

WEB SITE

General Requirements

1. Ownership of the program designed for the BBB website will be owned by BBB
2. The program hence must be self-contained and independent of the company that designs and/or maintains the site so as to be fully transferable. The program as well as design/modification instructions must be made available to BBB.
3. The site shall be designed such that the BBB Secretariat staff can easily modify the main page as well as all other informative pages, using basic word processing features as well as uploading pictures and audio/video materials.
4. Bids for hosting the website must include a detailed plan for
 - a. Frequent back-ups
 - b. Security of the site
5. Bids for hosting the website shall include
 - a. Cost of periodic renewal of the URLs
 - b. Cost of hosting the site
 - c. Cost of correction malfunctions to the site
 - d. Cost of upgrading the site
 - e. Cost of developing new components to the site
 - f. Cost of maintaining appropriate levels of system security and privacy protection to minimally meet applicable legal standards.

Public Component

1. Main page consisting of current info (with links), as well as an easily navigable set of links to subpages.
2. Several pages with factual information about BBB
3. Listing of committees; these lists shall be generated automatically from a committee management page that is accessible to administrators. Each committee listing shall contain a general description of its purpose, a contact email address, a listing of all members and their functions, starting and ending date of each member's term, links to documents generated by the committee (these documents may either be public or limited-access)
4. Sign-up pages for
 - a. Associate experts
 - b. Resource experts
 - c. Supporters (various levels)
 - d. Other individuals who want to be informed regularly about BBB activities (eg, journalists)

The information collected from these individuals shall automatically become part of a comprehensive database.
5. Public listing of associate experts and of resource experts with biographical information

6. Resources pages
These pages should have a links manager, removing from public view any dead links
 - a. Other relevant organizations
 - b. Relevant documents (such as codes, treaties, declarations etc)
7. Upon accessing the website, the user will be able to select a language.
 - c. Links will automatically lead to information in that language, as available
 - d. The system will automatically show on the main page the three most recent case summaries for which translations have been produced.
8. Page with listing of ongoing activities

Secure Component

1. Database of all individuals who are in some form or another connected to BBB
 - a. Administrators shall have full access
 - b. Specific individuals, such as associate and resource experts, will be able to search the database and have limited access to data, but not be able to make any changes
 - c. Searches on various search criteria shall be possible
 - d. Bulk emails to all or selected groups of individuals in the database shall be possible
2. Administrators will be able to create committees and change their purpose and membership, using the main database as point of reference.
3. Committee chairs should have limited administrator access to manage the web pages pertaining to their committee activities
4. Case management system. Each case should be stored in a database that is searchable
 - a. Case submission form (with basic word processing features)
 - b. Labeling of cases
 - i. Urgent Yes/No
 - ii. Confidential Yes/No
 - iii. Classification of case
 - (1) Nation (from predetermined list; more nations must be possible)
 - (2) Type (from predetermined list)
 - (3) Keywords (from a pre-determined list)
 - e. Supporting documents are uploaded and linked to the case
 - i. Preferably, these documents should automatically be converted to PDF files
 - f. Automated email messages for different phases of the case management process (see separate document)
 - g. Assigned resource experts shall be provided access codes by email for accessing the assigned on-line case dossier
 - h. Assigned Board members shall likewise be provided access codes by email for accessing the assigned on-line case dossier
 - i. Translations in different languages of key documents for each case can be added by administrators
 - j. Color coding some other mechanism should enable the BB Secretariat to quickly determine the progress for various cases being analyzed.

5. An electronic book keeping system shall be developed that can
 - a. keep track of multiple accounts in multiple currencies.
 - b. produce financial reports for each account as well as all accounts combined shall be possible
6. Chat room functions shall be added to enable meetings by the Board, Committees, as well as ad hoc groups of resources experts assigned to a particular case. These on-line discussions must be archived but otherwise kept confidential
7. Document storage (agendas, minutes, policy documents), coded for language