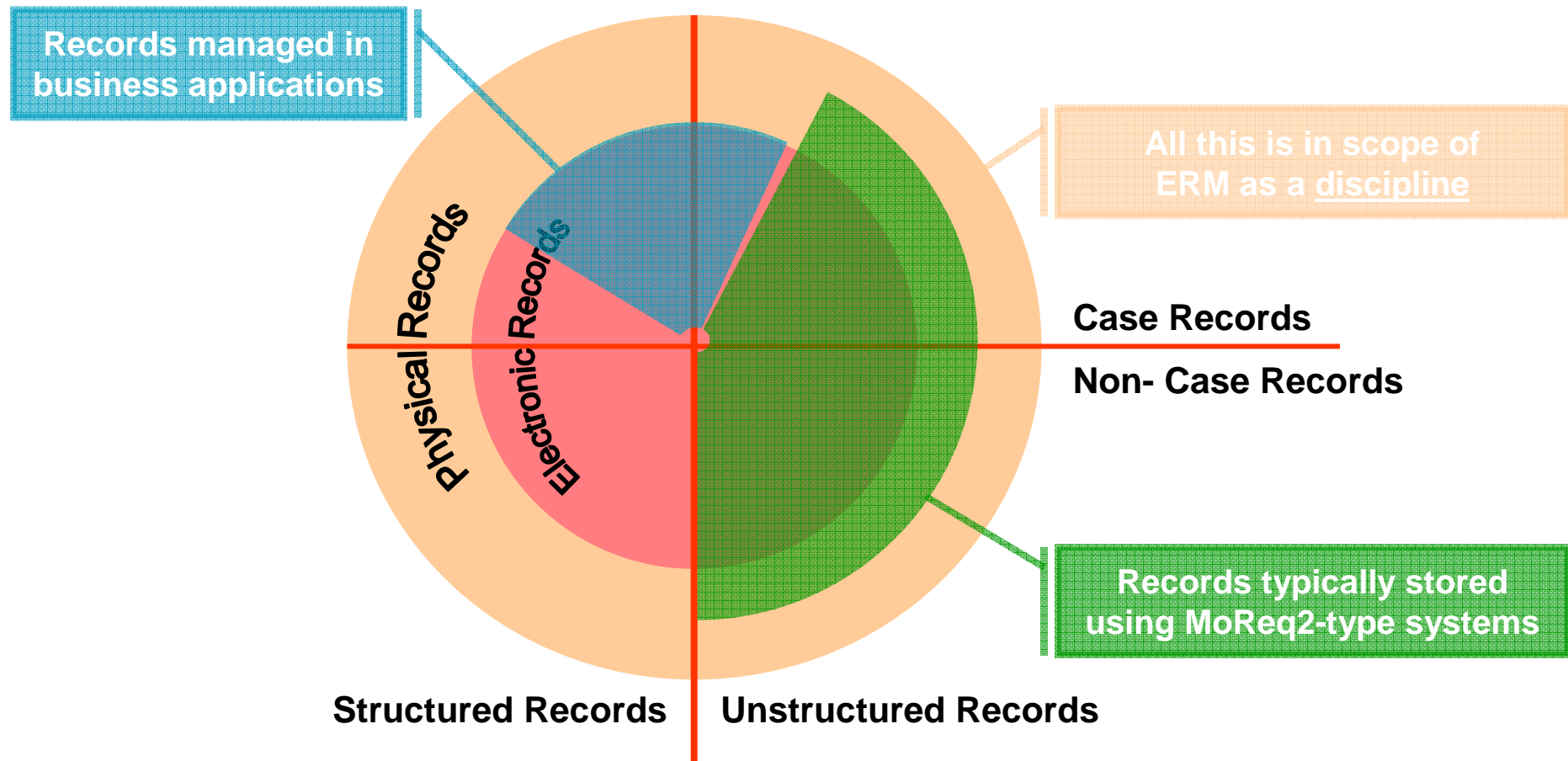
According to ISO 15489, records should have:

