

Von: "Ohnesorge Krystyna BAR"
An: "Leuthold Jérémie BAR",
"Jäggi Monika BAR"
CC: "Comment Jean-Marc BAR"
Gesendet am: Wed, 23 Jul 2008 16:10:18 +0100
Betreff: AW: Re: Visite to Canada: Monika Jäggi and Jérémie
Leuthold

Liebe Monika und lieber Jérémie

Also:

1. Fabio Onesi ist jetzt in den Sommerferien
2. Wir haben deshalb Zeit, unsere beiden Fragenkataloge zu "detaillieren". Ich gehe davon aus, dass wir sie Ende August, oder in der ersten Woche von September nach Canada verschicken werden. Hoffentlich bekommen wir bis dahin die kanadischen Dokumente, die uns weitere Vorbereitungen ermöglichen :)

Freundliche Grüsse

Dr. Krystyna W. Ohnesorge
Ressortchefin

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-----Ursprüngliche Nachricht-----

Von: Ohnesorge Krystyna BAR
Gesendet: Mittwoch, 23. Juli 2008 17:05
An: Leuthold Jérémie BAR; Jäggi Monika BAR
Betreff: WG: Re: Visite to Canada: Monika Jäggi and Jérémie Leuthold
Wichtigkeit: Hoch

2. Email aus Canada:

--> nun wissen wir; ihr geht Ende September für eine Woche nach Canada :) das freut mich für euch!

Freundliche Grüsse

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-----Ursprüngliche Nachricht-----

Von: Onesi Fabio [<mailto:Fabio.Onesi@lac-bac.gc.ca>]

Gesendet: Freitag, 11. Juli 2008 12:24

An: Ohnesorge Krystyna BAR

Cc: Comment Jean-Marc BAR; Piché Jean-Stéphen; Allard Genevieve

Betreff: R: Re: Visite to Canada: Monika Jäggi and Jérémie Leuthold

Wichtigkeit: Hoch

Hi Krystyna,

Hope all is well. Here are some preliminary answers i wanted to get to you before you left on holidays.

With respect to Monika,

1. The training for top management is organized as new top management is appointed, usually there are 2 to 4 sessions a year for Deputy Ministers (the top public servant in a federal organization) and Assistant Deputy Ministers (the second tier of top management). Themes focus on financial management, human resources, values and ethics and management of information.

2. I would be happy to send it to you but the content of this training is being completely revised. Yesterday we received the piece on managing information and unfortunately, it reads like a document from the 1980s. I met with Daniel J. Caron (Andreas's counterpart and my boss) and said that the material needed to be revised, by us, again. We will be doing this over the next two weeks. I will be able to forward what we produce at that time.

3. The session that is taking place at the end of september (for Assistant Deputy Ministers) lasts 2 days and in speaking with Daniel, we do not foresee a problem in Monika attending. I will work it out with our public service school.

For Jérémie,

1. The issue of electronic records is huge issue and we are doing quite a bit of work to figure things out. We have a team in our areas dedicated to this issue and there are also other areas of the organization focused on e records and archives. He is more than welcome to be with our team for his stay so that he can live the day to day e-records experience we are going through.

2. The training on this issue has not hit top levels of management but we do have internal training and this issue is covered. Again, he is more than welcome to sit in on any discussions or training we are doing with respect to the issue

As far as some of the administrative details you mention,

1. language is not an issue. Our entire team is perfectly bilingual so there are no issues there.

2. Given the timing of the top level training and internal training, Monika and Jérémie could visit at the same time, it would not disrupt our work in any way. Again, looking forward to having them visit.

3. As for the length of the visit, given fuel costs and the cost of airline tickets, a visit of one week would make sense to me. it will give them both the opportunity to have a more holistic view of what we are doing here in Canada.

Hope this meets the need in the short-term. Wishing you an excellent holiday (mine is from July 28th to August 22nd - and i am so looking forward to it). Please let Jean-Marc know that he can get in touch with me anytime for further information as needed.

