



LEGAL INFORMATION PORTAL FOR THE RWANDA JUSTICE SECTOR

Rwanda MCC Threshold Program Justice Strengthening
Project

Concept Paper

Version 1.2

Drafted by Alfa XP Web Software Company, LLC in consultations with the Secretariat for the Justice, Reconciliation, Law and Order Sector (JRLOS) and MCC Justice Strengthening Project (JSP)

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1 VISION

1.1 Background

The Rwanda MCC Threshold Program: Justice Strengthening Project (JSP) implemented by Chemonics International is addressing justice strengthening needs through the lens of the following MCC Ruling Justly Indicators;

- Political Rights will be addressed by enhancing the balance of powers between the judicial, legislative, and executive branches of government and in particular by enhancing the capability and independence of the judiciary.
- Voice and Accountability will be addressed by increasing the stability of democratic institutions and the degree to which the judicial branch of government oversees the actions of the other branches of government.
- Civil Liberties will be addressed by enhancing the independence of the judiciary and the rule of law.

The project objectives include: strengthening the professionalism, impartiality, effectiveness, and independence of the judiciary by building its institutional capacity (objective one); and facilitating and extending the Government of Rwanda's (GOR) legislative reforms to promote judicial independence and to enhance civil liberties, voice and accountability, and political rights in Rwanda (objective two).

Alfa XP Web Software, LCC has been engaged as a subcontractor to provide IT consulting and software engineering services as needed to assist Chemonics in achieving the JSP objectives described above. One of the principal deliverables under this subcontract is Legal Information Portal (LIP).

1.2 Identity, Mission and Scope

The Legal Information Portal (LIP) is a working project name adopted for convenience. By the time LIP is fully developed and JRLOS Lead Ministry, MINIJUST, is ready to assume ownership, it may be deployed under another name, subject to the JRLOS governing body's decision.

It has to be understood that LIP serves a dual purpose, by being both the "face" of the Justice, Reconciliation, Law and Order Sector, and a national "virtual library" serving much broader community of law and justice professionals than those employed by the JRLOS member institutions, as well as public-at-large and the international community.

The portal will be linked to interactive websites (microportals) of the following institutions: 1) Supreme Court, 2) National Public Prosecution Service, 3) Ministry of Justice, 4) Institute for Legal Practice and Development, 5) Rwanda Bar Association, and 6) the Parliament, as well as the existing website of the JRLOS institutions as there are the 7) Rwanda National Police, 8) The Rwanda Correctional Services, 9) the National Human Rights Commission, and 10) NURC,

11) the Office of the Ombudsman, and any other relevant online resources, as they become known or available.

Legal Information Portal (LIP) envisioned as an information gateway to all online resources related to law and justice, including but not limited to the national database of laws, law drafts and other legal materials.

It is proposed that LIP will be owned by the MINIJUST, and operated by the Justice, Reconciliation, Law and Order Sector (JRLOS) Secretariat. The JRLOS Secretariat is a unit within the Ministry of Justice and therefore is not an institution on its own that needs a separate microportal/website. All content materials provided by JRLOS Secretariat will be prominently displayed on the Legal Information Portal (LIP).

1.3 Concept Overview

The Legal Information Portal (LIP) is a so-called vertical information portal focused on law and justice knowledge domain in Rwanda. As a web portal, it presents information from diverse sources in a unified way. Apart from the standard search engine feature, LIP offers quick and easy access to news, publications, legislation, case law (court decisions), directories, library catalogs, databases and other relevant content resources, as well as interactive web services for law and justice professionals, as well as general public.

Acting as an information gateway to Rwanda's law and justice sector, LIP provides a consistent look and feel with access control and procedures for multiple applications and databases, which otherwise would have been different entities altogether.

As a system, LIP includes public portal, extranet and intranet.

Public portal is an interactive website open to the general public. Anonymous visitors can search for information in the public domain, browse, read and download electronic content materials, participate in opinion surveys, provide feedback through web forms, blogs, discussion forums, emails and SMS. Extranet is designed to deliver content and services that required user registration, e.g., subscriptions to news updates delivered by email or through RSS channels. Intranet is a secure, password-protected sub-system for the portal operators, including executives, content managers and system administrators.

For visual overview of the LIP conceptual design, see Attachment 1.

