



## Information Management

The ICDF has put into place a variety of applications to simplify operational procedures and raise work efficiency. These include an ICDF website database, accounting and document and file management procedures, international human resource training, investment and lending management protocols, and workforce resource management systems. The goal is to establish an integrated knowledge-based platform. The ICDF is also strengthening its information security system to prevent hackers from damaging proprietary information and intellectual property.

The state of information management operations in 2003 is as follows:

### Improving of Document System Functions

Computerizing official documents is an important part of the government's drive to make all documents electronic. ICDF's document system has been in place for over two years since the implementation of electronic signatures. The ICDF has strengthened its document handling mechanism to screen effectively the accuracy of e-documents. This system automatically manages the sending of e-documents as well as issues receipts. As a result, facsimile transmission expenses have been significantly reduced.

### Information Management Systems for Overseas Technical Missions

The operational efficiency of technical missions is managed by:

- **Project Management:** Includes budgeting, reporting on the state of project implementation, and results.
- **Personnel Management:** Includes the movement of workers and management of salaries and subsidies.
- **Expenditure Management:** Includes reporting on the status of budget utilization, procurement and asset management.

The ICDF hopes that computer and information management, as well as expenditure and personnel management systems, in coordination with back office workers, will help increase the utilization of electronic documents and reports by technical missions. This will boost mission efficiency and raise service quality and work results.

### Asset and Book Management Systems

The primary function of this system is to accurately manage ICDF assets and books and to track the usage and depreciation of ICDF property and other assets. This system is integrated with the personnel and accounting systems to minimize replication of efforts. The creation of this system has helped to readjust management and control procedures related to asset control and filing, raising work efficiency and accuracy.

### Creation of a Hacker Prevention System

As computer hackers continue to find new ways to enter systems, the risk associated with information digitalization grows as well. How to maximize the benefits of computerization while minimizing the risks is a topic that all modern organizations must address.

The ICDF's present network platform uses an Open System Interconnection (OSI), which utilizes firewalls to help prevent external system breaches. The OSI firewall alone, however, is not able to monitor the entire system and prevent hacking. Therefore, a separate hacker prevention system is used to detect and shut out hackers from the ICDF network. This system raises the overall level of safety for information in the system.

The ICDF invests continuously in the maintenance

and improvement of hardware and software platforms in order to ensure that accumulated data can be applied as the ICDF's knowledge capital. The gradual formation of a knowledge management platform at ICDF is enabling the organization to utilize information and technology more effectively, increase data mining functions, promote greater internal distribution of knowledge, and raise organizational competitiveness.