- Authenticity
- Reliability
- Integrity
- Usability

A lot of MoReq2 is about usability



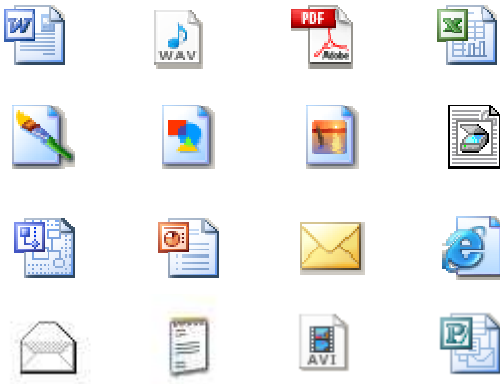
# Kinds of electronic records



# Records typically managed using ERM systems

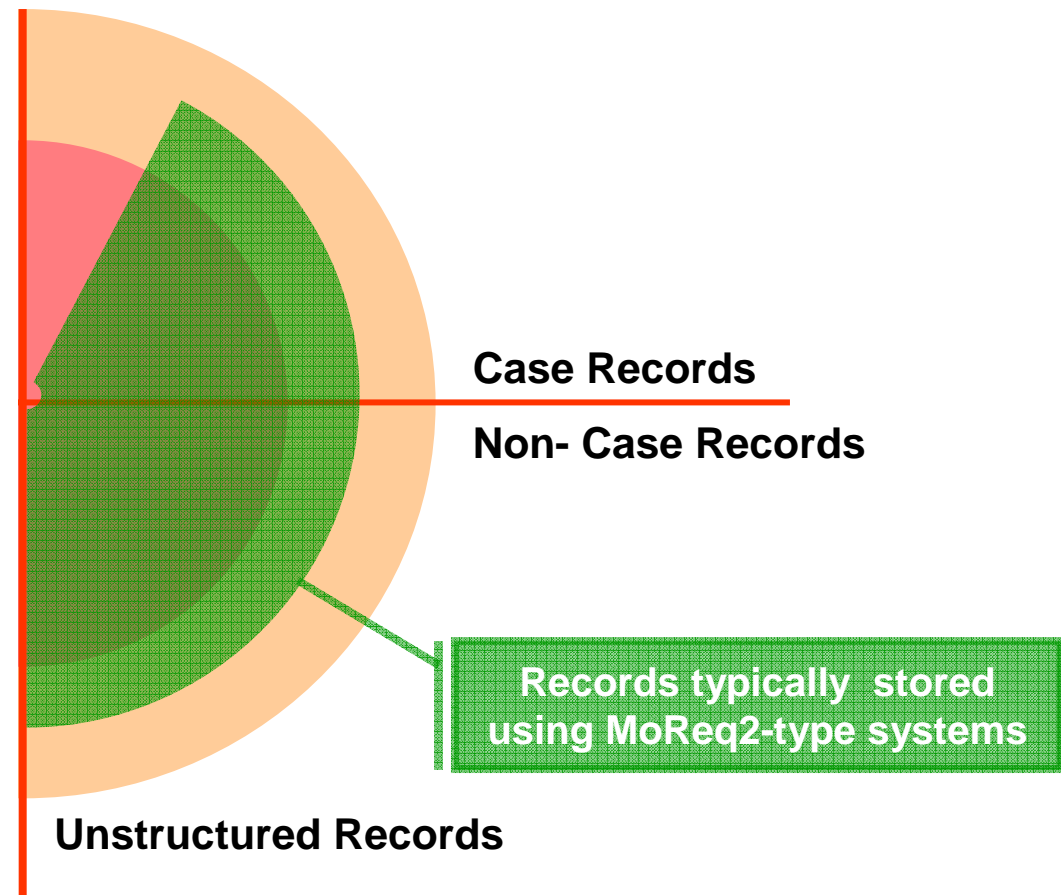


## ■ Unstructured



## ■ Non-case records

## ■ Some case records



# Records typically managed using ERM systems



**Many of the features of ERM systems required by MoReq2 arise because of large numbers of records – which leads to**

- Aggregating records into files
- Aggregating files into classes
- Sophisticated rules for retention scheduling
- Numbering

