

Mission Report

THE PROVISION OF TECHNICAL ASSISTANCE GDDS MODULE ON JUSTICE AND SECURITY: REPORT ON IT EXPERT VISIT TO MAURITIUS

Prepared by:

Etienne de Fortier

Prepared for:

**The CSO and the World Bank, General Data Dissemination
System, Socio-Demographic Statistics Project for
Anglophone Africa**

April 2008

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1. BACKGROUND

With financial support from the Department for International Development (DFID) of the United Kingdom, the World Bank is implementing a project to assist Anglophone Africa countries to participate in the General Data Dissemination System (GDDS). Participating countries are being assisted to participate in the GDDS through two separate, but linked projects both financed by DFID. The IMF is providing project management and technical support in the area of economic and financial statistics. The World Bank is providing technical support in the area of socio-demographic statistics.

Technical assistance is being provided through the World Bank to help countries implement plans for improvement in population, health, agriculture, labor market, justice and security, management of statistical systems, GIS and small area statistics. The GDDS framework developed by the IMF provides the framework for the detailed elaboration of long-term statistical development strategies.

The Justice and Security Module aims to assist participating countries to improve the coverage and quality of their statistics on Justice and Security. The participating countries are Kenya, Namibia, Mauritius, Seychelles and Tanzania. Each country attended a launch workshop at Dar Es Salaam in March 2007, following which a work plan was drawn up for data improvements to be implemented over the life of the module.

During expert visits to the above mentioned countries, a few common problems in the field of Justice and Security Statistics were identified, one of which was IT Software Development. It was decided to address the problems during a workshop in Mauritius. It was also decided that the host country, Mauritius, can benefit from an ad-on technical IT consultancy during the visit.

The terms of reference for the workshop and IT consultancy can be found in the Annexure. This report will be two-fold, one for the workshop and one for the IT consultancy. The Module Manager, Mr. Chris Lewis also produced a report on the workshop, this report will therefore focus primarily on the IT part of the workshop.

2. WORKSHOP REPORT:

2.1 PREPARATION FOR VISIT

The workshop was held in Mauritius during the week of 7 April to 11 April. I received all the existing country reports well in advance of the workshop. The reports gave me valuable insight into the Justice and Security Statistical IT needs of the countries. As the Terms of reference indicate, the main focus of the IT part of the workshop was on easy to use, off-the shelf software such as Microsoft Excel and Access. I prepared a presentation on the use of standard Microsoft Office Software. A questionnaire was sent to all the countries for completion. The questionnaire gave an indication of the existing situation as well as any IT aspect that they wish to be covered during the workshop.

2.2 SUMMARY

A general presentation on the use of Microsoft Office was given with specific focus on Microsoft Excel and Access. Tips and tricks regarding Microsoft Excel data capturing techniques were also presented. During the parallel sessions country representatives had the opportunity to discuss their current situation and ask questions on how IT can assist in creating better Justice and Security Statistics. The IT questionnaire was discussed and further completed. A discussion, chaired by Mr. Ronald Luttikhuizen was held whereby countries reported on their current situation regarding the data capturing, management and dissemination of data. A checklist or data analysis capturing sheet per individual institution was developed and handed over to the countries to be completed. The checklist indicates whether data is being produced in hardcopy (paper) or electronic format.

2.3 ACTIVITIES DURING WORKSHOP

PRESENTATION:

A presentation was given on Microsoft Office Suite with specific emphasis on Microsoft Access and Excel, the presentation included an introduction into the most common Microsoft Office products as well as the differences, similarities, Pro's and Cons of Excel and Access. The full presentation can be found in the Annexure section.

The presentation included a practical look at how Excel can be used as a data capturing tool for Justice and Security Statistics. The practical presentation included Excel tools like data import, data linking, general and specific functions, lookup tables and table formatting.

COUNTRY IT NEEDS AND PLANS:

A discussion, chaired by Mr. Ronald Luttikhuizen, was held to ascertain the different country IT needs and plans. The discussions were captured live on screen and consisted of the following topics:

- Country Problems?
- Country Future needs and plans?
- What records do you have? (Digital or hardcopy?)
- What tools do you have (creation; storing and saving; exchange; analysis)?
- What are the records used for?
- What data management processes are in place?
- What is the dataflow? Internal and External
- Details of IT representative at the workshop.

