

e-Government

eADMIN

1) AUTHENTICATION SYSTEM BASED ON ELECTRONIC SIGNATURE

Tecsidel idM is a full management system of user digital identities through digital certificates or user/password. It allows from a parametric view to grant necessary access to corporative applications by using any digital certificate X509 of the Certification Authorities considered to be reliable (CATCert, eDNI, ANCERT, FNMT, etc.)

- Secures the user identity, validating online the certificate before the issuing Certification Authority.
- It enables to link a digital certificate with user or roles from other systems.

Therefore, user management is centralized in only one system, so paradigm “one physical user, one digital identity” is thus achieved.

2) CITIZEN FOLDER

The Citizen folder module, included within the Electronic Office, provides the citizen with everything to interact with the Town Hall through Internet. Therefore, all these following administrative formalities could be fulfilled by using this system:

- To start, through telematics applications, any intended administrative proceedings.
- To consult the formalization status of procedures as well as to have access to all documentation within the administrative file.
- To participate in the procedures leaded by the Town Hall, not only starting procedures but also adding required documentation to the file or fulfilling any necessary step in the processing, for example the payment of a settlement payment.


3) INPUT/OUTPUT REGISTER SYSTEM

Tecsidel propose to unify in a single application both the information of register on site and telematics. As currently happens with paper documents, input registers will be electronically addressed to the competent Town Hall's departments.

Such module is integrated with the Tecsidel eSign tool, with the aim to satisfy all requirements to fulfil the registration of input and output documents, having control over the documentation status, finally assuring the traceability of the register entries.

4) ELECTRONIC PROCESSING PLATFORM

This solution enables the Town Hall to automate its internal procedures, adjusting them to its organizational reality. This folder contains all type of informa-



tion, organizing it for an easy and agile consultation.

- Portfolio/Electronic signature.
- Integration with Register, both input and output.
- Automatic generation of documents.
- Citizen's folder.
- Telematics notifications.
- Assignments.

Within this action line we can highlight two alternatives set up by Tecsidel for the implantation and launching of this project:

- Free model: the system collects all documentation of any administrative procedure.
- Guided model: the system allows the definition in a structured manner, through graphic designers, of all elements within an administrative procedure.

5) FUNCTIONAL MODULES

This would be the case of the Secretary Module which makes easier the management of the important number of documents within the field of file resolutions, as decrees

or resolutions from collegiate bodies. It assists in all related to proposal management, decrees, sessions (Plenary of the Council, Local Government Board, Informative Committees), drafting of the calls and minutes, as well as notifications.

Within the Secretary area all procedures from the Local Government Board, Plenary, Informative Committees and Decrees are administered.

6) ELECTRONIC ARCHIVE

This tool allows the archivist to define the classification chart with documental series, assessment charts, archival description forms, etc., both for paper and electronic information.

When changing to manage information from paper to electronic form, apart from the legal support granted by electronic signature, it is necessary to provide a tool which assure conservation and secure access to information in electronic format in agreement with the Law on Data Protection (LOPD).

It is important to highlight that documental management is backed by the using

of the open code document managing tool Alfresco.

7) INTEGRATION CONNECTORS WITH BACKOFFICE

The Platform for Electronic Processing has a transversal character, that is to say, it allows the incorporation of any kind of desired procedure, originating from any functional area. By this manner the system shall integrate with any of them to consult any type of information.

Thanks to this powerful integration system, it gives answer to the single data principle, avoiding duplicity of information in several systems.

8) INTERADMINISTRATIVE COLLABORATION

This is a communication system which allows the Town Hall to consult online certificates from other bodies in real time, avoiding the normal citizen the annoyance to provide it in a required application. As an example, in the Contracting Area, consultation of being up to date in the tax obligations payments (Tax Agency, Social Security Agency).