



البنك المركزي التونسي

Banque Centrale
de Tunisie



Central Bank
of Tunisia

DHOUHA TRABELSI

Project manager for the implementation of document
management and electronic archiving system
“SAE-Tools”

البنك المركزي التونسي
BANQUE CENTRALE DE TUNISIE



التعاون
الألماني

DEUTSCHE ZUSAMMENARBEIT

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AGENDA

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II. THE ARCHIVES MANAGEMENT IN THE CBT 1- Management paper archives

III. THE RECORDS MANAGEMENT IN THE BANK

IV. STRATEGIC PLAN

1. Strategic plan – the CBT's values

2. Strategic plan – the CBT's strategic vision

V. PERSPECTIVE OF THE CENTRAL BANK OF TUNISIA THROUGH THE ESTABLISHMENT OF AN ELECTRONIC ARCHIVING SYSTEM (SAE).

VI. PUBLIC ACCESS TO BANK DOCUMENTS AND ARCHIVES

1. What use do citizens make of bank documentation?

2. Public access to Bank documents and archives (Currently)

VII. CONCLUSION

I - Introduction

LEGAL FRAMEWORK

- **19 September 1958**
Enactment of [Act n° 58-90](#) creating and organizing the Central Bank of Tunisia.
- **18 October 1958**
Enactment of [Act n° 58-109](#) bearing monetary reform : instituting a new monetary unit : The Dinar
- **3 November 1958**
The Central Bank of Tunisia began its activity, and the Tunisian Dinar was put into circulation.
- **30 December 1958**
Disconnection of the Tunisian dinar from the French franc and withdrawal of the national money from the franc zone.
- **7 December 1967**
Enactment of Act. n°67-51 bearing the legislation on the banking profession.
- **3 November 1988**

Global reform of the organic texts of the Central Bank of Tunisia ; [law n°1988-119](#) of 3 November 1988 :

- Replacing the functions of the two deputy governors and the secretary general by one deputy governor assisting the governor ;
- Further specifying the role of the BCT with a view to defending the value of the national money and to watch over its stability ;
- Prohibiting the BCT from the participation in the capital of resident companies and transferring to the State all its participations in these companies.

I - Introduction

LEGAL FRAMWORK

- **April 2016**
- Enactment of [law 2016-35 of 25 April 2016 on the statutes of BCT](#)
- **July 1988**

Internal regulatory text which organizes the management of the Bank's archives: Service Memo n°88-30 of 1 July 1988.



البنك المركزي التونسي
Banque Centrale de Tunisie

BCT/N° 23367

Tunis, le 1er juillet 1988

NOTE DE SERVICE N°88-30

O B J E T / Organisation des archives de la Banque Centrale de Tunisie.