The captured information per country can be found in the Annexure.

COUNTRY DATA RECORD ANALYSIS?

A country data analysis was conducted. Each country IT representative indicated the current data situation per institution in their country highlighting the difference between digital data and hardcopy (paper based) data. A data capturing sheet was developed and handed over to the countries to help them with the identification of the current situation. The data analysis and data capturing sheet can be found in the annexure.

2.4 FINDINGS

FUTURE IT PLANS:

Most of the countries do have some future IT plan in place to ensure that better Justice and Security Statistics are produced. The different country IT representatives do have a good knowledge of the current situation in their respective countries and all are able to give the necessary support. The future plans should also include interim solutions that cater for the immediate needs of Justice and Security Statistics that can be incorporated into the bigger

system. Existing IT resources are often suitable and should be investigated before extra expenses are incurred. The IT personnel should attempt to assist the Statisticians in identifying the existing hardware and software that can easily be deployed to start capturing and creating digital Statistical data. The different processes of creating existing Justice and Security Statistics should be documented in order to ascertain where digital methods could easily replace manual or hardcopy methods. The data analysis capturing sheet can be further developed and completed to help in this regard.

TRAINING:

Relevant user and topic specific training seems to be a common need among the countries. Training providers must be made aware of the user needs before training commences in order to avoid the current problem where only the basic off-the shelf training courses are provided. Most countries do have access to Microsoft Excel that can be used as a very basic data capturing, manipulation and dissemination tool. The Justice and security statisticians and IT personnel can, with the correct skills, easily translate manual time consuming capturing methods to digital techniques.

3. IT CONSULTATION REPORT:

3.1 PREPARATION FOR VISIT

I visited Mauritius from 14 April to 18 April 2008, I also attended the Workshop held in Mauritius during the week of 7 April to 11 April. The Mauritius Central Statistical Office (CSO) prepared documents dealing with statistical work for the CSO, Police, Judiciary, and Probation that was made available to me. I received the country report produced by Professor Lewis well in advance of my visit. The documents and workshop gave me a good overview of the overall IT needs in Justice and Security agencies in Mauritius. The staff of the CSO arranged visits to all the Justice and Security agencies. Transport and office facilities were also made available. All the arrangements were done in a very professional manner.

3.2 SUMMARY

All the agencies I visited were well aware of the need for statistics as well as the current methodology employed in producing the data for statistics. The Chief Officers and management in particular need statistics for internal management purposes and are constantly requesting information.

The officers producing the data for statistics are under pressure as a manual, time consuming method is employed. Parliamentary questions and information needed by management put extra strain on the resources as the requests are most often of a very urgent nature. Information Technology can play a critical role in producing regular, up to date and relevant data for statistics.

The different institutions are well aware of this and most of them are in an advance stage of planning for the design of management systems, of which statistical information will be part of. The CSO has already started with a data needs assessment for all the institutions. The data needs must be further defined to ensure that all statistical data needs are catered for and in the case of the Police it needs to be defined urgently as they are already starting with a tendering process. It is of utmost importance that the data needs are made part of the Tender document specifications. During the debriefing meeting Mr. J Henri, the Deputy Commissioner of Prisons, informed the committee that they will be advertising for a system the following day. The data needs assessment could therefore not come at a more opportune time.

A Committee has been established and CSO has seconded staff to the different institutions. This should ensure that the statistical data needs are communicated constantly for the all phases of the establishment of the new systems.

As mentioned, the new management systems are still in a planning phase and it will take some time before it is fully operational and statistics can be produced from them

The medium and long term requirements for statistics seem to be addressed by the new systems.

An intermediate, easy to use and cost effective solution to produce statistics must be established until the new systems are in place, therefore my assistance and report focuses mainly on these issues.

