

UNENE Filing system

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Summary:

This manual provides an overview of the UNENE filing system.

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1 Introduction

1.1 Purpose of this manual

This manual is a working level document about UNENE's filing system written as an aid to UNENE administrators.

Refer to the Definitions section at the end of this manual for a summary list of the acronyms used throughout this document.

1.2 Filing System Overview

UNENE public and internal administrative information is maintained in a variety of ways. The website (www.unene.ca/admin) (password protected) and the public site www.unene.ca) is the main storage site for all UNENE files except for the relatively few required paper files (official agreements and contracts). All minutes of meetings, research reports, summarized course evaluations, finance, governance and associated documents are archived on the web in a password protected area. All UNENE courses have web pages containing course content and related material including, in some cases, recorded lectures. The webmaster maintains all passwords used on the web and periodically provides them to the other UNENE officers for safekeeping.

In addition, each UNENE Officer will have working files on his or her computer in the form of email, word processing files, spreadsheets and so on. The UNENE filing system should provide a rational organization and an archive / backup system.

2 Internet-based Components

2.1 UNENE Website

The UNENE website is organized to follow the organizational structure of UNENE itself. The public area has the following main areas:

- About UNENE (contacts, annual reports, etc.)
- Research sponsored by UNENE (IRCs CRDs, collaborations, etc)
- Education (the master’s degree program, courses, etc.)
- Career information (links to company websites and other career information)

The password protected area contains the following main areas:

- Governance
- Committees (BOD, RAC, EAC, etc.)
- Master’s degree.

The website map is given in the figure below.