1.4 Target Audiences

The LIP target audiences include but are not limited to:

- Justice sector institutions
- Legislators and policy makers
- Private legal professionals
- Research and academic institutions

- International community
- General public

In order to increase public awareness and transparency in the Rwanda justice sector, this online information resource is open to all individuals and institutions interested in law and justice issues in Rwanda.

2 CONTENT AND SERVICES

2.1 Content Providers

The visionaries behind the LIP concept have an ambitious goal of eventually making it a national virtual library that aggregates, organizes and provides a single entry point to all law and justice information resources produced by all government agencies, academic institutions and non-governmental organizations in Rwanda.

However, due to the budget constraints of the sponsor (MCC Rwanda Justice Strengthening Project), for the time being LIP content providers are limited to the members of the Justice, Reconciliation, Law and Order Sector (JRLOS). The Justice Reconciliation Law and Order Sector is organized as a pyramid consisting of four levels: the Leadership Group, the Steering Committee, the Joint Sector Working Group, and 4 Thematic Working Groups, 1) Resource Allocation and Planning, 2) M&E, 3) ICT, and 4) Access to Justice, Reconciliation, Public Safety, Law and Order. The JRLOS secretariat located in the lead ministry, MINIJUST, is charged with the overall coordination of all sector institutions towards a Sector Wide Approach.

The JRLO Sector is composed of: Ministry of Justice, Supreme Court, Military High Court, Military Prosecution, , National Public Prosecution Agency, Ministry of Internal Security (,Rwanda National Police, Rwanda Correctional Services), the Office of the Ombudsman, National Commission for Human Rights, , National Unity and Reconciliation Commission, Institute for Legal Practice and Development. Associated partners to the sector are the Rwanda Bar Association, the Independent Bailiffs Body, the Judicial Defenders Body, as well as all Civil Society Organizations active in the JRLO Sector.

The institutions above are the official content providers for the Legal Information Portal.

For the purposes of cooperation with the MCC Justice Strengthening Project (JSP), the LIP content providers are represented by the Information and Technology Team headed by Mr. Jean-Louis Kaliningondo, the ICT Advisor who is a full-time employee of the Ministry of Justice dedicated solely to the JRLOS ICT activities. The ICT Advisor is supported by a secretary and webmaster.

The full list of JRLOS ICT Thematic Working Group Members is provided in Attachment 2.

2.2 Content Resources

As a coordinating unit for the ICT activities in the justice sector, JRLOS ICT Team becomes the primary operator of the LIP on behalf of the justice sector institutions. The new portal replaces the currently dysfunctional JRLOS website and becomes the principal communications vehicle for the justice sector stakeholders and their target audiences.

As envisioned, LIP will acquire its content resources from three principal sources, such as:
a) content produced and released for publishing by the JRLOS Secretariat, b) content produced

and published online by individual law and justice institutions and, c) online content resources maintained by third parties.

The JRLOS materials will be contributed by:

- A. All JRLOS institutions, including associated partner organizations, and civil society organizations
- B. Online content resources maintained by third parties include: a) national legislation database (Amategeko, operated by the Ministry of Justice), b) Official Gazette (Prime Minister's Office), c) database of draft laws (LDSS), and d) court decisions (Supreme Court).

Content materials will be organized into the following categories: news, publications, documents, directories, catalogs, databases, etc. For comprehensive description of the LIP content resources, including a) types of materials, b) sources, c) methods of acquisition, d) subject categories, see Attachment 3.

2.3 Interactive Services

The LIP interactive services include feedback forms, blogs, opinion polls, surveys, discussion forums, e-mail campaigns and social networks.

3 CONTENT MANAGEMENT PROCESS

3.1 Content Publishing Process

The content publishing process that involves human actors is envisioned as follows:

1. Portal Coordinators
 - a. configure document repository
 - b. create content categories (taxonomies)
 - c. assign roles to users
 - d. set rules for review and approval of content contributions
2. Authors
 - a. create,
 - b. pre-publish and
 - c. catalog content materials
3. Content Coordinators
 - a. review content quality and
 - b. clear materials for publishing at the individual provider level
4. Approvers
 - a. approve / disapprove content for public release on the portal
5. Readers
 - a. search, browse, retrieve, view and download materials
6. Subscribers
 - a. register to receive news and updates.

