ANNEX C

SCOPE OF EXISTING INTRANET AND ONLINE SERVICES

This section provides an overview of the scope and of the existing intranet site (IntraSen) and the main online services available to Senators, their staff and the administration. It is not an exhaustive list of all the content available now or in the future on the Intranet.

Intranet Site (Intrasen)

- **Home Page -** Default landing page
  - **Announcements -** News and Announcements published by the various directorates.
  - **Senate Calendar** - Senate sittings days for the current and next month as a well as a link to the full annual calendar https://sencanada.ca/en/annual-calendars/
  - **Senate Digital Magazine -** Image link to http://sencanada.ca/en/sencaplus
  - **Quick links** – Links to some of the main pages of the site
  - **My Area** - User-customizable section with links to resources ranging from weather and news to custom built applications and online services.

- **Main Pages**
  - **Contact Us -** Contact information page.
  - **Forms** – Consolidated list of forms from all directorates. This list can be sorted Alphabetically, by Subject and by Directorate.
  - **Help** - Link to a video tutorial on IntraSen.
  - **Historical Policies -** Policies implemented from the year 2000 to 2015.
  - **Map -** Image of the local area.
  - **Rules, Policies and Guidelines –** Consolidated list of all rules, policies and guidelines in place at the Senate. The information can be sorted Alphabetically, by Subject and by Directorate.
  - **Senators Resource Guide -** Meant as a transition to the Office Portal.
  - **Administrative Structure** - Links to a page with and image representing the structure within the Senate administration.
  - **GCWCC** - Simple subsite with information on the Government of Canada Workplace Charitable Campaign.
  - **Security / Emergency –** Key information for employees on security and emergency situations.
  - **Map of the Hill –** Map of Parliament Hill.

- o **Collaboration Sites** - List of SharePoint collaboration sites to which the current user has access to.
- o **Advanced Search Capability** – Ability to perform searches for documents based on criteria.

- **Office Portal** - Major subsite that regroups all information used to manage a senator's office. The information is presented in a "How To" format to help senators and staff with common office activities (i.e. How to hire staff, how to manage travel expenses, how to find IT support, how the make purchases, etc.).

- **Procedural Portal** - Similar to the Office Portal, this new subsite contains information to help senator staff with procedural processes ranging from becoming a member of a committee to making a senator statement.

- **Administration -** Each directorate has their own subsite on IntraSen. The subsites are managed by their own custodians and contain an employee directory as well as various links, pages, documents and announcements relevant to the directorate. The current directorate subsites are listed below:
  - o **Clerk of the Senate and Clerk of the Parliaments, Chief Legislative Services Officer, and Clerk of the Standing Committee on Internal Economy, Budgets and Administration**
    - ▪ **Chamber Operations and Procedure Office**
    - ▪ **Committees**
    - ▪ **Office of the Usher of the Black Rod**
    - ▪ **Parliamentary Exchanges and Protocol, IIA**
    - ▪ **Communications**
    - ▪ **Corporate Security**
  - o **Law Clerk and Parliamentary Counsel**
    - ▪ **Human Resources**
    - ▪ **Corporate Officer for Values and Ethics for the Senate Administration**
  - o **Chief Corporate Services Officer**
    - ▪ **Information Services**
    - ▪ **Property and Services**
    - ▪ **Policy and Planning**
    - ▪ **Finance and Procurement**

Online Services

- **ITAMS** – Self-serve leave management website used by employees to view their leave balance and to enter their leave requests. This commercial off the shelf software will be replaced in the next year with a new COTS integrated with the Senate's new ERP system (Unit4 Business World).

- **FRMS** – Internal website that provides senators and directors with various financial reports. Built in-house using SQL Server and ASP.NET MVC.

- **Pro-Active Disclosure** – Internal website that provides senators with detailed quarterly information on their office, travel and hospitality expenses. Built in-house using SQL Server and ASP.NET MVC.

- **eClaims** – Internal self-service website used by senators and the administration to process all expense claims. Built in-house using SQL Server and ASP.NET.

- **Committee Membership Change Tool** – Self-serve website used by senator staff to facilitate the management of committee membership changes for their senator. Built in-house using SQL Server and ASP.NET MVC.

- **Unit4 Business World Online** – Internal website used by the various directorates to manage requisitions, purchase orders and the reception of goods and services. Commercial off the shelf software.

- **ISD-**DSI – IT Service Catalogue – On-line services catalogue for the Information Services Directorate (ISD) including service levels, links to other services and service descriptions.

- **Room Reservation System** – Self-serve website under development that will allow for the reservation of rooms and the coordination with service providers. Built in-house using SQL Server and ASP.NET.

- **Intratel** – Parliament-wide web site that provides contact information for all Parliamentarians, their staff and employees of the Senate, House of Commons, Library and Protective Services. This site is hosted and managed by the House of Commons.

- **Intraparl** – Parliament-wide intranet. Mostly superseded by the intranets of the Senate and House of Commons, this site is outdated and not widely used. This site is hosted and managed by the House of Commons.

- **On-line Printing Service Catalogue** – provides the available printing services that are available to Senate users.

- **nJoyn Applicant Tracking System** - Website that provides access to job applicant information and that help Human Resources and directors manage the hiring process. This site is hosted and managed externally by CGI.