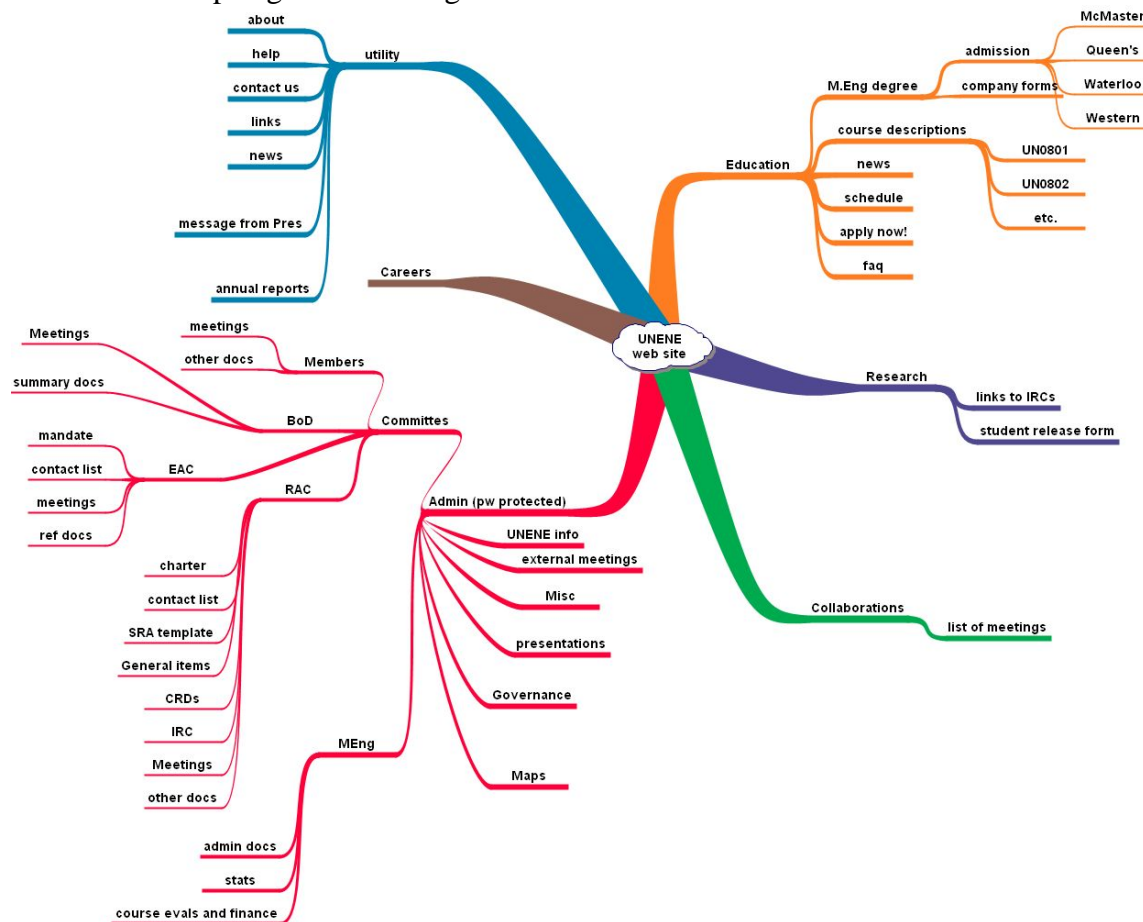


Figure 1 UNENE website map

2.2 UNENE FTP Directories

A space for Admin archives on the UNENE server has been set up. You will need to get a ftp program (<http://www.ftpexplorer.com/> for example or you can get a free one at <http://www.coreftp.com/>). That allows you to upload and download files to a web space. Run the FTP Explorer program and set up a connection as follows:

host address = <http://nuceng.netfirms.com>

port = 21

Login = nuceng.7

pw = ***** [*password held by the AA and the webmaster*]

Leave all other fields in their default settings (blank for the most part).

Save your setup.

Make the connection from the Tools menu.

Once connected you should see a left and right pane. Right click on the right hand pane and choose upload to upload you files.

The setup for coreftp is no doubt similar.

This protected apace is for admin archiving as needed. Nominally, each Officer creates his or her own directory for his or her exclusive use. All Officers have access to all files however unless they are further password protected on a file by file basis. There is no need to archive files that already exist on the UNENE website.

It is suggested that Officers archive their files by uploading them to this FTP directory on a regular basis, at least annually. The calendar year end is suggested so that email can be conveniently grouped by calendar year. This is not essential however since other groupings may be more effective depending on the documents in question.

3 Personal File Organization

3.1 Suggested Filing Structure

It makes the most sense to file documents in folders (electronic or physical) that broadly mirror the UNENE organizational structure. It would be best to keep the number of sub-directories as few as possible but not so few that the number of files in any given sub-directory becomes unmanageably large. A balance needs to be struck between ease of filing and ease of finding a given document at a later date. The following file structure is suggested:

1. General
2. Governance and Schedules
 - a. By-Laws etc.
 - b. Membership
 - c. Insurance
 - d. Contracts
 - e. Program Reviews
 - f. SOPs
 - g. Annual Reports
3. Financial
 - a. Industrial commitments
 - b. Projections
 - c. Budgets
 - d. Audits
4. Administration
5. Committees
 - a. Members
 - i. General
 - ii. Minutes
 - b. BOD
 - i. General
 - ii. Minutes
 - c. EAC
 - i. General
 - ii. Minutes
 - d. RAC
 - i. General
 - ii. Minutes
6. Research
 - a. SRA
 - b. IRCs Phase I
 - c. IRCs Phase II
 - d. CRDs Phase I
 - e. CRDs Phase II
7. Master's degree program
 - a. University internal admin documents
 - b. OCGS

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- c. Student data
 - d. Courses
 - i. Delivery
 - ii. Evaluations
 - iii. Finances
 - e. SOPs
8. Presentations and Outreach information
9. [Website](#)
10. Misc.
11. [Archive](#)

4 Definitions

Definition of terms:

- BOD Board of Directors
- CRD Collaborative Research and Development
- EAC Educational Advisory Committee
- IRC Industrial Research Chair
- NSERC Natural Sciences and Engineering Research Council
- RAC Research Advisory Committee
- SOP Standard Operating Procedure
- SRA Sponsored Research Agreement
- UNENE University Network of Excellence in Nuclear Engineering

5 About this document:

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