Details of my Agenda and the agencies visited are shown in Annex A. I was able to meet senior officers as well as statistical and IT staff in all agencies. The main issues discussed were:

Topic Areas	Issues discussed	Outcomes
CSO	Date Requirements	Data needs Assessment Document for all relevant agencies' needs to be refined according to data needs vs. data available and captured at agencies
Police	Data collection IT developments Use of IT software	Data collection methodology to include digital method Future Developments in planning phase; interim solution must take future plans into account. CSO to refine data needs and include it in Police tender specification Excel can be used to capture data needed for statistics
Judiciary	Data collection IT developments IT software	Good system in place at New Court House, Microsoft Access Database System at District Courts and Family Court to be fully deployed. CSO to identify data capture omissions Future plans in an advance stage, Microsoft Access Data base at District Courts to be enhanced according to CSO and Judiciary needs, must include data security. Methodology to extract different set of data from different systems and Courts must be developed Data capture Software Systems in place, must be enhanced
Probation	Data Collection IT	Very good manual system in place No immediate future plans. Probation should draw up strategy for future needs. Interim plan should also be part of plan. Laptops with excel data capture software can be rolled out immediately as part of interim solution
Prisons	Data collection IT developments IT Software	Very old system in place, certain fields not captured. CSO to identify fields. Database contains relevant information Future plans in an advanced stage, existing system contain most information needed by CSO. Data extract method to be defined. SQL scripts or using existing report tools. CSO to define data needs vs. data available in system Microsoft Excel can be used for data capturing should extracting of data not work or if system fail

3.3 PRIORITIES

I followed the priorities set out in the TOR, aiming to analyse the status and provide advice to the following agencies:

	Mauritius	Remarks
Priority 1	Direct consultancy to answer their IT and database questions, to note the position of existing IT in Mauritius Justice and Security and to give advice on the best use of available technology	
Priority 2	To advise on future developments in IT and staff needed to improve Justice and Security Statistics in Mauritius, allowing for existing and planned justice and security databases and resource availability.	

Current issues that need to be prioritized are:

3.3.1 Priorities that are currently being addressed

CSO has begun with a comprehensive assessment of all the institutions of which the data needs form part of. Most of the institutions do have a plan in place to address the medium and long term needs of each organization regarding management systems. Statistical data and their outputs do form part of the planning as a direct result of the involvement of the newly formed committee, the CSO and the consultancy performed by Professor Lewis.

3.3.2 Priorities that need to be addressed in the future

The current data needs assessment should be further developed to make sure that all future Statistical Data needs are catered for during the system design. The Police and Prison Service are at an advanced stage of their planning and therefore limited time is available. Once all the data needs have been addressed the CSO, together with the implementing agency should find the best methodology to make use of the data. A decision must be made if data will be extracted and transferred to the CSO as RAW data or if an easy to use Statistical Package can be incorporated in the system design in order to query the live data. The amount of different data relevant to Statistics as well as the frequency of the data availability will escalate considerably as a result of the new systems. CSO should plan for this accordingly, the best way forward regarding Statistical Software and relevant training must therefore be investigated.

3.4 ACTIVITIES DURING VISIT AND FINDINGS

I am very grateful to all CSO staff, especially Mrs. Guillaume for arranging the agenda, meetings, documentation and keeping me up to date with recent developments during the visit. We made a fully comprehensive visit to Police, Judiciary and Prison as well as a visit to Probation. I reported back to the monthly meeting of the J&S statistics committee at the CSO.

My findings and recommendations for each agency are summarized below a general recommendation is made at the end of this section:

3.4.1 Police

An Occurrence Book is completed for every incident reported to a Police Station; The incident receives an occurrence number (O.B. number). An officer at the station then use the occurrence book to complete the following forms or statistical cards: For Crimes; For Misdemeanors; For Contraventions; For Other Occurrences (The available fields can be found in the Mauritius Police Force report).

A Station Clerk at the station then use these statistical cards to compile the following cards that are send to the Crime Record Office for compilation of statistics:

- Monthly Crime Occurrence Report for Crimes
- Misdemeanors
- Contraventions
- Other occurrences

A report on Juveniles involved in offences by type of offence and sex is also completed and forwarded to the Crime Record Office on an annual basis.

