



Western Cape
Government

BETTER TOGETHER.

MYCONTENT IN WCG

ECM CoE

Enterprise Content Management (ECM)

What is ECM?

- **Systematic collection** of content
- **Organisation** of content
- Storing in **Secure environment**
- Preserving content according to a **set standard**
- Enable **delivery of content** to intended audience

Background

Legacy Departments

- Department of Transport and Public Works
- Departments of Social Development
- Department of Health
- Department of the Premier

Background (Cont.)

E-Filing Blueprint 2009

- Records **Management**
- Need for **information detention policy** (Corporate Memory)
- **Best Practises** in Information Management
- Information **Security**
- Information **interoperability**

Current

WCG Transversal ECM Project

- Started in 2013
- Standard set of functionalities across Dept.
- 10 Dept.

ECM Review

- ECM / MyContent Review
- ECM Centre of Excellence Review

Way Forward

Enterprise Information Management (EIM)

- **Corporate** Data Management
- **All forms** of business information
- **Fact based** informed decisions

Pending Review

- Implement **Department of Agriculture**
- Implement changes as per **review outcome**
- **Operationalisation** in Dept.

Introducing...MySignature



My
Signature



What is AeS / MySignature

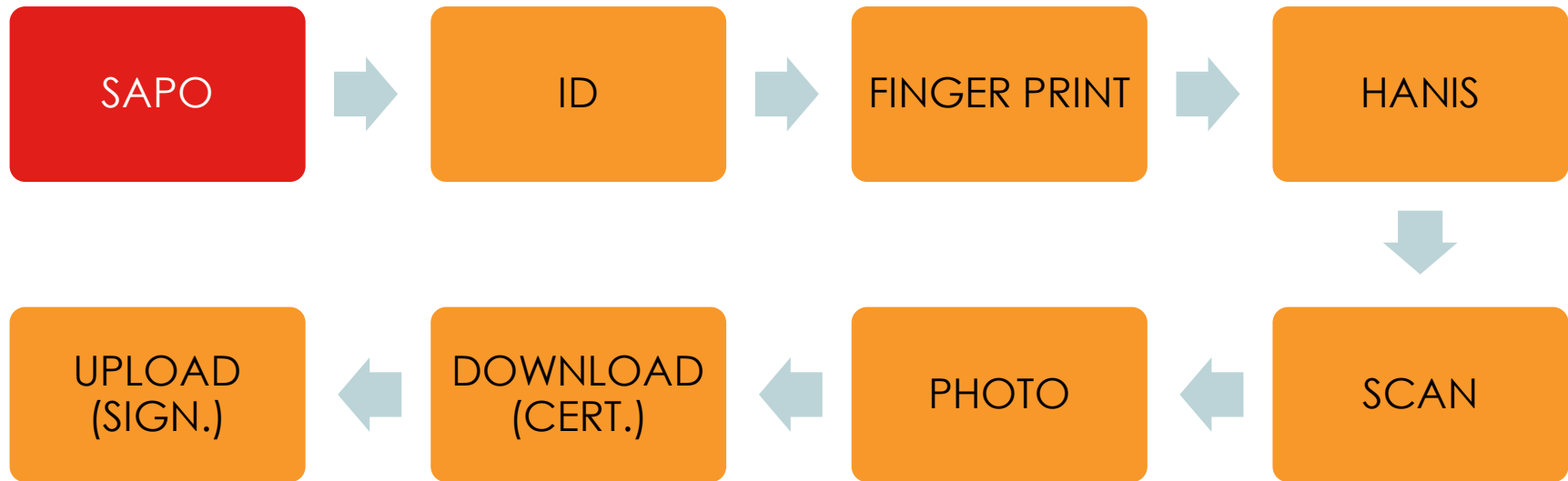


My
Signature

- An **electronic signature** is a paperless way to sign a document using a unique credential, carrying an authority equivalent to a wet ink signature.
- As per the ECT Act an **Advanced Electronic Signature** (AES) is defined as “an **electronic signature** which results from a process which has been **accredited** by the South African Accreditation Authority”.



Enrolment Process (SAAA Approved Process)



- **Enrolment Officer(s) – SAPO trained**
- **Required: Green Barcoded ID or Drivers Licence**
- **Takes 5-10 mins to enrol and issue AeS Cert.**
- **Enrolment by DOCS operationally**

MySignature: Offering



My
Signature

1

AeS signing with MyContent functionality

2

Web-based signing

3

Desktop Signing

4

- New MySignature user request workflow
- AeS signing capability in tandem with Correspondence Tracking



Signing via MySignature



My
Signature



Thank you