"CARISNET – Strengthening the Caribbean ICT Stakeholders Virtual Community"

Technical Specification Document for the CIVIC Clearinghouse.

1. Introduction

This document is written after the acceptance of the document "*Parameters for the ICT Clearing House to support the Strengthening of the Caribbean ICT stakeholders Virtual Community*"

The purpose of this document is to define the types of content which will be stored on the Clearing-house and to specify the functionality of the online Clearing-house

This specification does not recommend any particular solution for the implementation of the Clearing-house. The CARISNET project team recommends that free and open source software be used.

The Clearing-house site must be integrated with the website at http://www.carisnet.org

This document is part of the deliverables of the project named in the title above.

2. Content Definition

● The data definition of the types of content will be described in the following framework :-
  Field name – This is the text which will appear on the Interface
  Field Types – This is a suggestion for the field type.
  Required/Optional (R/O) – This describes whether the field will be Required or Optional
  Help Text – The Help Text will be displayed in the interface when adding/editing content. The Help Text strings will be translated.. In the description of the Help Text, reference is made to Selections from lists of Pre-Defined Values (PDVs)

● This data definition does not include the fields for primary keys or those fields required for the management of the database.
● All content will be linked to the user who submitted the content and the date of the most recent change to the content.

2.1 Content Type : Projects

Field name	Field Type	R/O	Help Text
Lead Organisation	Varchar	R	The name of the lead organisation executing the project
Project Name	Varchar	R	The name of the project
Type of Project Activity	Varchar	R	Select from PDV list 1. Project which enables ICT4D environment 2. Development Project with ICT4D component
Project URL	http://Varchar	O	The URL for the project. You could also put the URL of the lead organisation.
Project Document(s)	File	O	Please upload the project documents
Brief Description	TextArea(limited)	R	Please describe the objectives of the project.
Contact name	Varchar	R	Name of the contact person
Contact email	Varchar	O	Email of the Contact Person
Contact Phone/Fax	Varchar	O	Phone/Fax of the contact person
Regular Postal Address	TextArea	O	Regular postal address of main organisation
Affiliated Organisations	TextArea	O	Names of any affiliated organisations
Funding Agencies	TextArea	R	Names of Funding sources
Target Beneficiaries	TextArea	R	The intended project beneficiaries
Start Date	DD-MON-YYYY	R	Start Date of project
End Date	DD-MON-YYYY	O	The intended closing date of the project
Project Budget	Varchar	R	Please state project budget and currency
Current Status	TextArea	R	Please describe the status of the project at the time of editing
Countr(ies) Involved	Varchar	R	Select from PDV list of countries Press Ctrl K to select more than one country

Projects which incorporate ICT for achievement of Millennium Development or other development goals (Type of Project Activity = 2) will have additional fields

Field name	Field Type	R/O	Help Text
Sector	Varchar	R	Select from PDV list : Health, education, agriculture, private sector development, good governance, social cohesion and security, disaster management , culture

Field name	Field Type	R/O	Help Text
Description of ICT Components	TextArea	R	Please describe the ICT components of the project
Millennium Development Goals	Varchar	O	Please enter the numbers of the relevant MDGs

2.2 Content Type : Document

Field name	Field Type	R/O	Help Text
Title	Varchar	R	The Title of the Document
Type of Document	Text	R	Select from PDV list : Article, Journal, Paper, Research, Toolkit,
Title of Journal	Text	O	If article is part of a Journal, please put the name of the journal
URL	http://Varchar	O	Please put the URL where the document can be accessed (if the file will not be uploaded)
Author	Text	R	The name of the Author/Editor of the document
Author's organisation	Text	O	The name of the organisation of the Author
Abstract	Text	R	A short description or summary of the document
Keywords	Text	R	Keywords which will contextualise this document
Publisher	Text	R	Name of the publisher of the document
Language	Text	R	Select from PDV list : Spanish, French, English
Date	MM-DD-yyyy	R	Date of publication of the document
Subject MDG/s	Text	O	Input related Millennium Development Goal
Country/Countries	Text	O	Select from PDG list of Countries. Multiple Select
Document file	File (document types)	O	Upload document.