A detection Report on offences for cases not taken to court, cases taken to court and cases pending investigation is completed and send to the Crime Record Office on a quarterly basis

The above mentioned reports are all compiled manually from the statistical cards. It would therefore seem that should the statistical card be computerized, the subsequent reports can then be automatically generated.

As mentioned in the Chris Lewis report, all police stations do have at least one computer with email and internet facilities. The computers are used to link to the Computerized database at headquarters to do Police work.

Ideally every station should receive a separate computer in order to capture the Computerized Statistical Card without interfering with the day to day police work on the existing computer. However an interim solution, until the new hardware arrives, should be to use the existing computer to capture the computerized statistical card when the computer is not use for Police work.

As mentioned, the Police are in an advanced stage of obtaining a computerized management system (COTS). The computer hardware that need to be acquired for the interim solution can easily form part of the bigger picture and should be incorporated into the final COTS system. This will avoid duplicate expenditure.

Excel or Access can be used to create the computerized statistical card.

As the new template is in digital format, it can easily be amended to include more information. Should an extra computer be made available and the normal police work is not interrupted, it is recommended that more detailed information be added to the cards. The extra data will be of great benefit as the new COTS system will have some historical data that can be imported and used.

The roll out of the computerized statistical card must first be piloted before it is implemented at all the police stations.

Finger printable offences are captured in Computerized Database of Convictions (CADB).

The CADB database can be used more extensively as proposed by Mr. Lewis in his report. Mr. Marday, database administrator, is well versed in the use of this database system and will be able to extract any information needed for Statistics. The data needs for the particular database need be defined separately.

3.4.2 Judiciary

Two different management systems are currently employed at the judiciary, one at the New Court house and the other at District level as well as the Family Court in Port Louis.

The system at the new court house is based on an Oracle database with a front end application for data capturing. Most of the data needed for Statistics are available in the database, however the CSO staff is unable to extract the necessary information. Some of the data fields are also not completed thoroughly as the data might not be useful for the internal Judiciary Process, for example age and sex are not always captured. CSO should indicate to the Judiciary which fields are important to them to ensure that it is captured

Mr. Hypolite, the Judiciary database administrator, and his assistant are able to extract the data necessary for the statistics or run queries to create aggregated data based on the pre-defined needs.

CSO must obtain all the database tables as well as the records within the tables as well as the links between tables in order to identify what statistics can be produced.

The Judiciary IT division can then either write database scripts to extract all the necessary data or create aggregated data according to the needs.

Most of the District Courts and the Family Court in Port Louis are utilizing a Microsoft Access database system created by Mr. Bahaulah, a judiciary officer. Mr. Bholah can, and are willing, to include more tables and record when the need arises.

The system is easy to use and can easily rolled out to all the District courts. The District Court data capturing officers need to be trained in order for the system to be used effectively and to ensure that all the necessary fields are captured.

Queries and reports can easily be produced from the database and send to the CSO on a monthly basis

It must be noted that the Microsoft Access databases at District Level do pose a risk regarding data security, it is therefore essential that superior data security and password procedures are implemented. Mr. Hypolite should be briefed and included in the process to ensure that he is well informed of all developments.

3.4.3 Probation

Because the probation does not have an IT system in place and no immediate plans are in place to change to a digital system, it was not possible to do an assessment.

They capture statistical information manually. They do this very efficiently and as soon as computers are installed it should be very easy to change the manual capturing methods to a digital system. An Information technology plan should be put in place as soon as possible and must include an interim solution or phased approach whereby the most essential hardware and software are procured in advance while the final implementation takes place to ensure that digital statistics can be produced.

3.4.4 Prisons

The Prison service has one central database based on Oracle 7 called the Detainee Information System (DIS), a user interface is used to capture, edit, view and query the data. The data base, user interface and infrastructure are very old and are prone to system failure. Prisoner information is captured into the system on a daily basis. Most of the Statistical information needed by CSO and the Prison department are available in the system. The user

interface allows for pre-defined queries to be extracted from the system, the data to be extracted by the queries can be defined by a date range. The query result can either be printed or displayed on the screen. The query result can then be send to CSO via email. An ASCII text file is also created as a by-product of the query system. This file can be emailed to CSO and imported into Microsoft Excel, manipulated and used for statistical purposes. A list of all the database tables was given to me and a request was made to extract information of records of some of the tables.