and other features, such as error handling

This is why MoReq2 is long

# Agenda

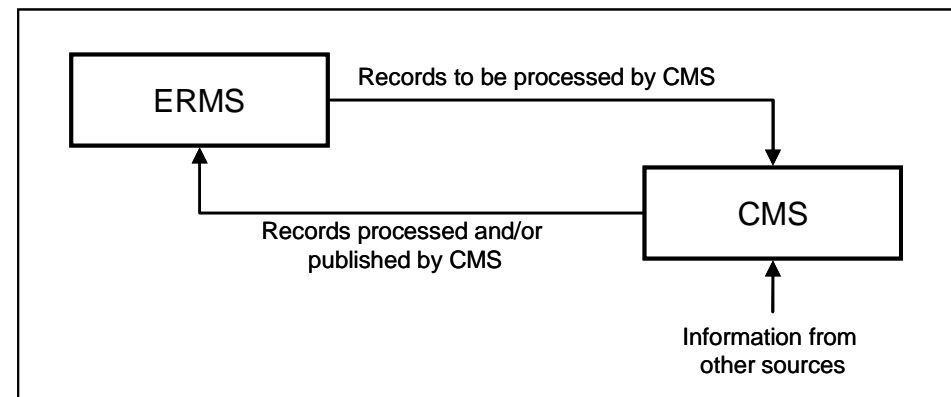


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# Integration to Content Management Systems



- Allows for the exchange/sharing of records with Content Management Systems (CMS)
  - Transmitting copies
  - Common repository
- Specific web CMS functionality, e.g. for style sheets
- Allowance for CMS metadata
- Deals with versions
- Audit trail

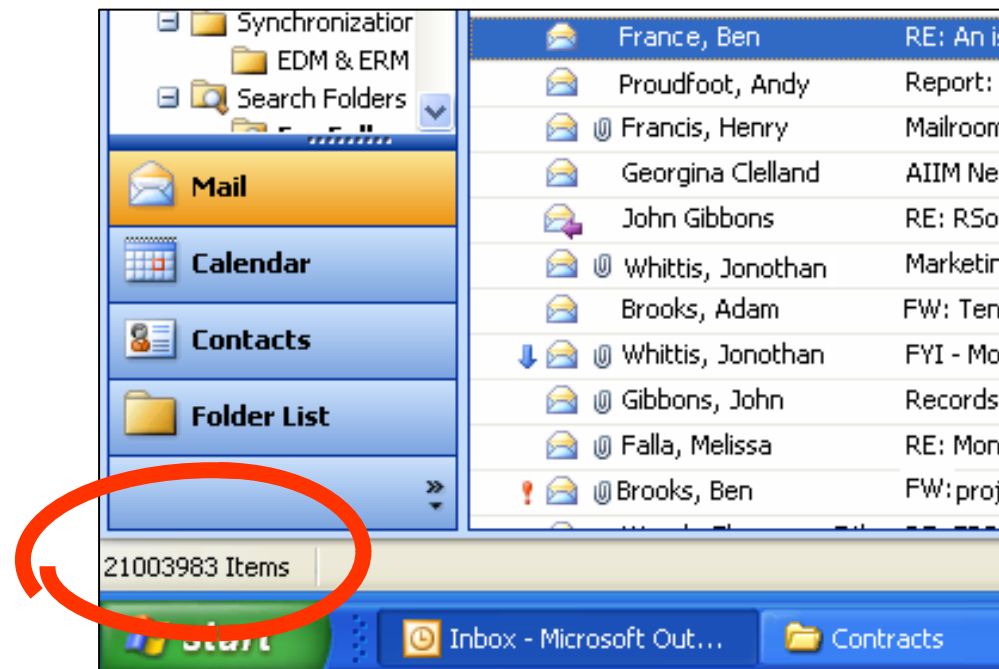


# Capture sub-systems



Detailed requirements for:

