European Union
EXTERNAL ACTION

CAMEO

Workshop 20 Jan 2017

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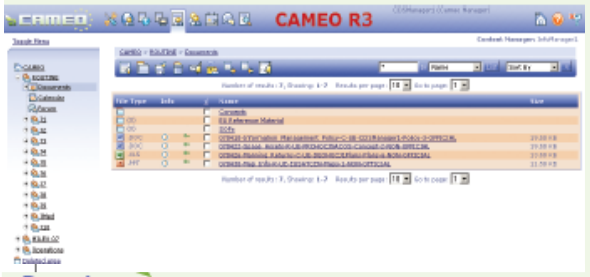
KEY FUNCTIONS

Document Manager

- Easy access to documents and files.
- Shared areas.
- Rapid search tool.
- Automatic E-mail notifications of updates.

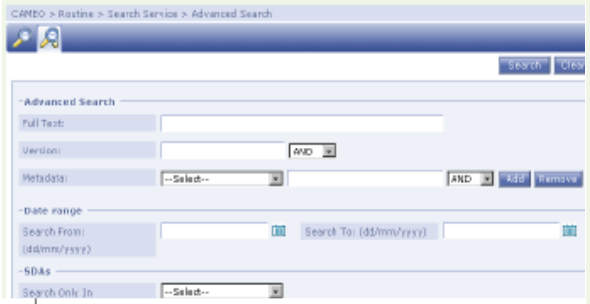


Calendar

- Meeting and events planner.
- Linked to documents and forums.

Search

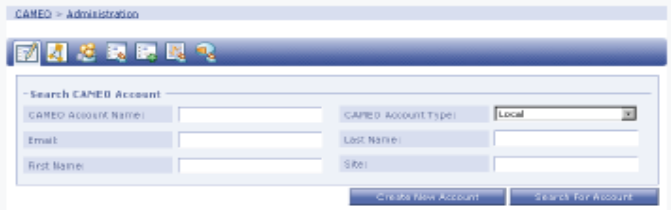
- The ability to search quickly for files and folders, as well as for other network users.



Forums

- Discussions and threads.
- Linked to documents and calendar.
- Automatic E-mail notifications of updates.

Administration



Web

- Web pages with links to key information.

Directory Services

- E-mail to all users of the network.

KEY ASPECTS

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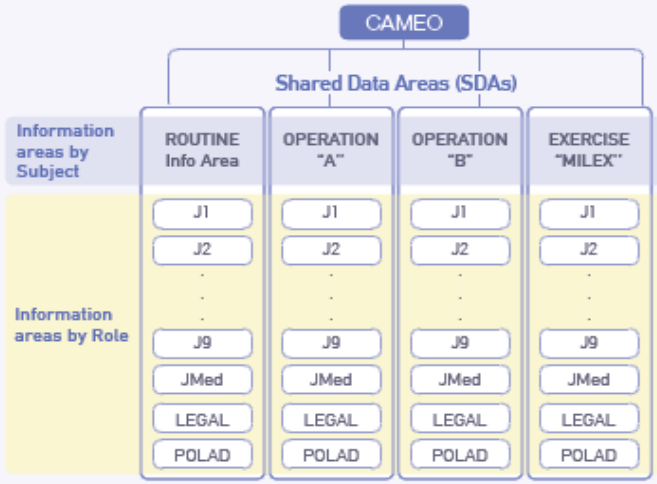
Structure

- CAMEO is structured into a number of subject information areas known as Shared Data Areas (SDAs). The SDAs are information compartments specific to subjects such as Operations and Exercises.
- The uppermost SDA is for Routine information between all users, and includes such items as Standard Operating Procedures and other important EU reference material. SDAs can have sub-SDAs to allow for work to be conducted in compartmented areas such as the staff cells CJ1-9/Med etc. As an example, a J3 community can exist within an SDA for a specific operation or exercise, while also existing within the Routine SDA at the highest level for general correspondence within the J3 community.



Types of User

Content Managers within each organisation are established to create SDAs and manage the information sharing according to their role for an operation or exercise.

Contributor Users within each organisation have Read and Write access to SDAs, folders and files.

Associate Users within each organisation have Read-only access to SDAs, folders and files, but they may contribute to Forums.

