

Guidelines for presentation of case studies

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

1. Major objectives

- a. City of The Tallinn positive actions based on a strong, political commitment of Estonian central Government as well City of The Tallinn Government to use the full potential offered by the Information Society and avoid a further digital divide with the EU. The modernisation of Estonian economy, the changes in business processes, the functioning of Estonian central and City of The Tallinn Governments, and the changing relationships between citizens, businesses have required a broader based policy approach which recognises the potential of these developments, in advancing Estonian economy and bringing prosperity and new opportunities to our citizens.

2. Priorities of City of The Tallinn

- a. Based on principles of e-Europe+ and e-Europe 2005
 - i. A cheaper, faster, secure Internet
 1. Cheaper and faster Internet access
 2. Faster Internet for researchers and students
 3. Secure networks and smart cards
 - ii. Investing in people and skills
 1. Participation for all in the knowledge-based economy
 2. Working in the knowledge-based economy
 - iii. Stimulate the use of the Internet
 1. City government online: electronic access to public services
 2. Intelligent transport systems

3. Planning

- a. City of The Tallinn information technology strategies for 2001 – 2003 and for 2005 – 2006

Optional

II. Project plan

1. Background information

- a. Project location - City of The Tallinn;
- b. Launch date – March 2001;
- c. Start date of the operational phase – February 2002;
- d. Project field – City Digital Document Information System.

2. Entity responsible for implementation – Tallinn City Office.

3. Description of content and services

- a. Major objectives
 - i. Estonian Public Information Act entered into force 1st January 2001 ensured that the public and every person has the opportunity to access information intended for public use, based on the principles of a democratic and social rule of law and an open society, and to create opportunities for the public to monitor the performance of public duties. In order to ensure democracy, to enable public interest to be met and to enable all persons to exercise their rights and freedoms and perform their obligations, holders of information are required to ensure access to the information in their possession under the conditions and pursuant to the procedure provided by law. Public Information Act stated that access to information should be ensured for every person in the quickest and easiest manner possible:
 1. Upon granting access to information, the inviolability of the private life of persons shall be ensured.
 2. Access to information shall be granted without charge unless payment for the direct expenses relating to the release of the information is prescribed by law.
 3. Every person has the right to contest a restriction on access to information if such restriction violates the rights or freedoms of the person.
- b. Needs Assessment and Priority Setting – Project research has been carried out.
- c. Policy and Regulatory Framework – based on requirements of Estonian Public Information Act.
- d. Services Provided
 - i. **Public Document Register** – to disclose information about documents (applications, letters, etc.) processed by City Government employees as the grant of access to information by a holder of information pursuant to the procedure provided by law, without a person being required to make a request for information.
 - ii. **The City Council Sessions Information System** - to disclose information about agenda and grant access to information of City Council Sessions.
 - iii. **The City Government Draft Legal Acts Information System** - to disclose information about all draft Legal Acts processed for City Government Sessions.
 - iv. **The City Government Sessions information System** - to disclose information about agenda and grant access to information of City Government Sessions.
 - v. **City Legal Acts Register** – to grant public access to all legal acts adopted by The City Council and The City Government.

- e. Partners if appropriate – Microlink Eesti AS, Tietoenator Eesti OÜ, AS Datel, AS Andmevara.
 - f. Management of Change – Information analyzed by The City of The Tallinn Information Technology Council and Tallinn City Office.
 - g. Assessment and performance – Evaluated by Public Opinion Researches.
 - h. Funding and financing – 100% from City budget;
 - i. Communication Strategy – guaranteed public access through Internet 24 h x 7 days.
 - j. Next step – further development, integration with Public Key Infrastructure and with State information systems.
4. **Technical solution** – Web based access; Technical environment – outsourced; Applications based on Java, ORACLE, PROGRESS, etc.
5. **For more information** – www.tallinn.ee.
6. **Complete coordinates of the implementing entity - Tallinn City Office**, Vabaduse väljak 7, 15199 Tallinn, Estonia, Tel 6 404 141 (general information); Fax: 640 4327; E-post: info@tallinnlv.ee