For visual representation of the content publishing process, see Attachment 4. For JRLOS Terms of Reference for Web Content Units, see Attachment 5.

3.2 Automated Content Syndication

In case when content materials are already available online, they could be gathered and republished (syndicated) using specially written software scripts. The best example of inbound/outbound syndication of online content is RSS news channels. This method requires cooperation between the content providers and content subscribers or distributors. Before third-party content can be automatically syndicated and delivered to subscribers, it must be converted into RSS format.

3.3 Sector-Specific Search Engine

The LIP search engine will be a Google-based system of content filters that will allow users to conduct keyword-based searches for specific materials within a pre-selected number of relevant law and justice websites.

3.4 Content Dissemination Methods

LIP content will be disseminated through a variety of means: a) published as web pages, b) downloaded as files, c) made available for searching as online database, d) delivered as email alerts, and e) streamed as RSS newsfeeds.

3.5 Content Managers

For the List of JRLOS Web Content Unit Members, see Attachment 6.

4 OWNERSHIP AND ADMINISTRATION

4.1 Technical Infrastructure

Currently, LIP resides on the technical infrastructure (server, network router, backup system, software, etc.) purchased by the MCC Rwanda Justice Strengthening Project and donated to the Ministry of Justice. The ICT Department of the Ministry operates and maintains the equipment hosting LIP applications and content resources and is responsible for the LIP accessibility online.

4.2 Content Sharing Policies

LIP content repository and online interactive services is envisioned as an information resource collectively owned by all justice sector institutions represented by the JRLOS. Mr. Jean-Louis Kaliningondo, JRLOS ICT Specialist is responsible for coordinating all matters related to content ownership, acquisition and dissemination. He can be reached at +250 (0) 78 8302925, email: jlouis.kaliningondo@minijust.gov.rw, jlouiskali@gmail.com.

Although individual materials may be produced and “owned” by the contributing agencies, they are all government materials funded by the Rwanda taxpayers and belong to the public domain, subject to free, unrestricted dissemination. JRLOS sets the rules for publishing, dissemination, withdrawal and archiving of the LIP content materials.

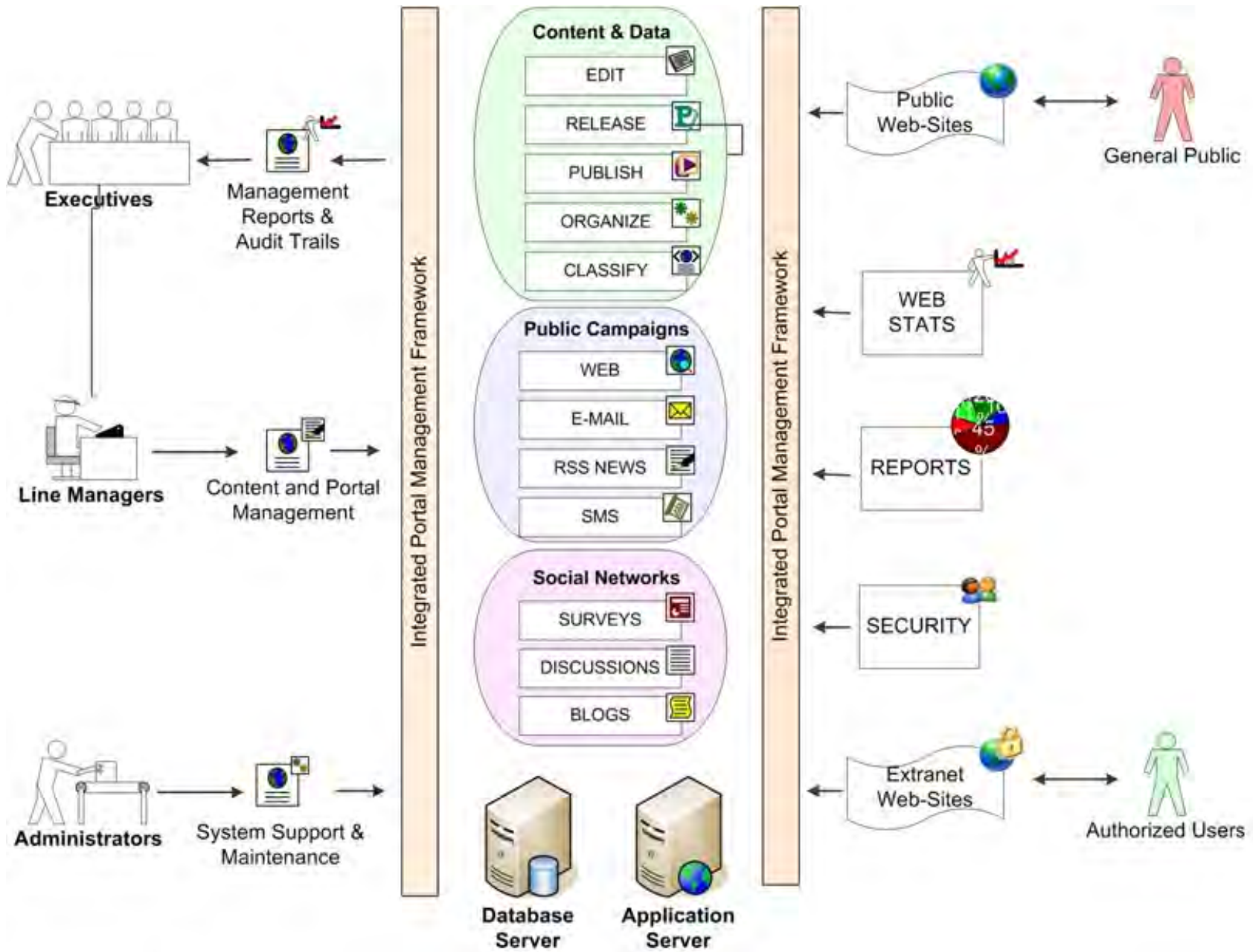
Copyrighted materials are subject to specific copyright rules governing the right to copy and disseminate with respective owners’ permission.