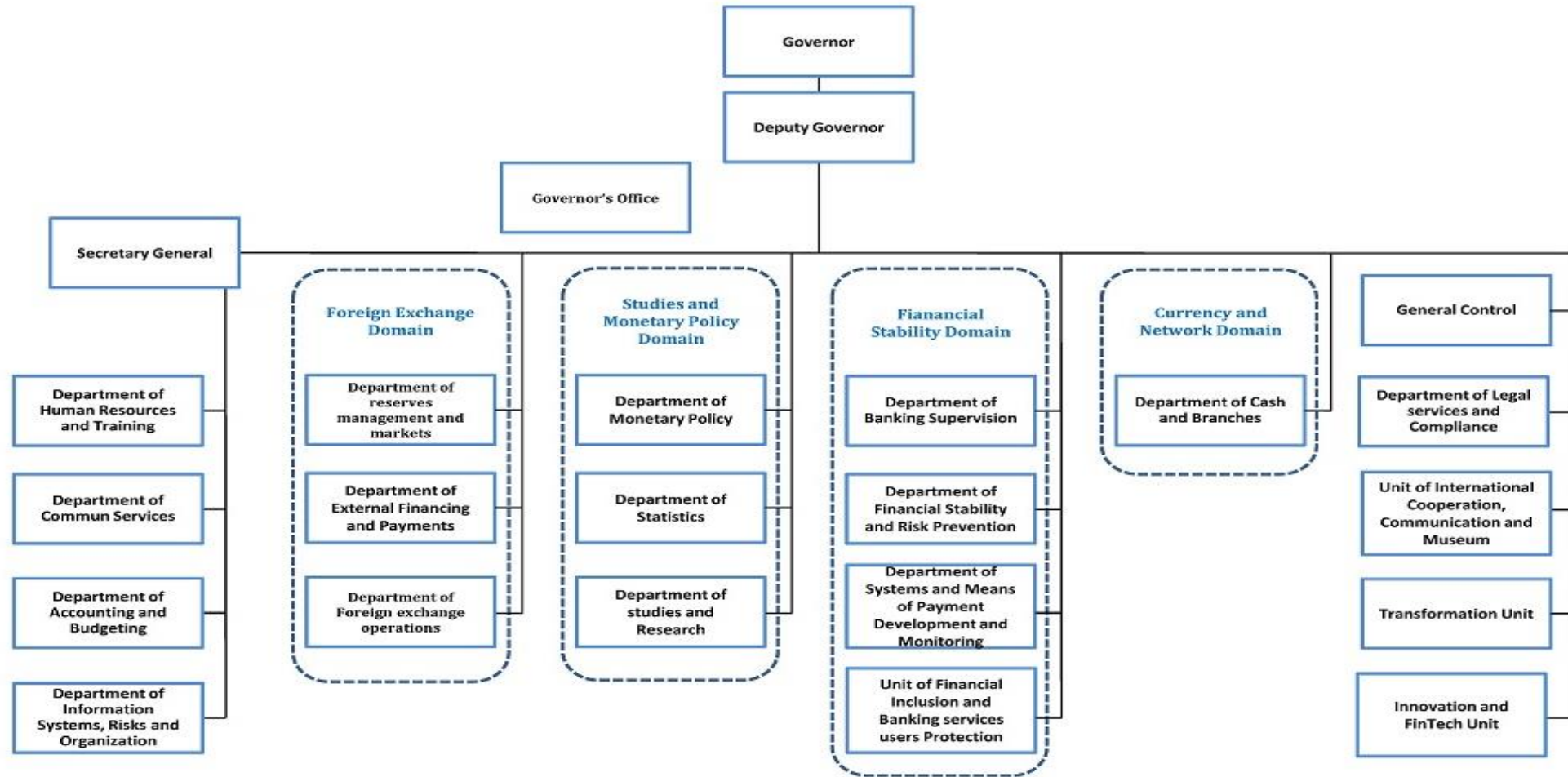
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Dans le cadre de la réorganisation des Archives de la Banque Centrale de Tunisie, les services de la Banque sont invités à suivre les procédures de conservation, de versement et de destruction des documents d'archives ci-après :

ARTICLE PREMIER : Les documents de la Banque Centrale relatifs à ses activités en tant qu'organisme d'Etat et revêtant un caractère officiel.

I - Introduction

Organizational Chart of the Central Bank of Tunisia
(July 2020)



I - Introduction

REPRESENTATION OF THE BANK BRANCHES

11 branches covering the 24 governorates

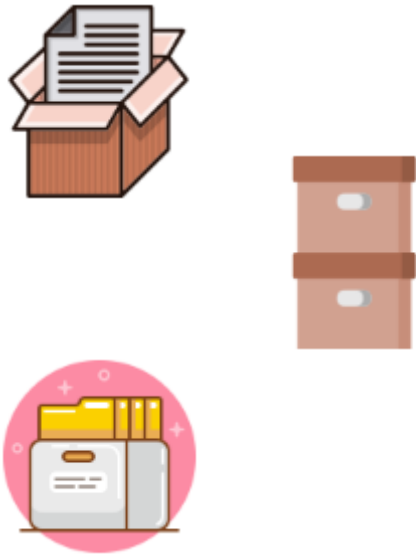


The Records Management Department is responsible for the application of archival procedures at the headquarters and branches of the Bank.



II- The archives management in the CBT

1- MANAGEMENT PAPER ARCHIVES



The management of archives within the Central Bank of Tunisia is still among the most important files, this appears since the foundation of the memorandum 88-30 dated July 1, 1988 relating to the management of the archives of the Central Bank . This was created even before the law of archives 95-88 dated August 2, 1988 relating to the management of archives.