META DATA – Find the lowest common denominator

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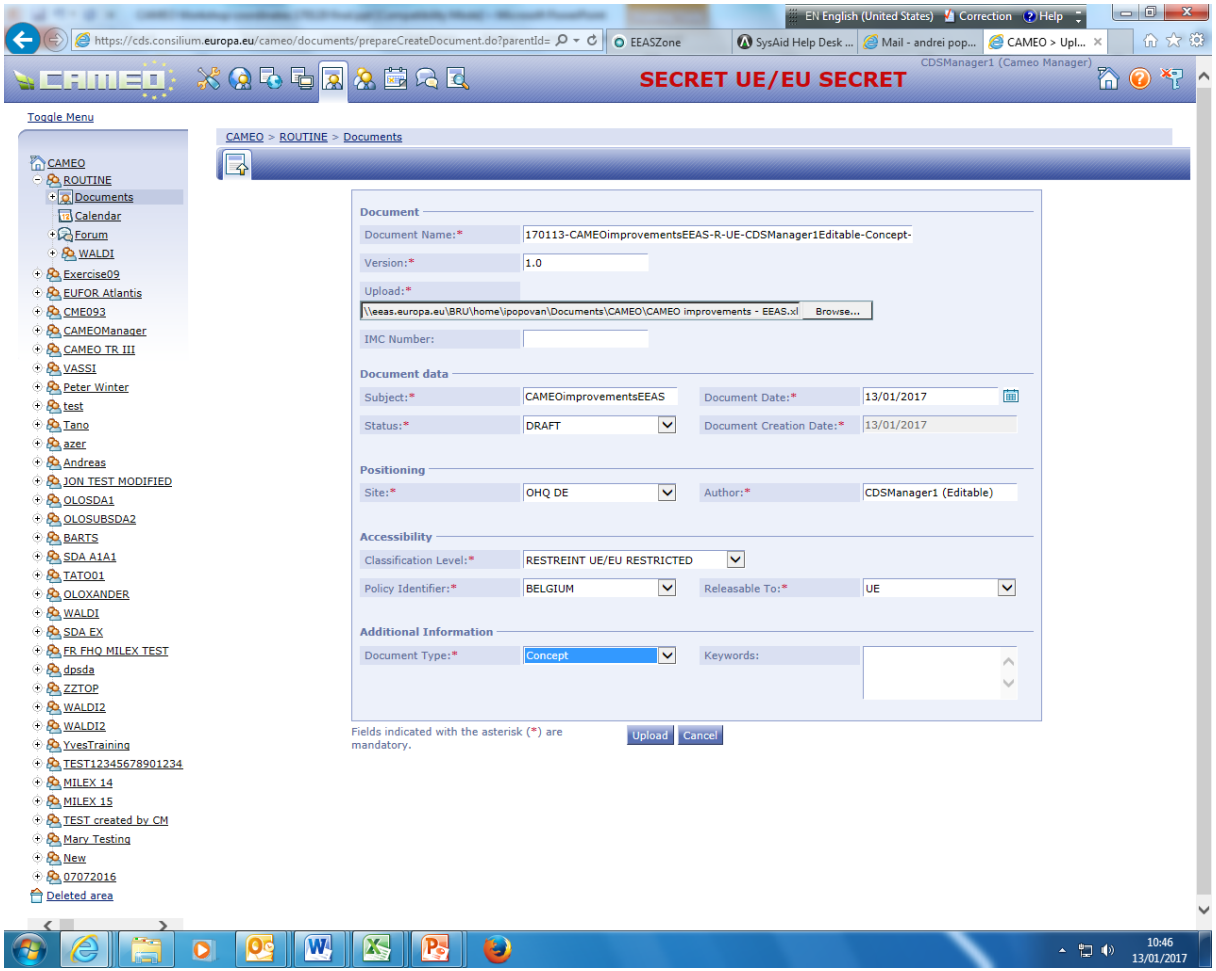