Not all the information needed for statistics are extracted by the pre-defined queries.

A comparison of the data extracted by the pre-defined queries and the CSO data needs must be made in order to ascertain the data omissions.

It is advisable that a database expert write a script to extract all the necessary information into a standard format for statistical use.

The prison service produces relevant statistics by manual methods. A digital spreadsheet will help to capture the data and produce the needed statistics for all the information not present in the DIS database or should the system fail.

3.5 GENERAL RECOMMENDATIONS

The Central Informatics Bureau are involved in all of the future roll-out of the planned systems and should form part of the J&S Statistics Committee, which in turn should further ensure that all system design takes the relationship between the different institutions into account.

An easy to use statistics creation and reporting software such as Crystal Reports, can be used to link to existing database systems to query, extract data and create reports. The software can be incorporated into the new systems should the design of the system allow for it and should the specific database be Crystal Reports compatible. A software such as Crystal Reports can link to Access, Excel, SQL Server and Oracle databases amongst others. Introductory as well as in-depth user specific training must be completed for all the software to be used.

3.6 OTHER ACTIVITIES

A spreadsheet similar to the Statistical Card has been produced and must be tested and further developed by CSO.

A Microsoft Excel demonstration was given on the last day of the consultancy, due to time constraints, the demonstration was limited to tips and tricks regarding the use of the software.

A data analysis and comparison table for the Police can be found in the Annexure section. The table indicates what the Justice and Security Statistical data needs (questions) for the Police are versus what is currently captured on the Statistical Cards. A similar exercise should be conducted at the other institutions not only on the information currently captured on the cards but also what other data might be available and can be extracted in the existing systems.

3.7 DELIVERABLES PRIOR AND DURING VISIT

As mentioned the Chris Lewis Mauritius Country report as well as the different reports on the institutions were send to me well in advance.

3.8 TRAVEL AND ACCOMMODATION ARRANGEMENTS

There were no problems regarding the travel and accommodation arrangements. CSO provided very reliable daily transport from the Hotel to Port Louis and back.

3.9 FINAL REFLECTIONS

The CSO made sure that, through all their efforts, the consultancy could be completed as effectively as possible. The professionalism in all aspects of their work is noteworthy and the future of Mauritius Justice and Security Statistics is in very capable hands. The challenge is to ensure that the medium and long term plans for Justice and Security Statistics are set in motion while still producing relevant Statistics facilitated by available, cost effective and easy to use information technology.

Etienne de Fortier, GDDS J&S Module IT Expert,
April 2008

4. ANNEXURES

ANNEXURE A: AGENDA OF VISIT APRIL 14 TO APRIL 18 2008:

Venue	Date	Activities	Name of Officers visited and Status
Prison Services	14 April: Morning	Meeting with Prison IT Staff & Project Managers for new and existing system	1. Mr Pertaub: Prisons Officer in charge of statistics 2. Mr J. Henri: Deputy Commissioner of Prisons 3. Mr Jondah: Project Manager Central Informatics Bureau 4. Mr Vijayanarayanan: Commissioner of Prisons
Probation Services	14 April: Afternoon	Meeting with Deputy Commissioner of Probation & Staff	1. Mr Maudarbux: Deputy Commissioner of Probation & After Care Services
Judiciary	15 April	Meeting with IT Administrator & Project Managers on Existing & new system Meeting with Master General	1. Mr P. Hypolite: DataBase Manager 2. Mr Govinden: Chief Registrar 3. Miss Nancy Neong San: System Analyst 4. Mr Bholah: S. Court Officer 5. Mr Mohit: Project Manager Central Informatics Bureau 6. Mr A.R. Hajee Abdoula: Master & Registrar
Police Department	16 April	Meeting with IT Administrator & Project Managers on Existing & new system Meeting with Commissioner of Police	1. Mr Gokhool: Deputy Commissioner of Police 2. Mr Parsad: Assistant Commissioner of Police 3. Mr Seebaluck: Superintendent of Police 4. Mr Bhojoo: Assistant Superintendent of Police 5. Mr Gangalaramsamy: Chief Inspector of Police 6. Mr Marday: Police Sergeant, Database Administrator 7. A. Sukhoo: Ag. Deputy Director CIB 8. Mr M. Soobron: Project Manager, CIB 9. Mr Jondah: Project Manager, CIB 10. Mr Rampersad: Ag. Commissioner of Police
Central Statistics Office	17&18 April	Report Writing Debriefing meeting with CSO and Committee	