In continuation of this interest, the Central Bank of Tunisia always seeks to evolve and develop the management of its archives, and this, in order to respond to the shortcomings of a professional and organizational order and to comply with the standards and regulations in force.

II- The archives management in the CBT

1- MANAGEMENT PAPER ARCHIVES



To successfully manage its archives, the Central Bank of Tunisia has set up a room for the conservation of paper archives equipped with mobile shelving with a storage capacity of approximately 45,000 boxes of archives.

The Central Bank of Tunisia has entrusted the archives service with the following missions:

- Monitoring of Bank document destruction operations.
- Management of spaces in the offices, by inventorying and transferring the archives considered as intermediate to the central archive room
- Coordination with all the departments of the Bank on the subjects of archive management,
- Ensure the proper application of archival tools and update them whenever requested.

II- The archives management in the CBT

1- MANAGEMENT PAPER ARCHIVES



To facilitate the elimination operation, memo 88-30 distinguished between archives to be eliminated after 5 or 10 years and archives to be kept indefinitely by three colors of labels which are:

- 1- White label, for archives to be kept for 5 years,
- 2- Green label, for archives to be kept for 10 years,
- 3- Red label, for archives to be kept indefinitely,

These labels must be stuck on the back of the archive boxes as soon as they are created by the producing department.



With regard to technological development and the multiplication of IT solutions, the Central Bank of Tunisia, like any other institution, has been required to integrate into procedural reform projects.

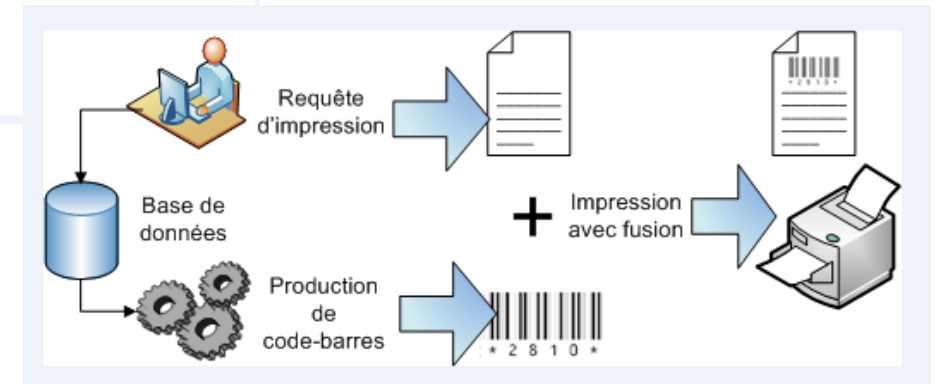
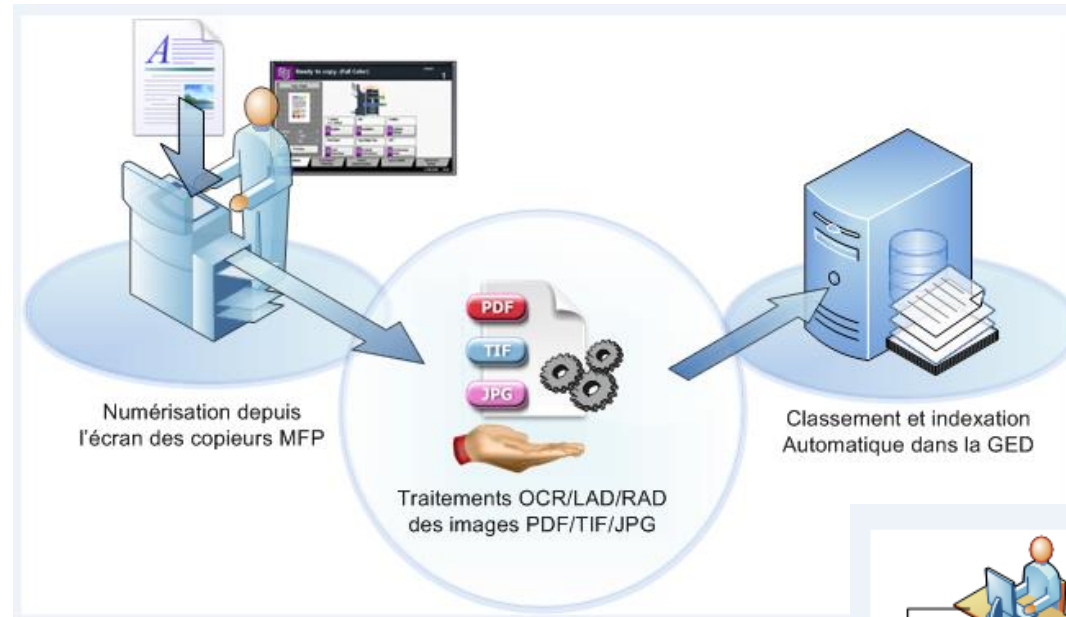
III- The records management in the Bank



