

EU OPS WAN - INFORMATION MANAGEMENT POLICY

Introduction

Fundamentals

Functional

1. Provide appropriate information to all Users (Need to know)
2. Allow specialist groups to share specialist information (Need to Share)
3. Allow the development of relevant data and documents through collaborative processes.

Non-Functional

1. Control the publication of information into the common data area
2. Control access to Data Areas.
3. Provide audit capabilities
4. Manage assignment of User rights

Organisation of Data Services

Data areas will be established as follows:

- **Common Data Area:** A common data area will be used to publish information that is releasable to all WAN Users.
- The Common Data Area shall be structured to provide access to:
 - EU Formal Documents (Concepts, Policies, Regulations etc)
 - Operational
- **Functional Data Areas:** Information relevant to specialist groups shall be shared by those groups in Functional areas including (for example):
 - J1 Personnel
 - J2 Intelligence
 - J3 Operations
 - J4 Logistics
 - J5 Plans
 - J6 CIS
 - J7 Doctrine
 - J8 Budget/Finance
 - J9 Future operations

Access Management

- The **CDS Manager** will be responsible for the overall organisation of the Data Structure and the authorisation of User permissions. He shall be responsible for authorising:
 - Domain Administrators
 - Common Data Area Information Managers
 - Functional Area Information Managers.
- **Domain Administrators** for each connected domain shall be given rights to administer WAN User accounts within their domain including:
 - Opening, amending and deleting User Accounts as required.

- Adding, deleting Users in User Groups.
- Setting User permissions.
- Each **WAN User** must be an authorised User belonging to one of the connected domains:
 - Access to the CDS will be based on Users Domain/UserID.
 - All WAN Users shall have read-only access to Common Data Areas.
- Each Functional area shall have an **Information Manager** who shall be responsible for:
 - Organising the data structure of the Functional Area
 - Adding, deleting sub-structure as required
 - Adding, deleting User Groups for access as required
 - Adding, deleting individual Users for access as required
 - Setting Functional Area User rights and permissions (within the default limits).
 - Normal Users (read-only access to authorised data areas)
 - Contributors (Read/Write access to authorised data areas)
 - Information Managers (Administrator rights in authorised data areas)

Use of Common Data Area

- Information shall be published to the Common Data Area only by authorised Contributors appointed by Domain managers for each connected system.
- Common Data will be accessible (Read only) to all WAN Users.
- The CDS Manager will be responsible for the overall management and structure of the Common Data Area.
 - The CDS Manager may appoint one or more Information Managers to administer parts (or all) of the common data structure.

Use of Functional Data Areas

- Only authorised Users (and User groups) shall have access to the Functional Areas
- The overall management