2.4 Content Type : Marketplace Items
This type of content will be used for projects, ideas, jobs, call for collaborations, etc

Field name	Field Type	R/O	Help Text
Name of Proposing Organisation/Individual	Varchar	R	The name of Individual or Organisation which is adding this record

Field name	Field Type	R/O	Help Text
Description	Text	R	A full description of the idea,project,vacancies,call for proposals
Relevant MDG	Text	O	Input related Millennium Development Goal
Count(ries)	Text	O	Select from PDG list of Countries. Multiple Select
URL	http://Varchar	O	Please put the URL which describes the event
Related documents	File	O	Please upload any documents related to your entry

2.5 Content Type : Events

Field name	Field Type	R/O	Help Text
Name of Event	Text	R	Name of Event
URL	http://Varchar	O	URL of website related to Event
Description	Text	R	Description of Event
Region/Countries of Focus,	Text	R	Select from PDV List of Countries : Multiple Select
Organiser,	Text	R	Name of Organisers of Event
Type of Institution of the organisers,	Text	O	Select from PDV list of types of organisations
Contact Details of organisers	Textarea	R	Please input name, email and other contact details of organisers
Main language	Text	R	Multiple Select from PDV list : English, French, Spanish
Date	Textarea	R	Please input date range of event Start Date and End date
Location	Text	O	Please input the venue of the event

2.6 Content Type : Institutions

Field name	Field Type	R/O	Help Text
Name of Institution	Text	R	Name of Institution
Website	Text	O	Website of the organisation
Description	Text area	R	Please describe the organisation, including the mission and objectives, and activities
Region/Country of Focus,	Text	R	Select from PDV List of Countries : Multiple Select
Type of organisation	Text	O	Input a sector from PDV list : Government, Civil Society, Academic, Other

Field name	Field Type	R/O	Help Text
Details for contact person	TextArea	R	Please input the name, email, and other contact details of the contact person

7. Content Type :People
(This part of the database could be linked to the User Registration)

Field name	Field Type	R/O	Help Text
Name	Text	R	Name of Person
Email	Text	O	Please input your email
Address	Text area	R	Please input your address
Work Institution	Text	O	Please input your work institution
Website	Text	O	Please input a website
Main languages	TextArea	R	Multiple Select from PDV List of languages
Keywords of Interest	TextArea	R	Please input some keywords to contextualise your interest
Geographic area of expertise	TextArea	O	Select from PDV List of Countries : Multiple Select
CV/Resume (put as document)	File	O	Please upload your CV or Resume

3. Functionality of the Clearing-house

The Clearing-house will have the functions which are described in this section.

3.1 Registration of Users
● Any user visiting the website could register as a user.
● Users would have to register in a screen which prompts for
    username, password, password confirmation, email address, first name, last name

● A confirmation email must be sent to the users email before the User could access the clearing-house.
● Users could change their details at any time, except the username.
● The user has a choice to make their details available to public, to registered users or only to the Administrator.
● The Administrator may delete users and their content from the Clearing-house
● The user could decide to sign up for an email alert as new data as changes are made to the Clearing-house.

3.2 Adding Content
- Registered users could add content as described in Section 2 above
- The interface to add the content will display the Help Text defined in Section 2 above
- Users would be able to upload more than one document to associate with the content which they are posting to the clearing-house.
- All content which is posted will be publicly available
- All content must be approved by the Administrator before final posting.

3.3 Editing content
- Registered users could edit any of the content which they have added to the database.
- All changes to content must be approved by the Administrator before final posting

3.4 Removing content
- Registered users could remove the content which they have posted
- The Administrator does not have to approve of removal of content.

3.5 Searching/retrieving content
- All visitors to the website can view items in the Clearinghouse
- All visitors can download documents from the Clearinghouse
- All visitors to the website can search the clearinghouse for information in English, French or Spanish

3.6 Multi-lingual Features
- The Clearing-house must have the Interface to all its functions available in English, French and Spanish.
- Registered users may post content in other languages (eg Dutch and Creole) . However, the descriptions in this content will not be posted.

3.7 Navigation
- All users should be able to browse to English, French or Spanish interfaces
- The following menu options should be available :-
    Search Clearing-house
    Case Studies
    Login
    Register as a new user
    About the Clearing-house
    Contact the Administrator
    Links of Interest

- When users login, the additional options should also be available :-

<u>Change user profile</u>
<u>Manage content (Add, edit, Remove)</u>

3.8 Exchange of data with other clearing-houses

- The Clearing-house will exchange data with other clearing-houses. Each clearing-house will have its own mechanism for data exchange.
- The Development Gateway Foundation recommends using its LPD software to store projects which could be exchanged through AIDA. Other content types cannot be exchanged at this time. Our projects database could also export to AIDA.
- The ICA Database could exchange project information with the CIVIC Clearing-house
- The GKPLAC database is managed by FUNREDES and the information on Institutions could be exchanged
- The MISTICA Clearing-house has information related to Latin America and the Caribbean. All types of content are available. The content from MISTICA has to be filtered to extract those of interest to the Caribbean region.
- These protocols will have to be specified separately for each clearing-house.

3.9 Case Studies

- The Administrator will add the content related to the Case Studies
- A link would be available to the Administrator for the addition/editing of the Case Study.
- The Case Studies will be searchable by users

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