In 2017, the Central Bank of Tunisia set up a solution for the electronic management of mails and documents, The objective of this system is to succeed in constituting a repository of all company documents, whether structured or not, in order to be able to manage their life cycle from their creation to their final fate.

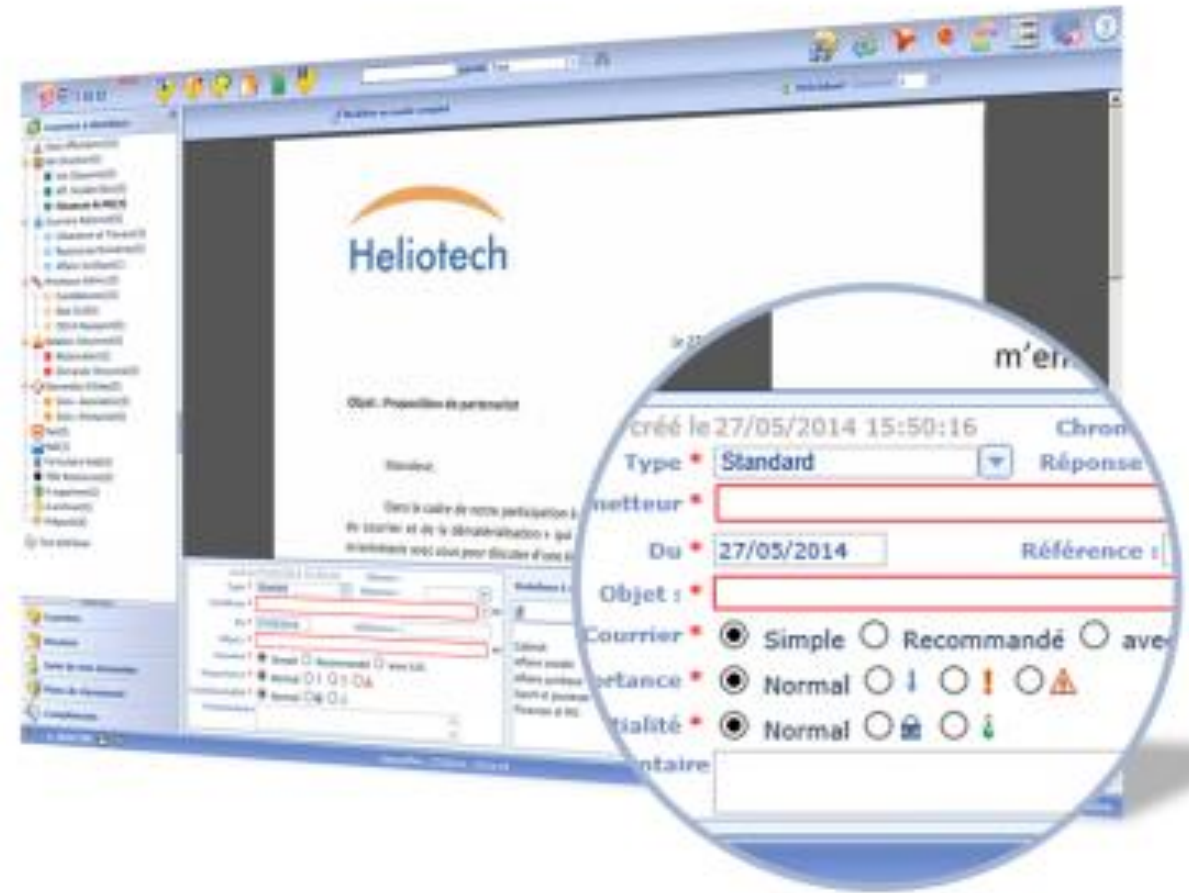
III- The records management in the Bank

Digitization documents:
The digitization of documents allows easy access to information in real time and offers a shared documentary base in the EDM application.