4.3 Support and Maintenance

Technical support and maintenance of the LIP portal framework, content management system and interactive services will be provided by the Mr. Bambanza, JRLOS Webmaster.

ATTACHMENTS

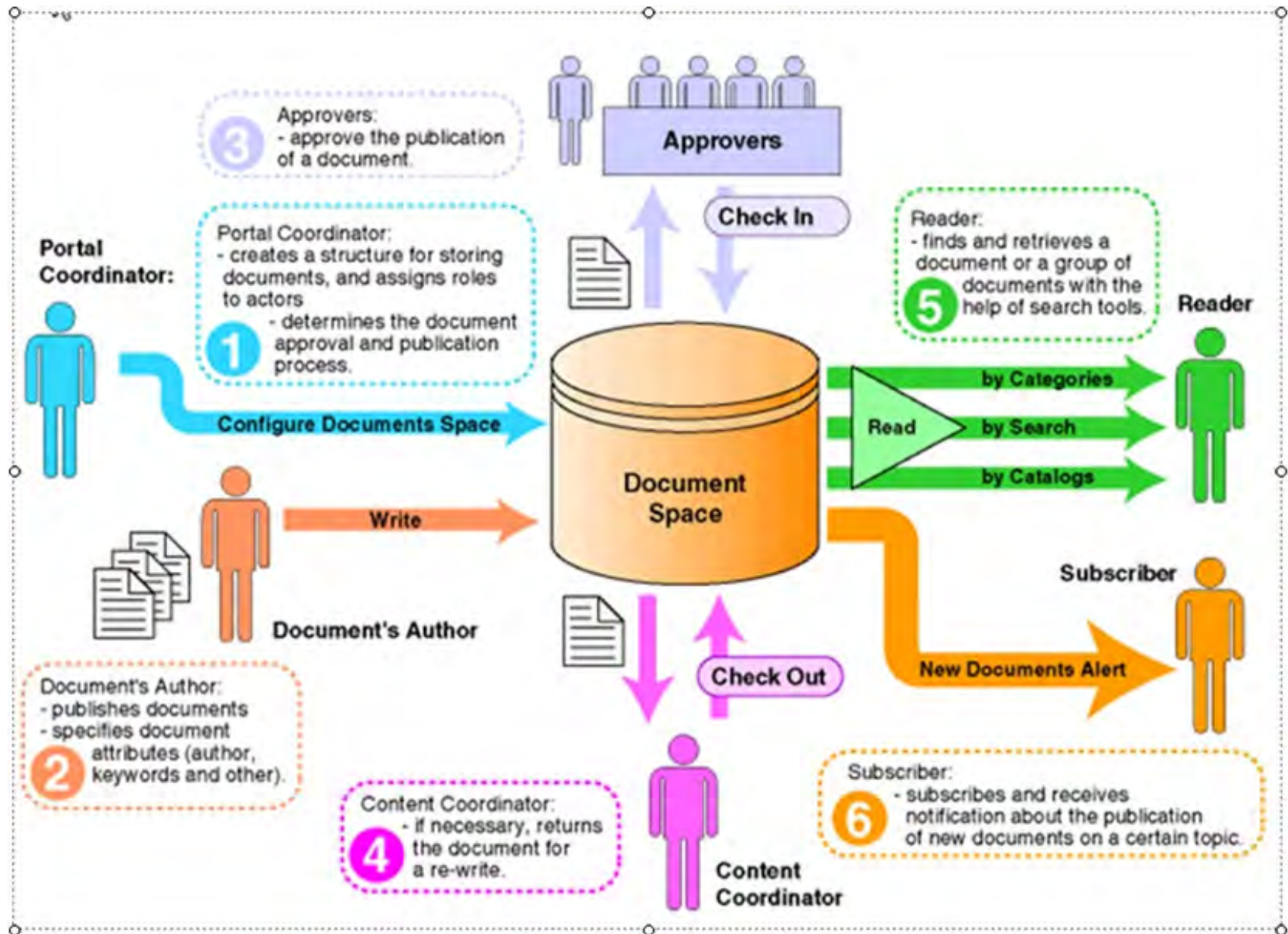
1. A1 LIP CONCEPT OVERVIEW
2. A2 LIST OF JRLOS ICT THEMATIC WORKING GROUP MEMBERS
3. A3 LIP CONTENT RESOURCES
4. A4 LIP CONTENT PUBLISHING PROCESS
5. A5 JRLOS TERMS OF REFERENCE FOR WEB CONTENT UNITS
6. A6 LIST OF JRLOS WEB CONTENT UNIT MEMBERS



