

## Groupware Options

**Will groupware products like Lotus Notes, for example, reduce the number of places I have to look for information?**

"Given the intense interest in groupware, STD, SKD and the P Branch have agreed to cooperate on a prototype to evaluate Lotus Notes in a typical Branch setting. This trial will get underway in the early summer and results are expected by year end. Lotus Notes will also be used by EER, with the support of CIDA, to supply the OECD's OLIS 2 database.

Groupware products like Lotus Notes are designed to provide the ability to share information and to act as a middle layer between different applications that users might utilize during a day. This means that the user only has one place to go to use wordprocessing or to retrieve data from diverse databases." Diane Crouse (SKRC)

**Status:** Prototype funded; installation of groupware products not funded

## Internet

**What will having access to the Internet mean for me in my daily work?**

SIGNET "architecture" parallels that of the Internet. This enables us to directly apply Internet information tools that are applicable to our needs. While we can already exchange e-mail messages with the Internet, the three key projects identified below are central to the Department's **Info-Internet Implementation Plan**. The Plan is coordinated by STD-SKD with the full cooperation of the T and B Branches and CPB.

**1. External Web Service.** "By the end of June, we should have in place our own Web site accessible to all Internet users. "Web" refers to World Wide Web (WWW), a

Windows graphics-based Internet on-line function being used for electronic publishing on the Internet. The External Web Service will offer the Department a means of publishing on the Internet information of interest to its international business community (frequently asked questions about exporting, for example) and the general public (e.g., travel advisory and consular information). This service builds on the InfoCentre's role as the public window into the Department and primary disseminator of departmental publications and information. [Those with Internet access will find our WWW page under construction at <http://www.dfait-maeci.gc.ca>.]

SKD has developed a "Research Page" to help you easily locate useful sources of information on the Internet. Instead of spending time surfing for information sites relevant to the Department's work, you will be able to click on menu choices that have already been identified and evaluated to ensure that they contain relevant, up-to-date information.

**2. Internal Web Service,** now in a pilot stage, will allow corporate dissemination of information and documents to Departmental staff via SIGNET. Types of documents for this system include administrative manuals and other information designed for internal consumption, and the *Panorama* and *SIGNET News*.

Internet services also include an electronic conferencing capability or a bulletin board service. This service will allow users to "conference" on a variety of subjects using the WWW browser called Netscape.

**3. SIGNET user access to the Internet.** By the end of September, SIGNET users at Headquarters should have access to the Internet across a secure firewall. We intend to provide service equivalent to Headquarters to large missions (Washington, Paris,

London, New York and U.S. consultates). For other missions, Internet access must be provided by local access to an Internet provider from a standalone PC workstation. [Please note that a policy statement will soon be issued on standalone workstations.]

On a final note, users interested in "surfing the Net" will be able to do so from home, but as of yet resources to support this dial-in function have not yet been approved." Input from STE, SKR and SKI.

**Status:** Funded (basic capability)

## Mail-Enabled Fax

**When can I send faxes from my desktop?**

"Mail-enabled fax will allow all SIGNET users to send faxes from their desktops via SIGNET/ICONDESK (i.e., through fax gateways at Headquarters). A pilot will be conducted very shortly in Atlanta, and implementation at all SIGNET sites will follow.

Some clients may have the requirement to send faxes in the host country. This will require implementing a fax gateway at the mission, which is currently not funded for most missions." Peg Duncan (STEA)

**Status:** Funded; fax gateway at missions not funded

## CD-ROM

**Where are we going with CD-ROM?**

"We are developing and implementing a shared CD-ROM service. A pilot has started in TFB to test the access of CD-ROM's on SIGNET. Once implemented at Headquarters, the service will allow users to access the CD-ROM's held by the library. This includes full-text items, indexes and trade statistics, which will be updated on a regular