III- The records management in the Bank

Standard fields and custom fields provided by Elise:
Quick registration of documents,
sharing of information on time
and at the right designation.

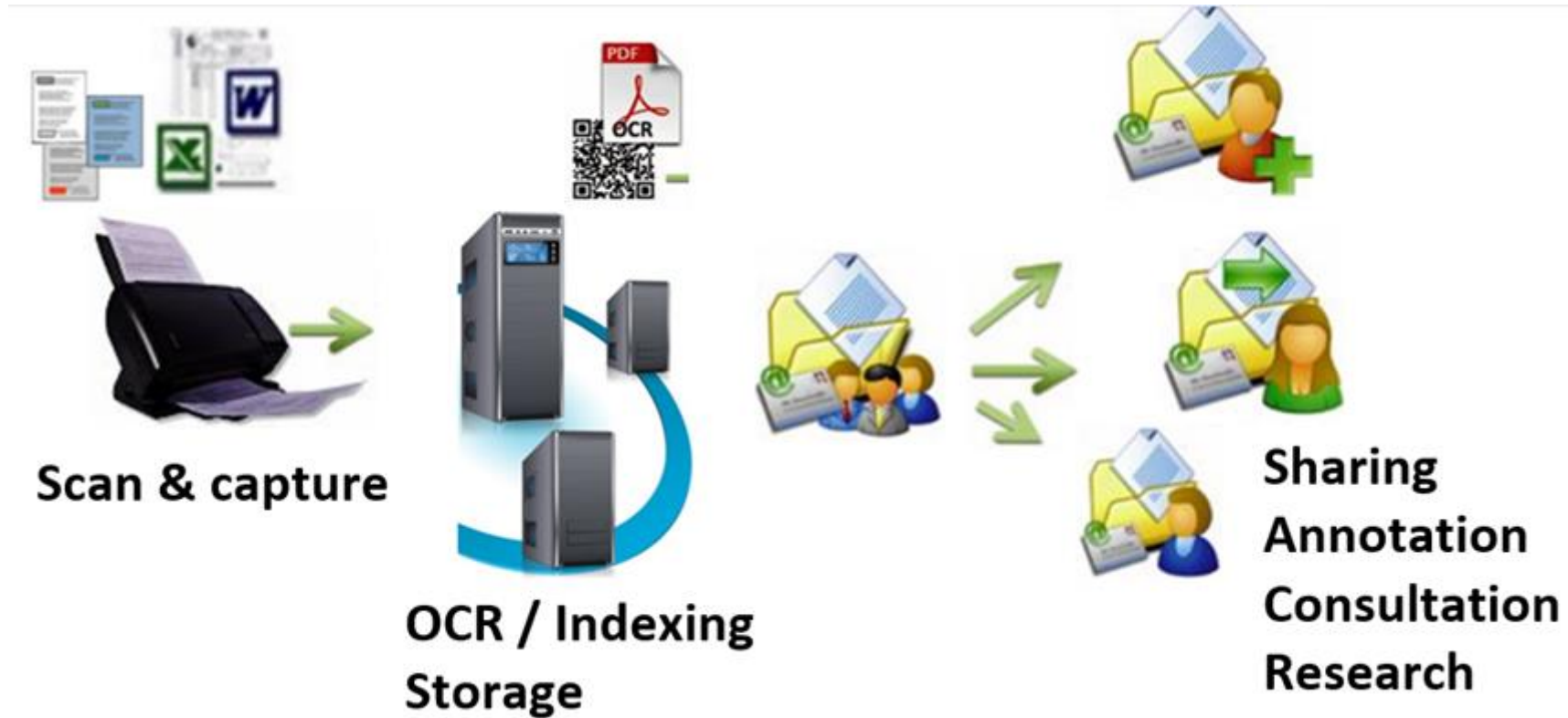


III- The records management in the Bank

Secure access to shared documents according to their rights and their level of responsibility in the organization chart.