All the best.
ciao
Fabio

----- Original Message -----

From: "Onesi Fabio" <Fabio.Onesi@lac-bac.gc.ca>

To: <fjm3@rogers.com>

Sent: Friday, July 11, 2008 5:47 AM

Subject: I: Visite to Canada: Monika Jäggi and Jérémie Leuthold

>

> -----

> Fabio Onesi

> Directeur - Director

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>

> ----- Messaggio originale -----

> Da: Onesi Fabio

> A: 'Krystyna.Ohnesorge@bar.admin.ch' <Krystyna.Ohnesorge@bar.admin.ch>

> Cc: 'Jean-Marc.Comment@bar.admin.ch' <Jean-Marc.Comment@bar.admin.ch>;
> Allard Genevieve
> Inviato: Wed Jul 09 10:31:10 2008
> Oggetto: R: Visite to Canada: Monika Jäggi and Jérémie Leuthold
>
> Hi Krystyna,
>
> I never did receive your initial message but i am very glad to hear from
> you! I will look at your questions in more detail with my Director
> colleague, Genevieve Allard, and get back to you before you leave for
> holidays.
>
> Looking forward to working with you on this exchange.
>
> Have a great rest of the day.
> Ciao
> Fabio
> -----
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> ----- Messaggio originale -----
> Da: Krystyna.Ohnesorge@bar.admin.ch <Krystyna.Ohnesorge@bar.admin.ch>
> A: Onesi Fabio
> Cc: Jean-Marc.Comment@bar.admin.ch <Jean-Marc.Comment@bar.admin.ch>
> Inviato: Wed Jul 09 10:05:28 2008
> Oggetto: Visite to Canada: Monika Jäggi and Jérémie Leuthold
>
> Dear Fabio,
>
>
>
> First of all, thank you for your invitation to my colleagues, Monika and
> Jérémie for the talks in Canada! (It seems that either my previous email
> got lost in the internet, or that my first mail arrived during your
> vacation time...)
>
>
>
> To make it easier for us all to plan our visit to Canada, I'd like to
> clarify a few points regarding our concerns.
>
>
>
> Monika and Jérémie are young staff members at the Swiss Federal Archives
> (SFA) and work in my department "Innovation and Conservation" in two
> different teams:
>
> 1. Monika is a member of the "Records Management" team and this year took
> over the direction of the project "Electronic Business Management
> (GEVER) – Management Guidelines".
>
> § Each year, we conduct records management training for the
> employees of the federal government (seminar with 5 modules; duration of

> each module: 2-3 days). This year 2 such training sessions will be
> conducted parallel to one another, in which we will train 50-60 government
> employees. Monika is one of our consultants and instructors during these
> training sessions.

>

> § In addition, starting next year, we would like to organize a
> series of presentations / events for the executive staff (directors and
> managing directors of the agencies / departments plus the general
> secretariat = vice minister).

>

> We have learned from Andreas that you offer this type of training for the
> top management of the Canadian administration.

>

> Question 1:

>

> What interests us with respect to Monika's visit to Canada are concrete
> questions regarding "Records Management Training" for the top management
> of the administration: How many times a year? What themes are of greatest
> interest to the top managers? What is less interesting? etc.

>

> Question 2:

>

> Would it be possible to obtain a copy of your manuals for the training
> sessions or events for top management? For example, the announcement of
> the training sessions, etc.

>

> We are presently preparing a list of questions for our visit to Canada
> that we would like to send you in advance. If it would be possible to
> receive your manuals during the next days, it would help us very much to
> formulate our questions more precisely.

>

> Question 3:

>

> I've learned from Andreas that you are conducting this type of training
> session for top management in the fall. I would be very interested to know
> when it will take place, its duration (1/2 day? or just 2-3 hours?) and if
> Monika might be able to take part in the session.

>

>

>

> 2. Jérémie: works in the area of "Digital Archiving" and took over two
> important functions this year. He is the application owner of the
> "Archiving Information System" (in accordance with the OAIS model: Data
> Management System) which manages all necessary indexing information with
> the help of which, for example, research is conducted in our archived
> holdings. In addition, he took over the project direction "company
> organization" in our strategic program ARELDA (for archiving electronic
> data and records).

>

> § The projekt ARELDA will be successfully completed at the end of
> 2008 and the new (and young) company organization will take over the
> operating responsibilities at the beginning of 2009.

>

> § Beginning next year, we would like to organize a workshop /
> training course in digital archiving for government employees who will be
> delivering electronic dossiers or data from relational data banks to us as
> well as for project directors who will be meeting archival demands and
> requests with new IT applications.

>

> Question 1:

>
> What we are interested in with respect to Jérémie's visit are operational
> questions regarding your organization of the acquisition process for
> digital documents. We are looking forward to meeting with you (!) and are
> also interested in observing your day-to-day operations so that we might
> have a better idea how we can better optimize our operational work here in
> Switzerland.

>
> Question 2:

>
> If you also have a concrete training process for Canadian centers and
> agency regarding the consignment of digital deliveries to the archive, I
> would be very interested in an exchange of know-how also in this area.

>
> Question 3:

>
> If you are planning to conduct a training session in digital archiving in
> the fall, I would be very interested to know when this will take place and
> if Jérémie could take part.

>
> For Jérémie's visit to Canada, too, we are preparing a list of questions
> that we would like to send you in advance. If we could have a look at your
> documents also in this area of activity, it would help us very much to
> better prepare our questions.

>
>
>
> A few closing comments:

>
> § Monika and Jérémie both speak very good English and French (and
> German J)

>
> § Their visit to Canada does not necessarily have to take place at
> the same time, but can, by all means, follow one after the other.

>
> § I can imagine that we should plan 2 or 3 days for Monika's visit
> and up to a maximum of 3 or 4 days for Jérémie. What do you think, Fabio?

>
> § From July 11, 2008 until August 11, 2008 I will be absent from
> the BAR (vacation). During this time, the planning and coordination of our
> trip to Canada will be taken over by my deputy, Jean-Marc Comment (his
> email is on the list).

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>
> Once again, thank you very much for your response and your willingness to
> meet with us in Canada.

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> With my very best wishes,

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>
> Freundliche Grüße

>
> Dr. Krystyna W. Ohnesorge
> Ressortchefin

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