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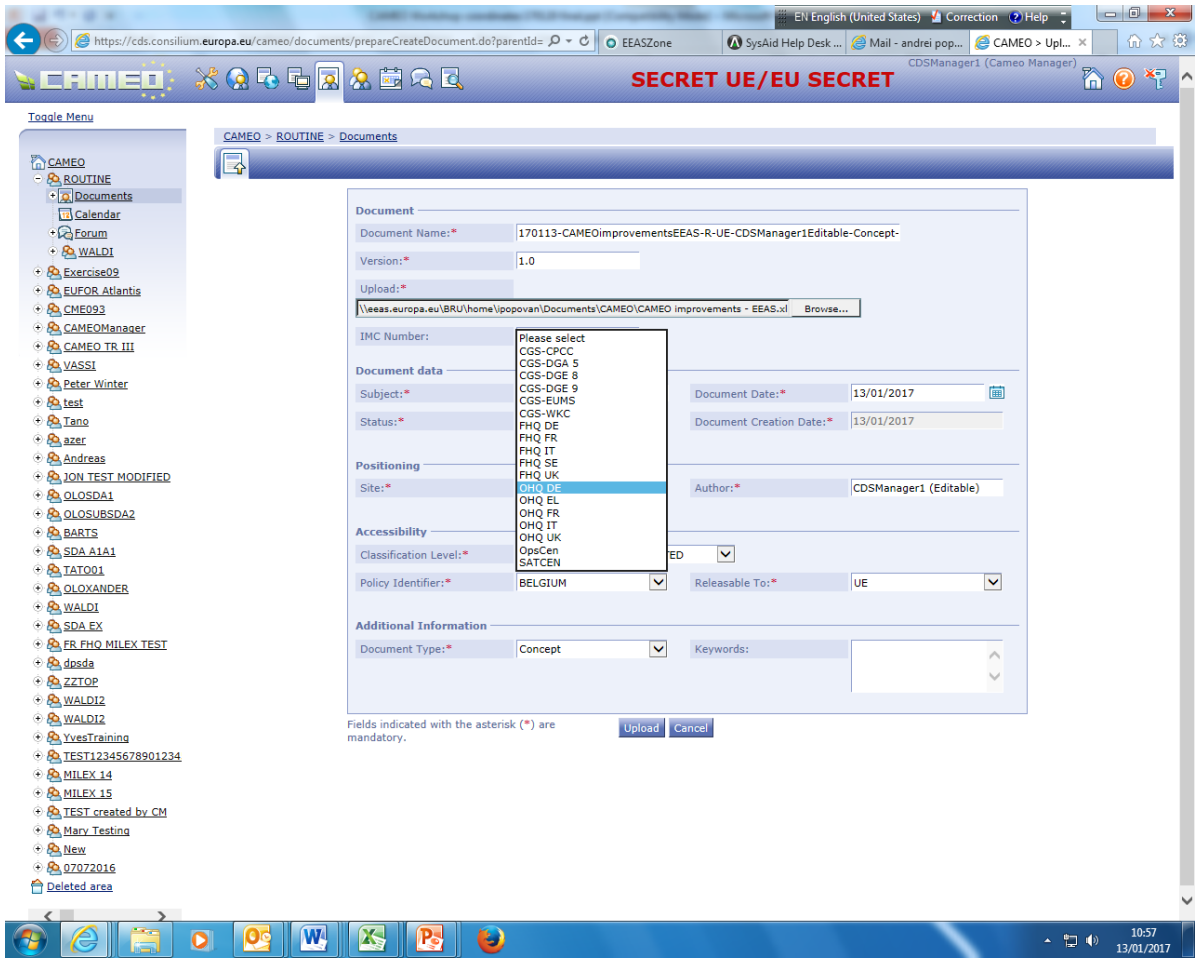