III- The records management in the Bank



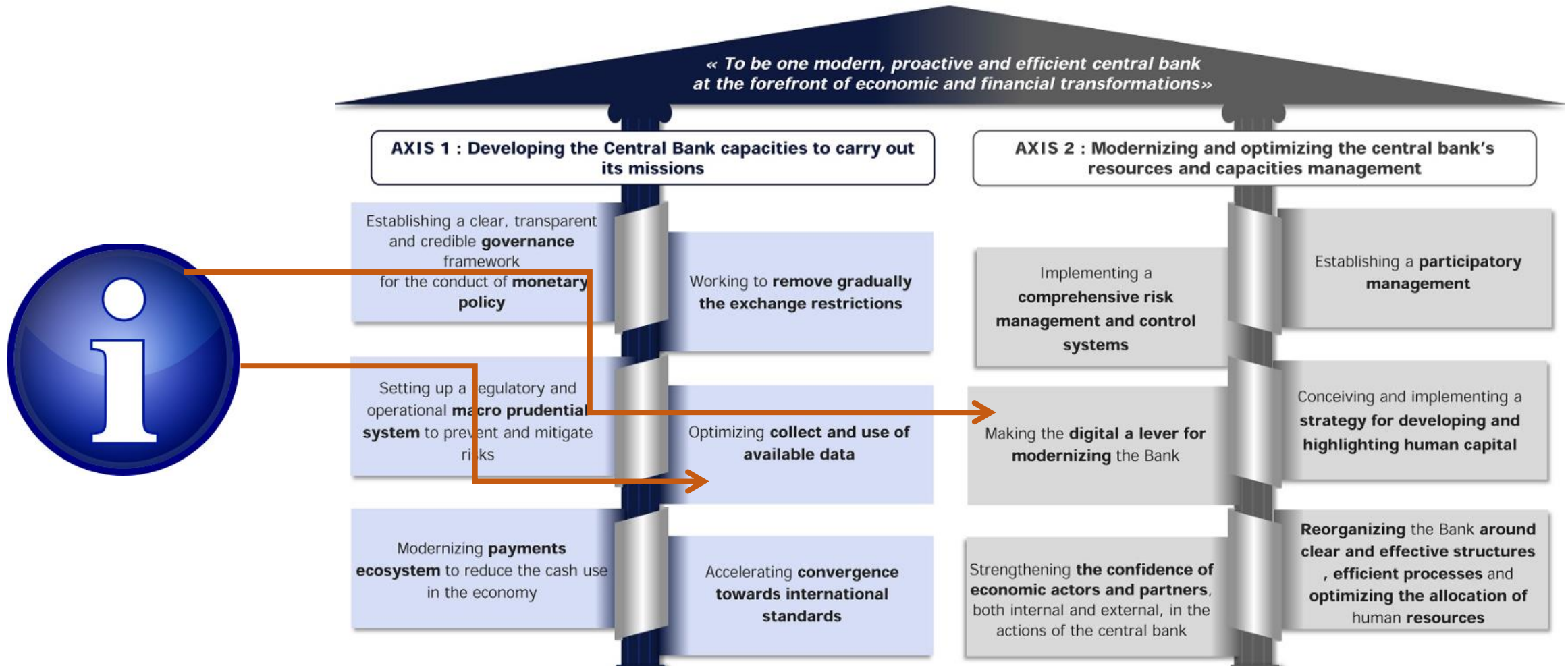
In 2019, the Bank's Governance considered the establishment of a document management and electronic archiving system a strategic initiative for the Bank.



Electronic archiving with probative value

IV. STRATEGIC PLAN

STRATEGIC CARD OF THE CENTRAL BANK OF TUNISIA 2019 - 2021



IV. STRATEGIC PLAN

1. The CBT's values

Our



Values



Integrity



Fairness



Transparency

IV. STRATEGIC PLAN

2. The CBT's Strategic Vision

Our  Vision

« To be **ONE modern proactive and efficient Central BANK** at the **forefront** of Economic and Financial Transformations ».

