



GUIDELINES FOR PRESENTATION OF CASE STUDIES

Guidelines for drafting an outline that presents a local/regional project/plans in the field of the Information and Communications Technology. The outline should present key factors/conditions of success of activities undertaken/planned.

The case study will be presented at the CIFAL Płock Workshop on e-Administration (Płock, Poland, 4 – 6 April 2005).

THE DOCUMENT SHOULD BE COMPOSED OF AN ELECTRONIC WORD PROCESSING FILE IN ENGLISH TAKING INTO ACCOUNT THE ITEMS HEREAFTER.

E-Administration in Keila City Government

I. Summary of your Local Authority plan for e-Administration and Information and Communication Technology for territory development	
1. Major objectives	to increase professional skills of the public administration; to ensure sustainable and high quality public services; to improve document management; to improve dialogue between citizens and public authorities
2. Priorities	easy and fast document management system development of public sector e-services; easy access to city information; involvement of citizens to decision making
3. Planning	to create a new city website; to create an e-documents database; to create an intranet system for Keila City Government and City Council

OPTIONAL

II. Project plan (optional: this applies project is already launched)	
1. Background Information -----	
a. Project location	Keila City Government, Keskväljak 11, 76608 Keila, Harjumaa, Estonia
b. Launch date	1 December 2004
c. Start date of the operational phase	15 may 2005
d. Project field	Keila City Government
2. Entity responsible for implementation (name)	OÜ Struktuur Meedia
3. Description of content and services (when applicable) -----	
a. Major objectives	to create the best possible use of technology; to build an efficient administrative structure; to deliver high-quality public services to citizens and enterprises to speed up the services



**I. Summary of your Local Authority plan for e-Administration
and Information and Communication Technology for territory development**

b. Needs Assessment and Priority Setting	setting an integral system of documents; introduction of a new city website; opening internet online for all citizens; improving quality of city administration.
c. Policy and Regulatory Framework	Public Information Act; National Development Plan 2004-2006; Development Plan of Keila City 2000-2010
d. Services provided	access to e-documents of the city; access to citizens portal; services are available on a 24hour - 7day basis; information meets different interests and needs
e. Partners if appropriate	Keila City Council
f. Management of Change	project is not yet completed
g. Assessment of performance	project is not yet completed
h. Funding and financing	City Budget
i. Communication Strategy	Easy access to information and public involvement
j. Next step	integration of all city institutions
4. Technical solutions (used or planned in this project)	AutomatWeb
5. For more information (URL of a website)	http://www.struktuur.ee/
6. Complete coordinates of the implementing entity -----	
Struktuur Meedia OÜ, Pärnu mnt 154, 11317 Tallinn, Estonia, tel +372 655 8334, e-mail: info@struktuur.ee	
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**Kindly send your case study to CIFAL Płock before 1st March, 2005
joanna.michalak@ump.pl (via email) or +48 24 367 14 30 (via fax)**