- E-mail integration
- Scanning sub-systems
- Fax servers





# Import/export



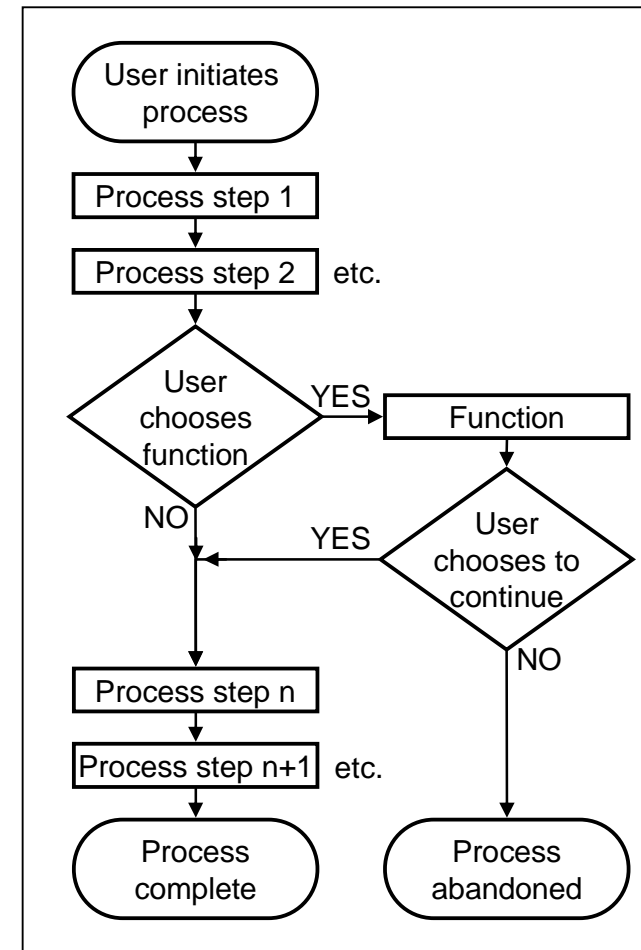
- Sophisticated bulk import features
  - e.g. for incomplete metadata, duplication
  - Mainly intended for import from another EDM system
- Complete description of export process
  - All components, relationships
  - Classes, files, retention, etc.
- OAIS (ISO 14721) support
- (and much more)



# Workflows



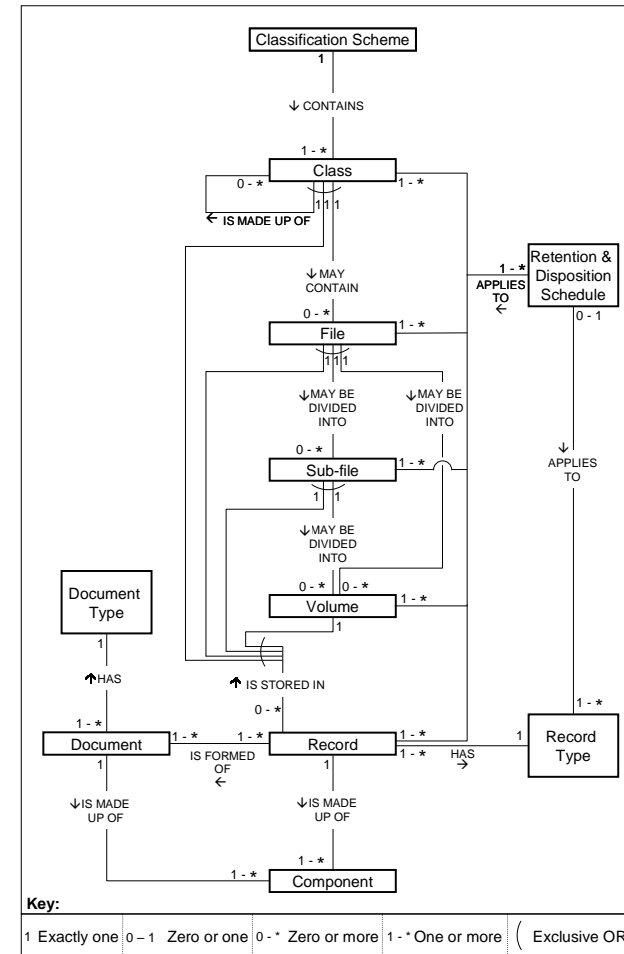
- Tight integration with record keeping functions
  - e.g. a workflow is a record
- Allows for breaks in records management processes to use other ECM applications