V- Perspective of the Central Bank of Tunisia through the establishment of an Electronic Archiving System (SAE).

Project Triggers:

- Absence of a document and archive conservation repository,
- absence of a document archiving policy, practices not aligned with the regulatory texts in force, absence of an electronic archiving system (SAE),
- congestion of spaces by the paper archives at the level of the departments.
- Some documents are not filed properly and are not standardized and filed in a uniform manner;
- Lack of transfer during retirement,
- Considerable time when searching for paper documents,
- Problem of compliance with the regulations in force.

V- The perspective of the Central Bank of Tunisia through the establishment of an Electronic Archiving System (SAE).

Issues of the project:

1. Set up a system for filing documents regardless of their medium and consult them at any time according to legal rules for the retention of documents.
2. Enhance the archival heritage and preserve the memory of the Central Bank of Tunisia.

V- The perspective of the Central Bank of Tunisia through the establishment of an Electronic Archiving System (SAE).

The project's objectives

- 1- List and codify all the types of documents produced and received by the Bank's departments;
- 2- define the retention periods for documents and determine their storage medium;
- 3- classify the documents according to their degree of confidentiality;
- 4- meet the regulatory and normative requirements relating to the archiving and preservation of information;
- 5- move towards a digital work environment;
- 6- implement an effective information governance plan
- 7- ensure the secure disposal of archived documents and data.

V- The perspective of the Central Bank of Tunisia through the establishment of an Electronic Archiving System (SAE).

Project start date: 01/09/2020 - **Closing date:** 31/12/2022

Project team (BCT): The Sponsor: Director General of Common Services, Head of Department overseeing the Archives Management Service at the Bank

The Project Manager: Head of the Archives Management Service

The Archives Committee, represented by five structures of the Bank which are:

- Organizational Unity,
- General Control,
- The General Directorate of Common Services,
- The General Directorate of Information Systems,
- The General Directorate of Legal Services.
- **“Records Management Ambassadors”** and **“Electronic Archiving System Ambassadors”** have the role of archives correspondents for the various departments of the Bank.

V- The perspective of the Central Bank of Tunisia through the establishment of an Electronic Archiving System (SAE).

Project partners:

- The GIZ: In April 2022, the BCT uses the GIZ in order to achieve the objectives set within the time limits.
- The Wevioo company: provides digital innovation solutions adapted to the challenges of agility, performance and development.
- Archidoc: is a service provider with expertise in the fields of Records Management, archiving and GED-WORKFLOW type technologies.

Project deliverables:

- 1- Document management and archiving policy;
- 2- Schedule of retention periods for documents specific to the Bank,
- 3- Electronic archiving of essential documents (prototype),
- 4- information and archives governance plan.

V. The perspective of the Central Bank of Tunisia through the establishment of an Electronic Archiving System (SAE).

Currently a set of tool for digital document management is implemented within the BCT:

- Electronic mail management : deployed
- Electronic document management : deployment on going (part of the processes already covered by the solution)
- Document digitalization solution : deployed
- Electronic signature : deployment on going

A project for the implementation of an Electronic Archiving System (EAS) has been initiated by the BCT. The project is a part of the Bank digitalization plan.

The purpose of this project is:

- An easiest access to the documents through a performing indexing and search system
- The implementation of standards and good practices regarding archive management
- Ensure probative value of the digitalized documents through electronic signature and digital safe

V. The perspective of the Central Bank of Tunisia through the establishment of an Electronic Archiving System (SAE).

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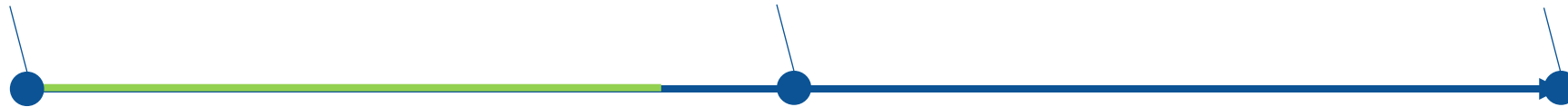
V. The perspective of the Central Bank of Tunisia through the establishment of an Electronic Archiving System (SAE): project time axis

- We are currently in the validation phase of the tables of document retention periods with the various structures of the Bank.
- This fundamental tool for setting up the SAE system will be sent to the National Archives of Tunisia for approval after its internal validation by the Bank.