ANNEXURE C: COUNTRY IT NEEDS AND PLANS:

Discussion on IT Requirements, Needs, Plans and Solutions

KENYA

Problems?

Committee must still be formed

Future Needs and Plans?

Hardware needed for other agencies (addressed in STATCAP)

Training in Database Management and Analysis

What Records do you have?

Receive aggregated records from agencies, Received electronically (Word and Excel)

Police publish their own data and reports on monthly basis

Judiciary do not publish

One survey 2006 on Justice and Security – GJLOS survey

Sample size unknown – Published in 2007

Tools for creation

CSPRO used for Survey, Visual FOXPRO

Tools for saving

SQL Server

Tools for exchange

WEB

Tools for Analysis

SPSS

Uses for records?

1 final Publications for Survey

What Data Management Processes?

NA

Data flow?

Internal: Internal check before

External: 1 Publication after survey

Representative at workshop

Data Analyst for Surveys, Creating Instruments for Surveys, Designing data cap screen using CSPRO and Visual FOX PRO, 6 Staff members

TANZANIA

Problems?

New program under World Bank. Improving Governance. Receiving IT Support

Hardware in place, No Software

Judiciary: 1 Appeal, 13 High Courts, 22 Resident Regional Courts, 88 Districts Courts

Staff and Trained Staff

No Co-corporation with Stats

Future Needs and Plans?

World Bank Programme provides personnel and training, Support ICT sector under judiciary.

Hardware and software acquisition, case management

System

Introduction of Email, Internet

Impl. Justice System Network

Document Management

What Records do you have?

Case Records for Judiciary

Not coordinated with police, plans for future

Tools for creation

SQL back end for case Management

Backup/Archive Tools

SQL

Tools for exchange

WEB

Tools for Analysis

NO Tools

Uses for records?

Not clear, Internal use only, Planned but not working Case Management System

What Data Management Processes?

Human Resource Management System

Document Man System

Not Coordinated with Police, Prison, Stats

Data flow?

Internal: internal Reporting

External: No publications yet, plans in place

Representative at workshop

Head OF ICT, 4 IT STAFF

NAMIBIA

Problems?

Hardware: Incompatibility, Not Standardised, 5 different operating systems

IT Strategy was not in place: Standardization part of plan

Case Management Allows for pre-defined reports and queries

Untrained Staff, Process of training non IT staff. Computer literacy big problem

No Structured Communication from Statistical Office

Future Needs and Plans?

Own Internal System linked between directorates

Case Management System Completed for actual workflow and financial management:

Plans to provide links, interfaces

Atomization in process: 60% is still done manually

No Structured Communication from Statistical Office

What Records do you have?

Tools for creation

Case Management System: Forte Interface front-end, SQL database as backend

Backup/Archive Tools

SQL Database

Tools for exchange

Web Based, Intranet, Gov Infrastructure

Tools for Analysis

Crystal Reports, No other Info

Uses for records?

Reporting for Internal purposes

Information shared selectively

No publication policy

Plans in process

What Data Management Processes?

Primary focus is Case Management:

3 Parts

Case Management

Human resource info – web based

Financial Management – web based

Data flow?

Internal: Ad hoc, no Structure

External: No Policy, Selective

Representative at workshop

System Administration, Installation and Maint of Systems, Acquisition of Hardware, Support to NON IT staff, More on Hardware

SEYCHELLES

Problems?

Software problem:
Limited available
Office packages
Information system
Limited staff
Priority list needs to revised
Delay in delivery of data

Future Needs and Plans?

Developing own software using .NET supported by MySQL
Country wide solution
Statistical Office requirements part of system

What Records do you have?

