**Guidelines for Database Management 1907**

(from Email by Edward Chan)

You should be the biggest users for **EWB's Central Filing System (CFS) GoogleDirve,** such that I prefer reply the mail to you all, relating to GoogleDrive capacity topic.

When we switch the GoogleDrive from the basic version to Google Suite in 2018, we understand that the cost for the bigger storage is not really significant. The latest information find out by Judy tells.

Instead of the increase from 30GB to 100GB, now I further propose to upgrade the GoogleDrive to 200GB (in July 2019) and expecting such capacity maintains sufficient till end of 2020.  This is possible to have interim review of Google Suite storage but really depends the actual situation and reasonable justification.

**1. Current situation (take GCP as an example):**

GCP 2018, only Final version is stored in the EWB Google Suite

GCP 2019, one folder is now in the EWB's CFS. Suppose to store the Final version of document

GCP 2019, another "free" google account had been set up and mainly for the purpose of programme filing of working and final version of documents, and workshop materials (to be downloaded by GCP participants)

**2. After upgrade of Google Suite from 30GB to 200GB (take GCP as an example):**

GCP 2018, 2019, remains as 2 of the folders in the CFS GoogleSuite

The Program Leader (similar case apply to OPC or HKPC, the Committee Head / Project Head), can choose use or not use the CFS for routine communication with team members.  However, the "Final version" of all important documents MUST be kept in the CFS Google Suite.

**3. Can Program / Project Team create "additional" and "temporary" gmail / Googledrive account for project operation?**

This is up to the decision of the Program leader / Committee Head / Project Head.

If large amount of "preliminary sorted and coarse edition" of working documents, photos and videos are expected, a temporary gmail is highly recommended.

**4. Storage size for individual committees**

Within the 200GB, this is expecting 20GB in total will be sufficient for some administrative and HETC folders, such that 180GB should be allowed for HKPC, OPC and GCP, plus the newly revamped YMG.

**5.  Pros and Cons of such upgrade**

This is an insignificant cost to expand the storage capacity of Google Suite. If the platform is well managed, whilst users used it with reasonable discipline, this is a good platform for experience and knowledge management, also, convenient to committee / activity / project operations.  If the platform allows excessive files, duplicated files, without prior sorting / edited / reviewed photos and videos, the googledrive will be inevitably become a landfill.  This is not uncommon to see irresponsible users making abuse use of central storage.

**6. Rules for using the Google Suite**

a) The file management of Individual Folders (i.e. HKPC, OPC, HETC, GCP, YMG, plus Operation Std and Procedure WG, Communication WG and Fundraising WG) shall be the responsibility of the Committee / Prog Office / WG Heads.

b) This is the Google Suite currently used is served as the "Central Filing System (CFS)".  This is the ONLY official storage of EWB archive such that the above-mentioned heads are responsible to ensure the final version of important document can be maintained in the server.  This is important to avoid accident deletion or relocation of files from the CFS.  I don't know how to avoid it, but really need to avoid it.

**c) suggested principles:**

i) Access right to the Committee / Program Office / Working Group's CFS Folders, to be allocated by the Heads to the Committee members / OC members / Project Team members, in NEED-Basis.

ii) Access right for downloading files shall be assigned by the Committee / Program Office / Working Group heads.

iii) The usage of the GoogleDrive shall compile with the Personal Data (Privacy) Ordinance in Hong Kong.

iv) Video (per program, e.g. GCP; per project trip, e.g. Taichilek river embankment project)

- Official activity Video - approx. 500MB each, HD resolution x 1 (to be selected by the project team)

- Official feature video - approx. 500MB each, HD resolution  x 3 (to be selected by the project team)

- official videos can be permanently stored in the EWB's CFS.

- other videos (unlimited) shall not be classified as official videos, and NOT suggested to store in the EWB's CFS.

(v) Photo (similar case of Video)

- Official photos shall be sorted, edited and reviewed before permanently stored in the CFS.

- In general, referred resolution per photo, >1MB, prefer 2~3MB, jpeg format. (max. 1,000 photos per activity, e.g. Taichilek Trip, GCP Myanmar Trip)

- Best selected photo with high resolution (around 5~8MB each), 20 nos. photos, for promotion use whilst need high resolution photos.

- Not accept RAW format

- other photos (unlimited) shall not be classified as official photos, and NOT suggested to store in the EWB's CFS.

**PLUS**

**ACTION (within July 2019):**

1.       Hoi to upgrade the existing CFS (googledrive) to 200GB

2.       In my memory, Sam, Manuel and Ray are accessible to the CFS’s OPC, HKPC and GCP folders.  The CFS is something you have been using, not a newly created system.  If you have any problem in accessing the folders, please contact Hoi directly.

Because there are more photos and videos in project teams and long term programs, I am suggesting to split the capacity as the followings. (please offer comment, by end of this week)

1. Secretariat 10GB

2. HKPC 20GB

3. OPC 20GB

4. HETC 10GB

5. GCP 20GB

6. YMG 5GB

7. OSP 5GB

8. Communication, promotion 10GB

I understand that the volume of photos and videos is large, but I hope we can make use of limited capacity to make sure only best pics and videos to be stored in the filing system.

3.       Sam, Manuel, Ray can propose suitable persons accessible to OPC, HKPC and GCP folders. The proposed names shall be passed to Hoi for coordination.

4.       Would Sam please find out who will be the responsible person(s) from YMG for accessing to YMG folder.

5.       Would the Committee Leaders please helping to shape the culture and behavior.

**NOTE:**

1.       Learning and Sharing is very important to make EWB as an Learning Organization.  Such intention has been discussed in the Roundtable in May 2019.

2.       There are few approaches for of Learning and Sharing

a)       Previous project’s file and document sharing to sharing the experience.   How to manage the CFS’s folder, to be left to committee heads’ hands.

b)      As discussed in the Monthly Management Meeting, we discussed the idea for making use of “Knowledge Sharing Session” as the catalyst for post-project / progress reporting, close-out reporting.  There are many methods to do it. I will get involve volunteer Simon and Ray, OPC and HKPC, for this matter.   I am targeting to discussing the details in before mid August.

c)       Making use of “Journal of Humanitarian Engineering” as the platform learning and sharing. Would you all please helping to promote it.

d)      For long-term run, I wish EWB can create an web-based open-source Knowledge Portal. This topic can be further discussed separately, probably Q4 of this year.

3.       Let me clarify, we are not going to convert photos in JPG format to PDF. PDF is talking about the file format in report, newsletter and promotional materials. We shall keep the JPG format and without need for conversion to PDF.  In most occasion, we circulate PDF format of file instead of the PPT or JPG because of the file size.  PDF is much more compact and friendly for information dissemination.    
On the other than, the files of original format, e.g. ppt for GCP report, has been kept in CFS’s GCP folder. Only pdf is kept in GCP2019’s student folder.  I can see OPC is making balance on this.