May 2022 –: Requirement reviews

Dec. 2022 : EAS tool selection

June 2023 : EAS tool implemented



Among the fundamental objectives of the establishment of the SAE system, the codification of all types of BCT documents and access to information by the public in complete security.



VI. Public access to Bank documents and archives (Currently)



In accordance with Organic Law No. 2016-22 of March 24, 2016, relating to the right of access to information, access to (documents and the Bank's archives) is provided in two ways:

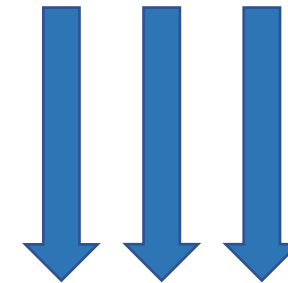
- 1- proactive publication of information by the organization concerned,**
- 2- the right to access it on request.**

VI. Public access to Bank documents and archives

1- The obligation of proactive publication of information by the organization concerned :



Art. 6 - The bodies subject to the provisions of this law (including the BCT), are required to **publish, update, periodically** make available to the public, **in a usable form**, the following information:



1. What use do citizens make of bank documentation?

- **policies and programs** that concern the public,
- the detailed **list of services provided to the public, the certificates it issues to citizens and the documents necessary** for obtaining them, **the conditions, deadlines, procedures, parties and stages of their services,**
- **the legal, regulatory and explanatory texts governing its activity,**
- the functions assigned to it, its organization chart, the address of its main office and all its secondary offices, the means of access and communication with it **and the detailed budget allocated** to it,
- information relating to its **programs** and especially the achievements in relation to its activity,
- the list of documents available in electronic or paper version relating to **the services provided and the resources provided for them,**
- the conditions for granting the **authorizations provided by the body,**
- the **scheduled public contracts with commitment of their budget,** that the organization intends to contract and the expected **results of their implementation,**

1. What use do citizens make of bank documentation?

- the reports of the control bodies in accordance with international professional standards,
- the conventions that the State intends to accede to or ratify,
- **statistical, economic and social information** including the results and reports of detailed statistical censuses in accordance with the requirements of the law relating to the census,
- **any information relating to public finances**, including detailed data relating to the budget at central, regional and local level, data relating to public debt and national accounts, the distribution of public expenditure and the main indicators of public finances,
- information available on **social programs and services**.

2. Public access to Bank documents and archives (Currently)

2- Access to information on request Procedures for making an access to information request :



Art. 9 - Any natural or legal person may submit a written request for access to information in accordance with a pre-established model, made available to the public by the body concerned or on plain paper containing the mandatory information provided for in Articles 10 and 12. of this law.

The person in charge of access to information is required to provide **the necessary assistance** to the applicant for access to information, in **the case of handicap or inability to read or write** or even when the applicant would be affected hearing or visual impairment. The application is submitted either directly to the organization concerned against the **mandatory delivery of a receipt**, or by registered letter or by fax or by e-mail **with acknowledgment of receipt**.

2. Public access to Bank documents and archives (Currently)

2- Access to information on request Procedures for making an access to information request :



Art. 10- The request for access to information must include the surname, first name and address if it is a natural person, the company name and registered office if it is a legal person as well as the necessary details relating to the information requested and the organization concerned.

Art. 11- The requester for access to information is not required to mention in the request for access, the reasons or the interest justifying his request.

Art. 12- When formulating the request, it is imperative to specify the mode of access to information among the following methods: consulting the information on site if it does not cause him any damage, obtaining a hard copy of the information, obtaining an electronic copy of the information, as much as possible, obtaining extracts of the information. The organization concerned must provide the information in the form requested. Failing this, the organization concerned must provide the information in the available form.

VII. CONCLUSION

"The implementation of an electronic archiving system (EAS) at the Central Bank of Tunisia leads to standardizing the process of archiving documents as well as guaranteeing faster access to archived information in complete security and in accordance with the normative and regulatory framework"

THANK YOU FOR YOUR ATTENTION



dhouha.trabelsi@bct.gov.tn