Justice, Reconciliation, Law and Order Sector /ICT-Thematic Working Group Members List

Title	First & Last Names	E-mail	Tel	Institution	Status	IP Phone
M.	Alain Fulgence Mufanzara	alainful@yahoo.fr	0788351375	Military Tribunal	Active	
M.	Alain Théophile Niyomugabo	niathe79@yahoo.fr	0788409243	Rwanda Correctional Services	Active	
M.	Célestin Rutayisire	rutacele@yahoo.fr	0788761805	Office of the Ombudsman	Active	3138000
Capt.	Charles Madudu	finddudu@yahoo.com	0788479411	Military High Court	Active	
Supt.	Elie Mberabagabo	mbera.elie@yahoo.com	0788311160	National Police	Active	
M.	Emmanuel Bambanza	Emmanuel.bambanza@minijust.gov.rw	0788794888	JSCS	Active	
M.	Evariste Nzibaza	nzabeva@gmail.com	0788473757	National Public Prosecution Authority	Active	
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Ms.	Geneviève Mahoro	mahoro.geny@yahoo.fr	0788434947	National Unity & Reconciliation Commission	Active	
M.	Gerard Mayira	mayira151@yahoo.fr	0788429439	National Human Rights Commission	Active	
M.	Gervais Munyurangabo	munyuragervais@yahoo.fr	0788758206	Military Prosecution	Active	
M.	James Musinguzi	jamesm@rita.rw	0788417246	RDB/IT	Active	
M.	Jashi Jawabu	jashijawabu@mininter.gov.rw	0788751889	Rwanda Correctional Services	Active	
M.	Jean de Dieu Rutayisire	rutayisire66@yahoo.co.uk	0788516249	National Police	Active	
M.	Jean-Baptiste Munyengango	munyejab@yahoo.fr	0783347928	ILPD	Active	
M.	Jean-Damascène Habimana	habidam@yahoo.fr	0788307508	National Public Prosecution Authority	Active	
M.	J-Louis Kaliningondo	jlouis.kaliningondo@minijust.gov.rw	0788302925	JRLOS Coordination Secretariat	Active	3112003
M.	Kayitsinga Alexandre	kalexandre01@yahoo.fr	0788356033	Military Prosecution	Active	
Ms.	Kevin Bajeneza	kevin.bajeneza@rita.rw	0788647718	RDB/IT	Active	
M.	Patrick Muhire	pathem2000@yahoo.com	0788568764	National Service for GACACA	Active	
M.	Peter Mwunvaneza	pmwunvaneza@minadef.gov.rw	0788623230	MINADEF	Active	
M.	Rutayisire Jean de Dieu	rutayisire2020@yahoo.fr	0788286129	Military High Court	Active	
M.	Werner Mosozi	wernermos@yahoo.fr	0788526172	Supreme Court	Active	
M.	William Gatwaza	william.gatwaza@minijust.gov.rw	0788351133	MINIJUST	Active	

Types of materials	Sources	Methods of acquisition	Content contributors
Laws	www.amategeko.net	One-time transfer, the old site discontinued	MINIJUST Legislative Drafting Unit
Official Gazette	www.primature.gov.rw	Syndication (with duplication)	Prime Minister's Office
Draft Laws	Legislative Drafting Support System	Automatic	MINIJUST, Parliament
Case Law/Jurisprudence	Supreme Court ERMS (Electronic Record Management System)	Automatic or Manual (to be determined)	Supreme Court
News	JRLOS articles	Manual upload	JRLOS coordination secretariat
	Local/Regional newspapers websites (i.e. newtimes.co.rw, theeastafrican.co.ke)	Syndication (with filtering)	New times JSCS (filtering)
Press Releases	JRLOS Leadership	Manual upload	JRLOS coordination secretariat
Documents (Internal to the Sector)	Minutes of JRLOS (LC, SC, JSWG, TWG) meetings Joint Sector Review Reports Peer-Review Workshop reports	Automatic upload from folder structure	JRLOS coordination secretariat
Publications	JRLOS Bulletin JRLOS Institutions Annual Reports International Legal journals	Manual upload	JRLOS Coordination Secretariat
Directories	All JRLOS staff contact information	Manual upload	JRLOS Coordination Secretariat
Library Catalogs	Links to MINIJUST/Supreme Court/NPPA catalogs	Automatic upload from MySQL database	MINIJUST Supreme Court NPPA, ILPD
Events (Calendar)	JRLOS Meetings Radio/TV broadcasts Press conferences	Manual Upload	JRLOS Coordination Secretariat
Budget Information	JRLOS Institutions budgets (minecofin.gov.rw)		MINECOFIN website
Tenders/Announcements	JRLOS Tenders	Manual Upload	JRLOS Coordination Secretariat, JRLOS Procurement Officers
Media	JRLOS Photos/Videos	Manual Upload	JRLOS Coordination Secretariat
Services	Personal Criminal Record statement	(To be determined)	NPPA



4.4 ICT-THEMATIC WORKING GROUP

<u>Document Title:</u>	Terms of Reference for Web Content Units
<u>Version:</u>	2.0
<u>Date:</u>	14 th December 2009
<u>Description:</u>	This document defines the work to be done by the Web Content Unit of each Sector Institution as required in Activity 5.1 of the JRLO Sector Information Strategy (2009-2012).
<u>Pages:</u>	Error! Picture string contains unmatched quotes.
<u>Reference:</u>	5.1/002

1. Establishment and Composition of the Web Content Unit (WCU)

- 1.1. In accordance with the Sector Information Strategy, each sector institution shall have a Web Content Unit whose mandate is the object of this document.
- 1.2. The members of the WCU shall be officially appointed (by letter) by the Permanent Secretary/Secretary General/Executive Secretary or Any High-ranking Officer with necessary powers in the JRLO Sector institution to fulfill the mandate described in this document.
- 1.3. Each WCU should have at least 3 members:
 - 1.3.1. One Coordinator: in charge of calling and facilitating the WCU meetings. Ideally, the Public Relations Officer should play this role.
 - 1.3.2. And two assistants: in charge of collecting all materials for publication on the Institution Website. Officers with access to relevant information for publication should be selected.
- 1.4. The WCU members are ordinary public servants who will allocate a portion of their time to the enhancement of their institution's website. Becoming a WCU member is therefore simply an additional task added to their existing workload.
- 1.5. The WCU members should be public servants with the following profile:
 - 1.5.1. They must have an easy access to internal information that can be made public on the Institution Website.
 - 1.5.2. They should demonstrate excellent writing skills in the official languages defined by the Constitution and/or used on the Institution website
 - 1.5.3. They should have an average proficiency in the use of a computer (Word processing, Digital media manipulation, etc.) , a digital camera or a scanner.
 - 1.5.4. They should not be taken from the ICT department of the institution but rather from other technical departments that directly contribute to the realization of the Institution's mission.

2. Mandate of the Web Content Unit

2.1. The WCU has the primary responsibility of:

- 2.1.1. Collecting and screening the web material (articles/documents/digital media) that needs to be posted on the Institution's Website
- 2.1.2. Ensuring that any collected material (articles/documents/digital media) fits the format provided by the Webmaster
- 2.1.3. Transmitting to the webmaster (via e-mail) the updates (articles/documents/media) to be published on the website
- 2.1.4. Ensuring that all information displayed on the Institution Website is genuine and free of spelling mistakes
- 2.1.5. Ensuring that any obsolete web posting is removed from the website in order to avoid the display of misleading information
- 2.1.6. Ensuring that the institution website meets the standard quality specifications defined by the ICT thematic Working Group in terms of web content.

3. Miscellaneous instructions for the Web Content Unit

- 3.1. The WCU shall meet at least once every two weeks in order to carry out the tasks delineated in their mandate.
- 3.2. Every meeting of the WCU must be properly documented (minutes) in order to establish an appropriate Monitoring system. The WCU shall appoint one of its members to take note of their meeting minutes (a rotational responsibility is advised.)
- 3.3. The WCU coordinator shall ensure that the minutes of their meetings are sent (via e-mail) in a timely fashion to the facilitator of the Sector ICT Thematic Working Group.

Attachment 6. List of Web Content Managers

<i>Institution</i>	<i>Names</i>	<i>Function</i>	<i>Tel</i>	<i>Email</i>
NURC	NZITAZIRA MUHOZA Adeline	Public Relations Officer		
NURC	MUKIZA Charles	Communications Officer		
NURC	MAHORO Geneviève	IT Officer	0788434947	mahoro.geny@yahoo.fr
NSGJ	GAKWAYA MANZI Emmanuel	Public Relations Officer	0788534864	e_manziga@yahoo.ca
NSGJ	HABIMANA Alexis	Coordinator/Gacaca Documentation Center	0788460816	halexis2005@yahoo.fr
NSGJ	NIYONSENGA Jean-Claude	Archiving Officer	0758465200	cniyonsenga@yahoo.fr
TIG	NGAYABERURA Jean- Damascène	Public Relations Officer	0788643837	
TIG	RUTAYISIRE Alain Didier	Planning Expert	0788431674	
TIG	NIYOMUGABO Alain Théophile	Database Manager	0788409243	
MININTER	NKERABIGWI Isidore	Human Resource & Logistics Officer		
OMBUDSMAN	NKURUNZIZA Jean-Pierre	Personal Advisor to the Ombudsman	0788305887	
OMBUDSMAN	MUGISHA Jules Déo	Public Relations and Communication Officer	0788305881	
OMBUDSMAN	GATERA Athanase	Officer/Fight against Corruption, Injustice & related offenses	0788479380	
OMBUDSMAN	BIRASA Fiscal	Officer/Fight against Corruption, Injustice & related offenses	0788777444	
OMBUDSMAN	RUHISO Théogène	Officer/Declaration of Assets	0788524629	
MININTER	NKERABIGWI Isidore	Human Resource & Logistics Officer		
SUPREME COURT	KALIWABO Charles	High Court Judge /Inspector	0788308059	ckaliwabo@yahoo.fr
SUPREME COURT	KABASHA Vedaste			
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Attachment 6. List of Web Content Managers

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NPPA	NKUSI Augustin	National Prosecutor	0788389003	Augustin.nkusi@nppa.gov.rw
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MINIJUST	ZAWADI Geoffrey	MAJ Coordinator	0788874052	geoffrey.zawadi@minijust.gov.rw
ILPD	MUNYENGANGO Jean-Baptiste	IT Officer	0783347928	munyejab@yahoo.fr