Case: Judiciary 1 record
Type: Criminal, Civil, Administration
Type of Court
Type of Case
Nature of case
People involved
Demographics
People Involved
Process Information
Tabulation Scheme
Information shared in aggregated form
Software used: Desktop based designed capturing forms software, Printed
Database – Archive – Save: SQL used, Backups created

Tools for creation

Backup/Archive Tools

Tools for exchange

WEB

Tools for Analysis

SPSS

Uses for records?

Monthly reports created
Predefined Queries for Judiciary
Status of cases
New, ongoing, pending
Cases with Outcomes
Outcomes

Gender Analysis
Management information:
Process Time for Case
Calculations for average workload possible

What Data Management Processes?

Staff shortages:
Design Staff: Only 4, Coding Staff 6

Data flow?

Internal: Reporting purposes only

Parallel capturing process: Manual hardcopy and softcopy
External: Aggregated Info only

Representative at workshop

National Development, IT designer, Designing system for Judiciary

MAURITIUS

POLICE

Problems?

Problems for reported cases: Manual register
Only figures supplied on monthly forms
Recording system needs to be automated
Need more hardware for future expansion
Data input in FOXPRO, not catered for additional info

Future Needs and Plans?

COTS - Crime Occurrence tracking system
All data to be captured

What Records do you have?

Information of individual will be part of case record
1 record of all information

Tools for creation

Police: Records for reported cases Manual. FoxPro used to capture reported cases
(only number of cases)
Manual convicted cases captured using VB & C++ app

Backup/Archive Tools

Oracle

Tools for exchange

Fingerprints information for convicted cases send from 11 courts to Police on weekly
basis, police stations dial up to view data via web

Tools for Analysis

Fingerprint/Name Search to avoid duplicates
No Statistical Analysis
Software do provide app for Analysis

Uses for records?

Police purposes only, Statistics only for internal use, planning to share data to Stats
office depending on nature of request

What Data Management Processes?

Data flow for reported cases to be developed:
Convicted cases are in place, Automated from 1999

Data flow?

Internal: Manual from Station to prosecution office to CRO, captured @ CRO made
available to stations via dial-up, daily update.
External: Manual convicted data received from prosecution office (fingerprint and non
fingerprinted offences)

Representative

Head of IT, Hardware and Software, Software design outsourced to State Informati
Limited, System in place since 1994, website available for statics

MAURITIUS

PROSECUTION

Problems?

No Specific software to capture data use Word, Excel depending on officer
No Standards for capturing,
No database
Manual system
1 workstation per office

Future Needs and Plans?

COTS system (Police) will help in part concerning case files (document man)

What Records do you have?

For own internal use, depends on officer type of system and records they use

Tools for creation

Manual, Word and Excel (very old)

Tools for exchange

NONE

Backup/Archive Tools

NONE

Tools for Analysis

NONE

Uses for records?

N/A

What Data Management Processes?

OWN Process

Data flow?

Internal: Manual Internal

External: None

Representative at workshop

11 Prosecutors Offices, 1 computer, all filing manual, Excel or word, no server (NO IT personnel)

MAURITIUS**JUDICIARY****Problems?**

Industrial Courts, Intermediate, District Court of Port Louis comprising of 3 divisions – Civil, 2 x Criminal

New System installed from 2000 –caters for only 3 courts

Hardware: Server very old (2000) Compaq Pro,

Oracle 8, UnixWare_7.0,

New server to be installed, migration from old server to new might be problem,

Oracle 8 will still be used as Oracle 10G does not support Form 4.5

PC's need to be replaced – 7 years old. Windows 98 operating system

User spec developed Application using Form 4.5

100 and less PC's connected to client server,

Magistrates use notebooks connect through LAN

Access internet via Gov Online Centre (GOC): HHDHL

Staff: Lack of IT and data cap staff, court staff are performing data cap, not there only function, helped by 3 data cap officers.

Central Information Systems Division (CSID) provide data cap staff to most GOV institutions (lack of staff a problem all round)

Difficult to extract Statistics Data from existing system (requirements not part of design)

Codes from CSO and Judiciary do not match

Future Needs and Plans?