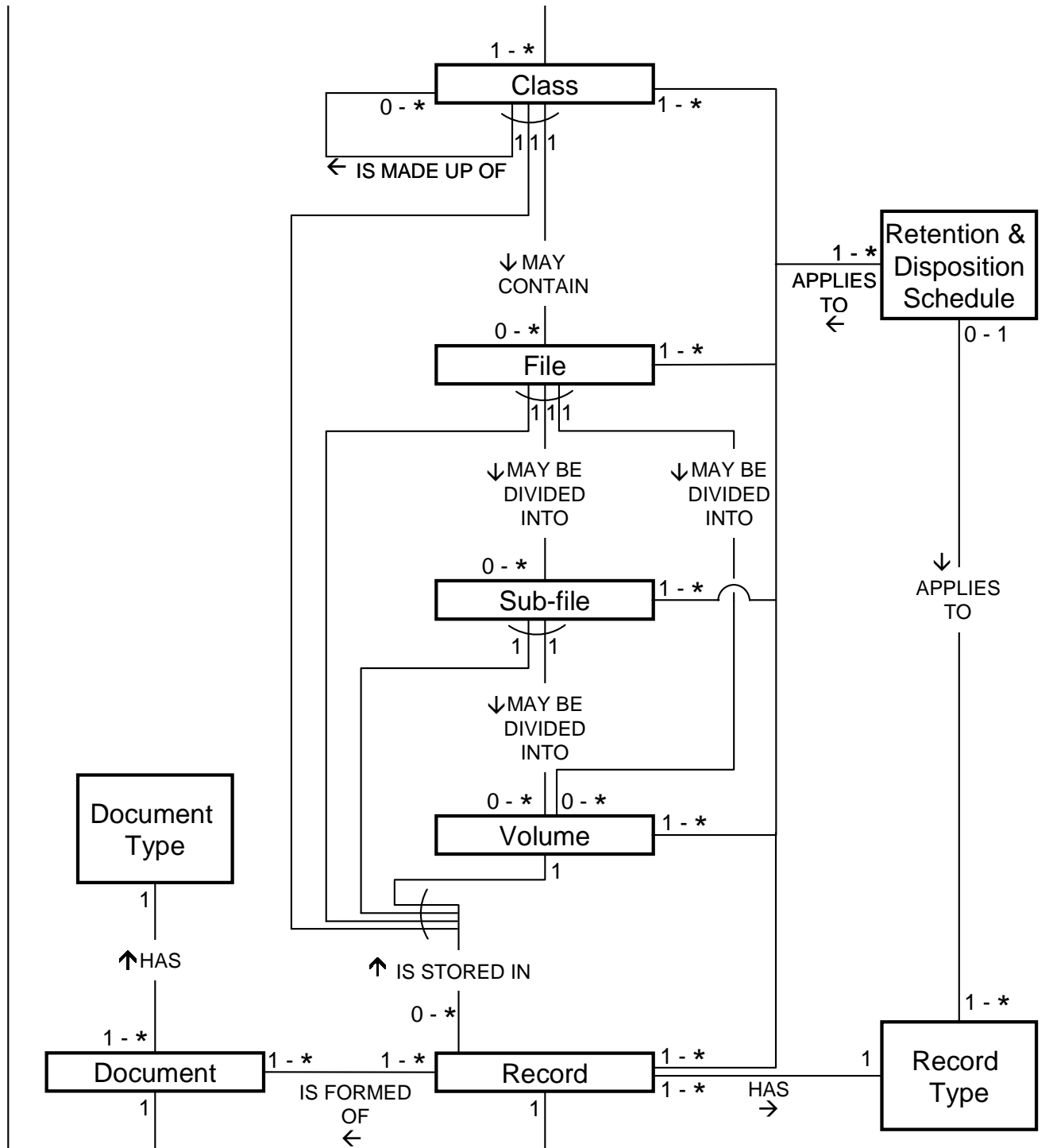


# What is in MoReq2?



- Overview
  - Useful for senior management
- Requirements
  - 794 formal requirements
  - Functional & non-functional
- Reference model
  - Glossary
  - Entity-relationship model
- References





# Agenda

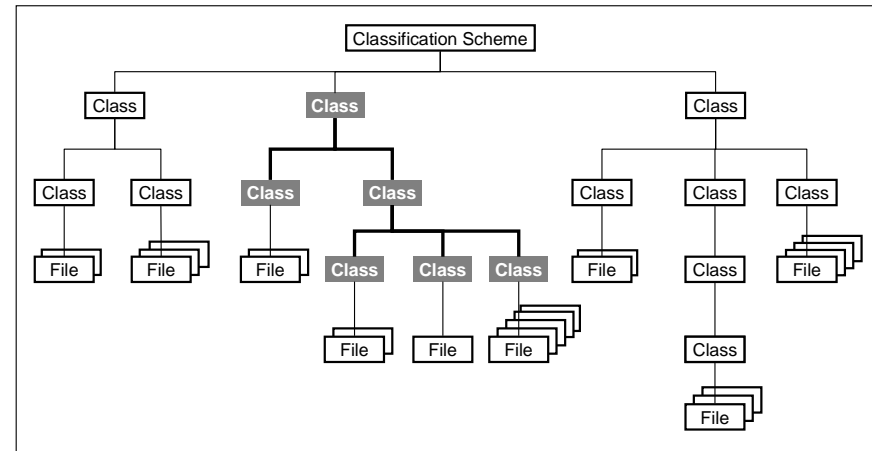


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# Use MoReq2: for education



- Introductory chapter is a good management introduction
- Requirements chapters can be used to educate junior practitioners
- Appendices provide lists of standards and other references



# Managing electronic records



- Do you need all the functionality in MoReq2?

No. You need to customise MoReq2 for your needs

# Use MoReq2: for procurement after 2008



- Compliant software products will exist
- Use MoReq2 *carefully* to prepare a detailed specification – but do not publish all of it
- Customise it for your requirements
  - Where MoReq2 has a range of options, choose which is right for you
  - Choose the optional modules that apply
  - Where MoReq2 specifies options, choose the option that your business requires
  - Add your unique requirements, especially for
    - ▶ Integration to other systems
    - ▶ Making generic requirements specific (eg performance)
    - ▶ Roles and access controls
    - ▶ Any additional metadata and functionality
- Publish only the changes (additions) to MoReq2
- Always **highlight** any changes you have made to the base specification



# More from...



■ [moreq2@serco.com](mailto:moreq2@serco.com)

■ [www.moreq2.eu](http://www.moreq2.eu)  
(please contribute- send us presentations, translations, articles, white papers...)

■ [www.dlm-network.org](http://www.dlm-network.org)



# Questions?



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**Serco**



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