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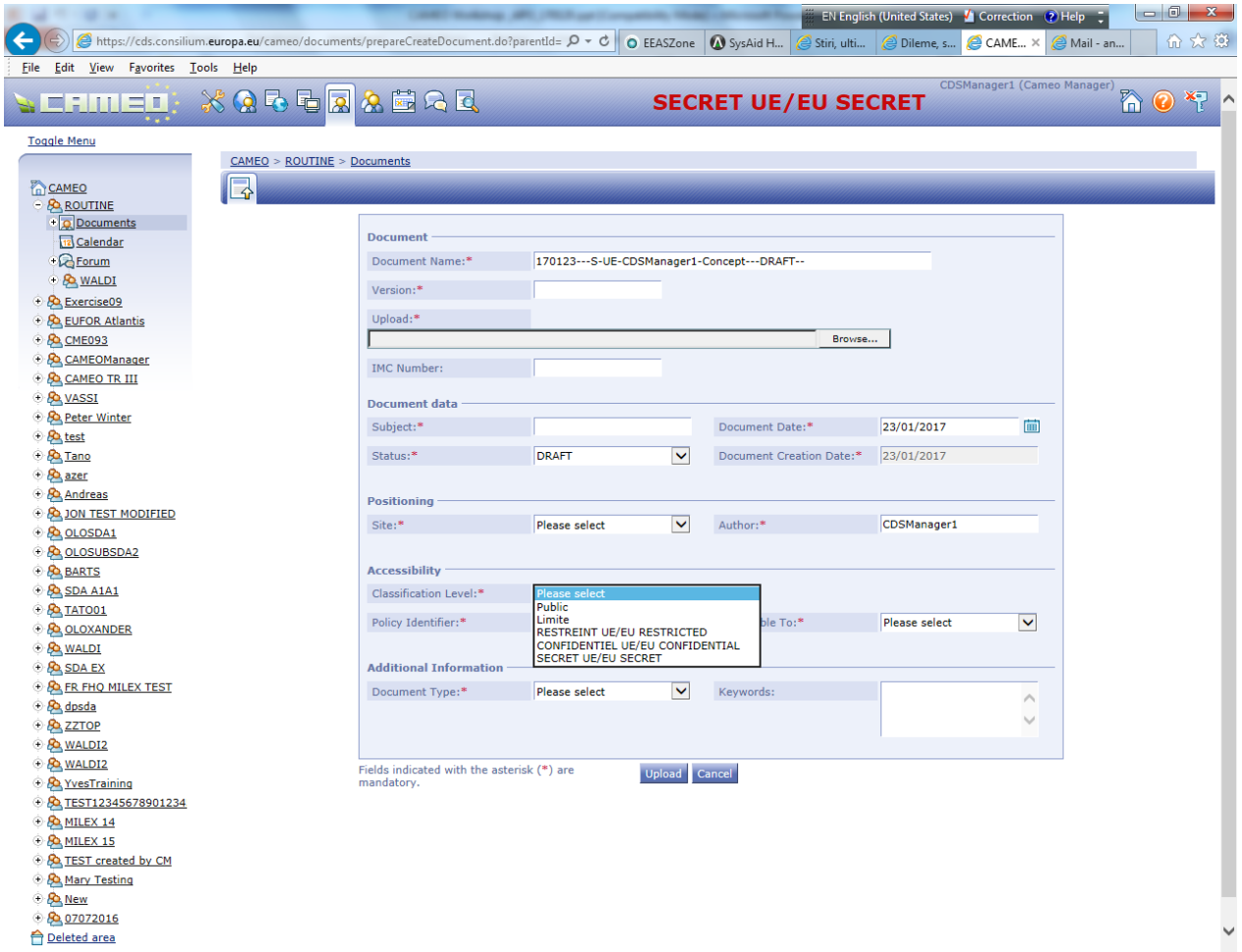

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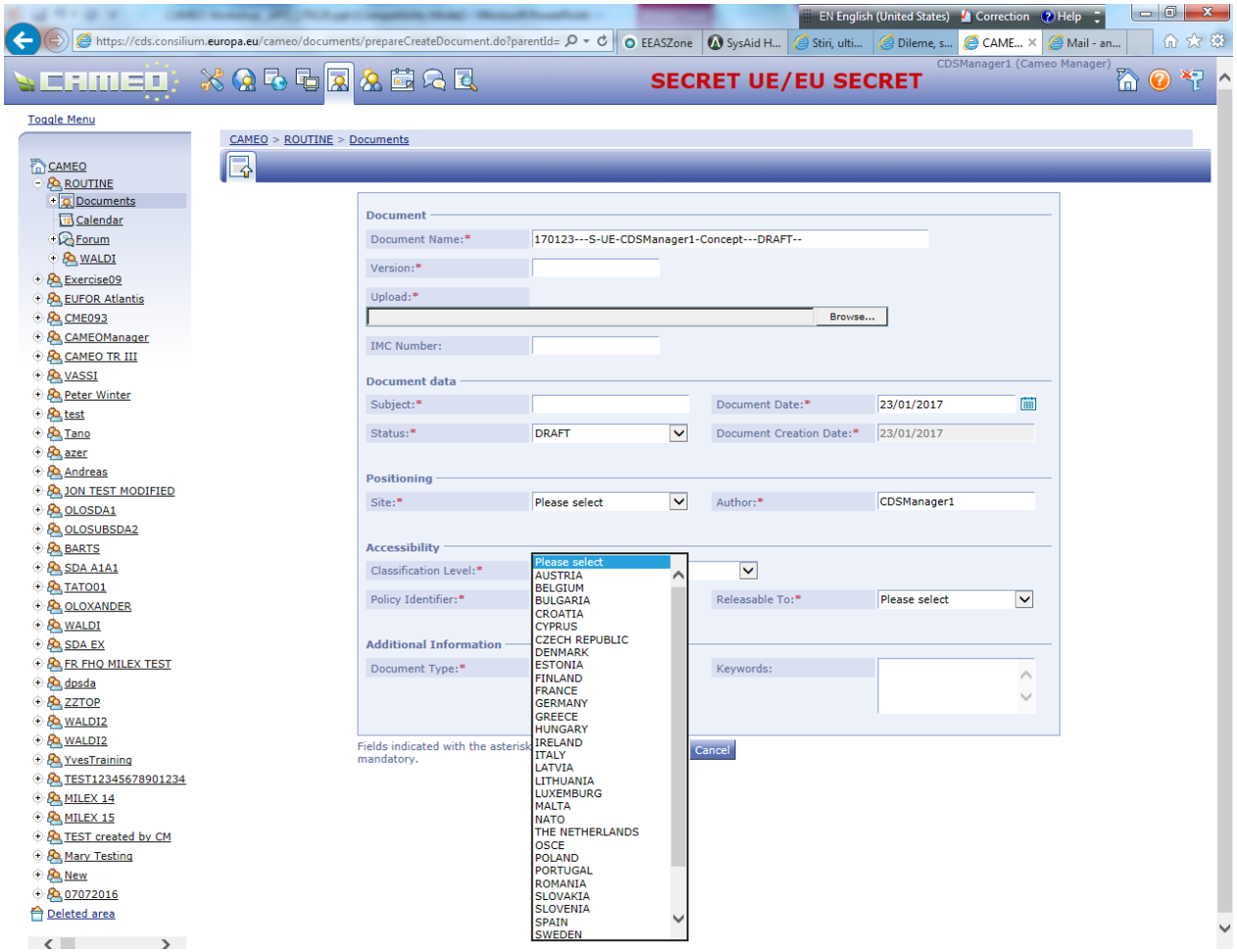

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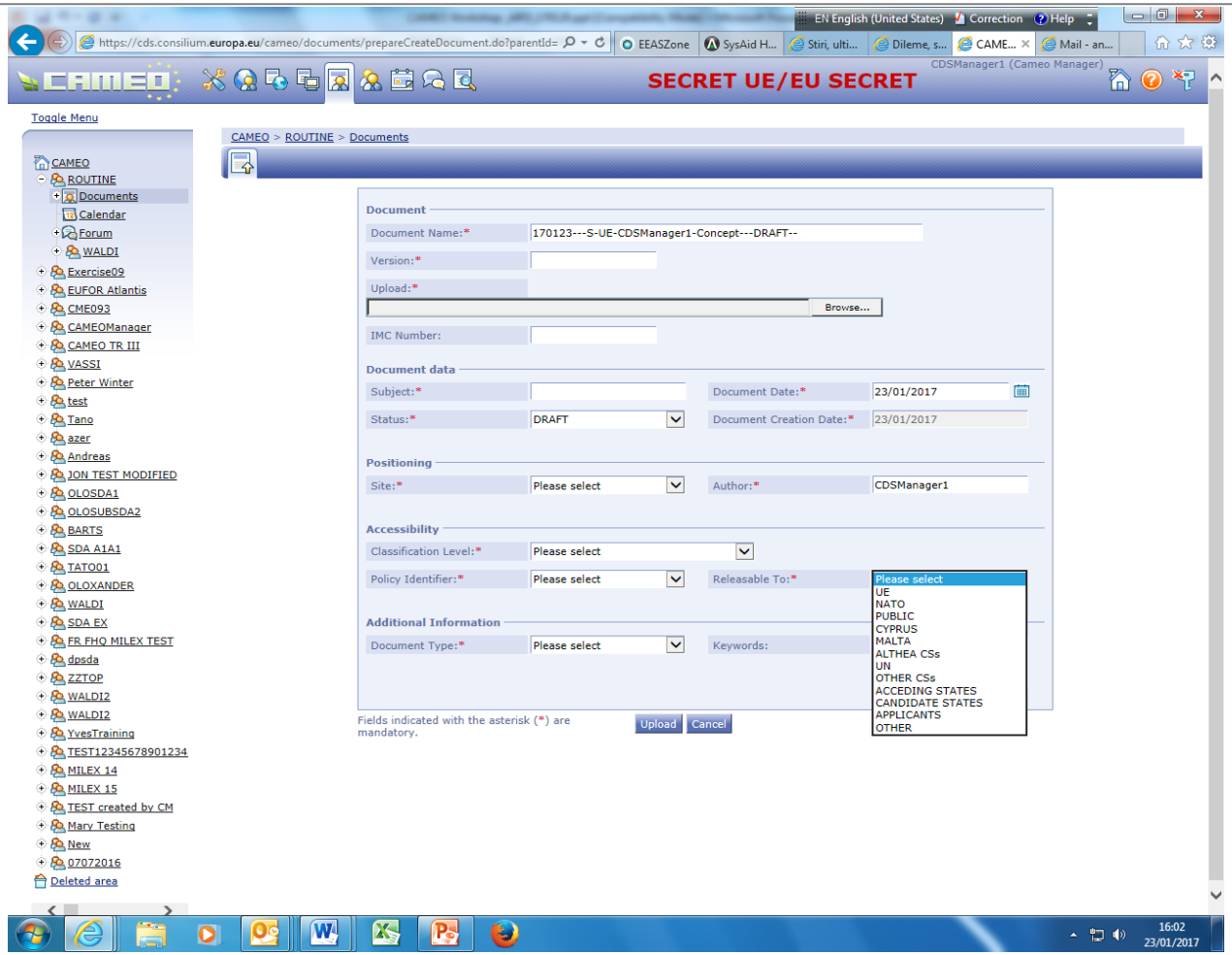

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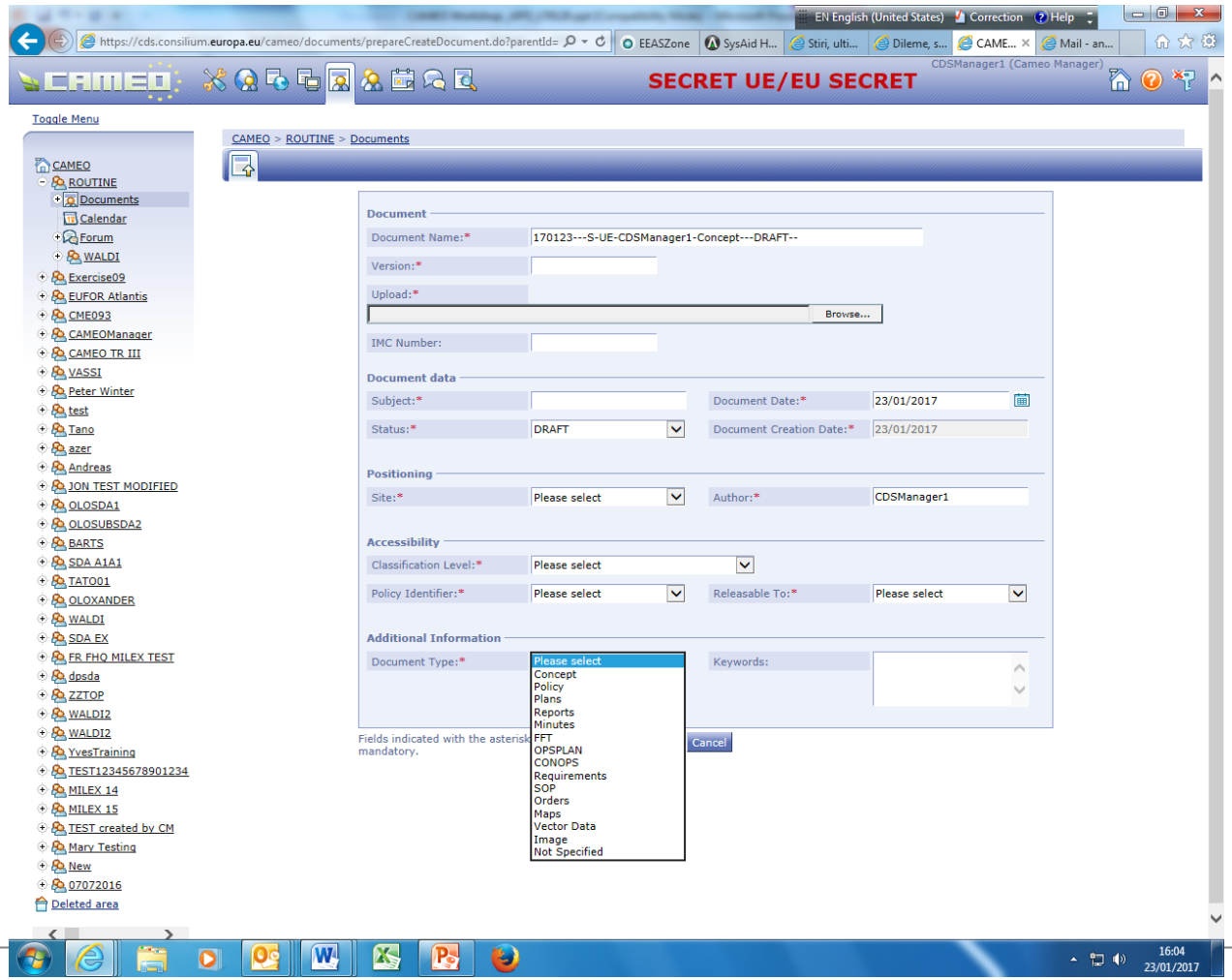

Functional account naming policy

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- Principle: The name of functional accounts should in CAMEO should be identical with the underlying EOW account name.
- Limitation: CAMEO account name cannot exceed 30 characters.
- Principle: Special characters like "/ \ ", ":", " ' "are not allowed. For separation between groups of characters may be used "_" character.
- Military naming convention : already used for EUMS needs.
- New Member States joining EOW /CAMEO may include new Civilian organizations, e.g. "MOD" = "Ministry of Defence" with specific Civilian codes for DEPARTMENT and POSITION.
- Proposal for CAMEO accounts naming convention: follow the existing Military naming convention with extended name space to accommodate Civilian codes for ORGANIZATION, DEPARTMENT, POSITION e.g. ORGANIZATION = {OHQ, FHQ, MOD, other potential Civilian codes}, DEPARTMENT = {CJx, IM, Senior, Medior etc}, POSITION = {INFOSEC, TRNG, MDW etc}

Functional account naming policy

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- Proposed naming convention table:

Code Position	Code meaning	Max no. of chars	No. of "_"	Total chars
1	COUNTRY	2	1	3
2	ORGANISATION	3	1	7
3	DEPARTMENT	6	1	14
4	POSITION	10	1	25
5	POSITION Index	2		27

Functional account naming policy

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- Mandatory codes: COUNTRY, ORGANIZATION, DEPARTMENT
- Optional codes: POSITION, POSITION Index
- To be considered: use only capital letters
- Examples:
  - IT_OHQ_CJ6_PLANS_1
  - EL_FHQ_IM_3
  - NL_MOD_Medior_MDW_03
  - NL_MOD_Senior_MDW_01
  - NL_MOD_Hfd_Dagploeg
  - NL_MOD_SO_EU_Algemeen (TBD-we have one extra code)

Functional groups policy

- Principle: The name of groups should be self-explanatory in terms of type, SDA, community, role, working group that is intended for.
- Principle: Easy to replicate the administrative design to other SDAs.
- Naming conventions for Local Functional Groups(LFG):
  - **Associated with Roles (Vertical aspect)**
  - **Format: *L_SDA Name_FinalSubSDA(Acronym)_Role***
  - **Examples:**
    - **L_EXERCISE09_CJ1_CM(related to "Content Manager" role)**
    - **L_EXERCISE09_INFMGR_CTB (related to "Contributor" role)**
    - **L_EXERCISE09_COMMON_ASC (related to "Associate" role)**

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Functional groups policy

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- Naming conventions for Global Functional Groups (GFG):
  - **Associated with major working groups within EEAS communities (Horizontal aspect)**
  - **Format: *G_Community_WorkingGroup*; "Community" can be omitted**
  - **Examples: G_EUMS_AST, G_MILEX14, G_EUMS_IMC**

Functional groups policy -Conclusions

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- LFGs DON'T offer account mobility between (sub)SDAs whereas GFGs DO.
- GFGs offer the possibility of having extended access rights to any documents within any SDAs as a temporary need for access and therefore, they provide administrative flexibility.
- Separation of access rights and visibility for accounts relative to sensitive (sub)SDAs can be implemented via GFGs (see CJ3-INTELIGENCE slide).

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Comments?

Thank you!