Singapore Delegation proposing electronic filing system – 3 phases:

Supreme Court

New court House

District Courts

4 Years project

What Records do you have?

Per Case lodged: Civil, criminal and industrial

Tools for creation

Application software using Form4.5 for Lodging, Fixing, Usher, Cash Module on

Oracle

Backup/Archive Tools

Oracle 8, Tape backup

Tools for exchange

Manual, Weekly Cause list produced and emailed, published on Website

Tools for Analysis

No

Uses for records?

Internally for Court Management and reporting

What Data Management Processes?

In place hardcopy

Data flow?

Internal: Supreme Court + Intermediate Courts

10 District Courts + 1 in Rodriguez

Lodging: Police Prosecution and attorneys to District Court, entries manually and kept. List send via email

External: Website publishing of Cause List + judgements

Representative at workshop

Senior Systems Analysts acting DB Administrator, Implementation of Software at district courts, video conference system - Mau - Rodr, Digital Recording system, District, Regional Courts System Analyst support, DB admin support. Software Specialist

MAURITIUS

PRISON

Problems?

Old System failed, no electronic link between prison

Future Needs and Plans?

New system design in place

What Records do you have?

Hardcopy and softcopy per individual

Tools for creation

Manual and digital

Tools for Analysis

Tools for exchange

Uses for records?

Internal management, publishing

What Data Management Processes?

Internal system

Data flow?

Internal: Manual and electronic Internal

External: Publish reports

Representative

Head of IT, Hardware and Software, Software design outsourced to State Informatic Limited, System in place since 1994, website available for statics

MAURITIUS

PROBATION

Problems?

No IT, Hardware or Software

Manual process of producing stats

No plan in place for IT

Future Needs and Plans?

Very good manual process in place

Future need for

- IT
- Training

- System to link

No plans in place yet

What Records do you have?

Records for all offenders on probation per individual

Records for all community work per individual

All manual records

Tools for creation

Manual

Tools for Analysis

Manual

Tools for exchange

Manual

Tools for Analysis

None

Uses for records?

Prepare monthly/annual report

What Data Management Processes?

Internal Manual

Data flow?

Internal: Manual Internal

External: Publish reports

Representative

No IT personnel

ANNEXURE D: COUNTRY DATA RECORD ANALYSIS:

T0: Where are we

TX: Where are we going

Records Divided into:

Individual cases:

Aggregated records/tables

KENYA

Kenya Police:

Paper based per individual

Creates electronic tables using excel and access @ HQ

Kenya Prosecution:

Created electronic tables using excel and access @ HQ

Kenya Courts:

Data captured in Access-no output

Kenya Prison:

Individual DB and management system @ HQ

District Prisons - paper based

Kenya Probation:

HQ using excel

Records kept in Excel

TANZANIA

Tanzania Police:

Paper based per individual

Makes electronic tables using excel @ HQ

Tanzania Prosecution:

Paper only

Tanzania Courts:

Paper @ courts

HQ excel used for capturing

Tanzania Prison:

Paper @ regions

Excel @ HQ

Tanzania Probation:

Excel @ HQ

NAMIBIA

Police:

Paper based per individual

Makes electronic tables using excel @ HQ

Prosecution:

Electronic Info

Parallel system Individual cases on paper

Courts:

Electronic available Paper format

Prison:

Unknown

Probation:

Unknown

SEYCHELLES

Police:

Regional Units send info to HQ: Paper records for individuals

HQ: Capture data using tailor made project

Prosecution:

Receive and store data in excel

Courts Seychelles:

District: Paper format

High Court: Paper format

Probation Seychelles:

Paper files

Mauritius**Police:**

3 units

No individual digital records

Regional Units send info to HQ: Paper records for individuals

HQ: Capture data using foxpro into db

Prosecution:

Individual cases on paper

Courts:

Paper format

Prison:

Database system with individual records

Probation:

Manual

ANNEXURE E: DATA ANALYSIS CAPTURING SHEET:

ANNEXURE F: PRESENTATION:

ANNEXURE G: TERMS OF REFERENCE: