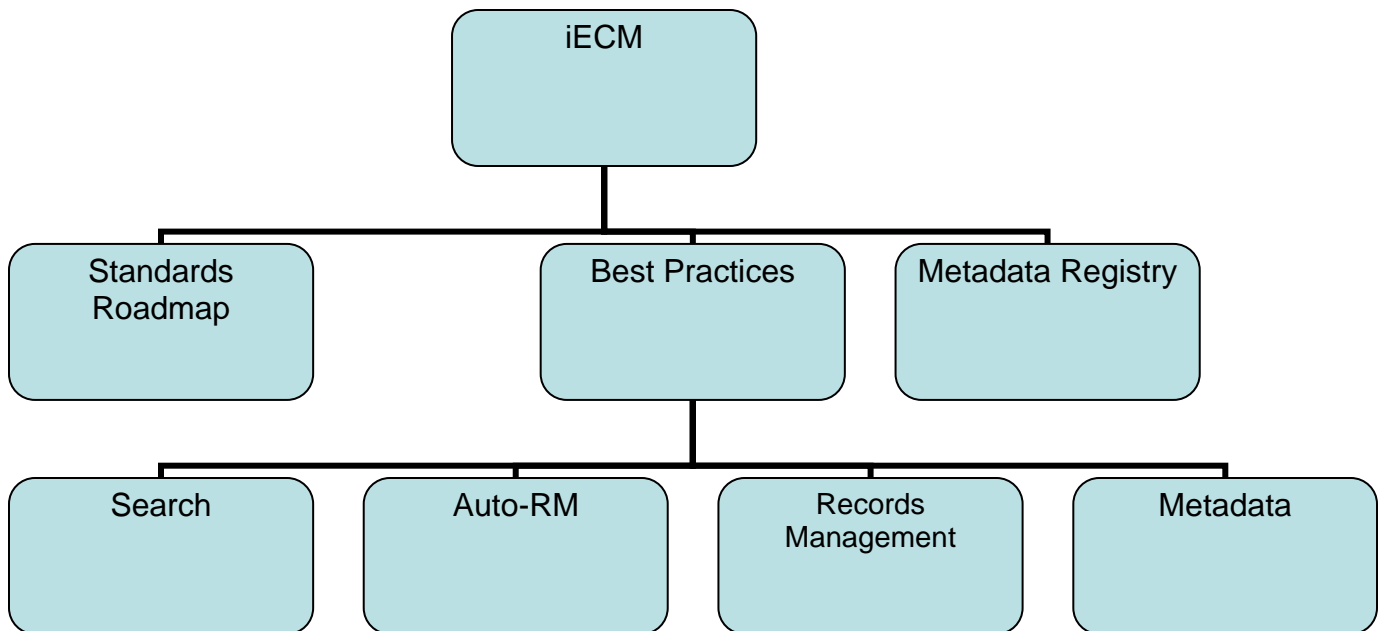




Welcome to the iECM! We would like to take the opportunity to provide a brief orientation on the iECM committee, the tools we are using to conduct our business and a list of resources that provide a through overview of the goals of the group and the accomplishments to date. A review of this information will enable you to quickly become a productive member of the committee.

The iECM Committee has the following structure:



The iECM activities fall under the guidance of the AIIM Standards Board. The work of the iECM will follow the AIIM Procedures for Developing ANSI standards.

iECM Tools and Sources of Information

The members of iECM use a number of tools and practices to conduct their work.

Listserv

There are a number of established mailing lists provided by a listserv managed by the AIIM organization.

- iECM: This is the general mailing list of the iECM consortium as a whole.
- iECM-Roadmap: This is the mailing list for the iECM Standards Roadmap Committee
- iECM-Search: This is the mailing list for the iECM Enterprise Search Committee
- iECM-Auto-RM: This is the mailing list for the iECM committee looking at automating records management
- iECM-RM: This is the mailing list for the iECM Records Management Committee
- iECM-BP-Metadata: This is the mailing list for the iECM committee working on a best practice for metadata

All iECM participants should sign up for the iECM listserv and depending on committee interest, one or both of the other listservs. To sign up for a mailing list you must send an email to listserv@listserv.aiim.org with SUB <listname> in the message body; you may include one or more subscription commands per email.

Wiki

Each of the committees, as well as the organization as a whole is utilizing a wiki for a collaborative environment. To register for the wiki, please go to <http://iecm.editme.com>. After submitting your registration information, the registration request will be processed by AIIM administrative staff and access will be granted. Each of the subcommittees has sections within the wiki for the work they are conducting and those sections are readily available from the wiki main menu.

All collaborative activities are encouraged in the wiki; listserv usage is predominantly for notification.

iECM Public Website

The iECM public website is at <http://www.aiim.org/standards.asp?ID=29284>. Information and documents will be posted here in accordance with the formal standards development processes of AIIM and the iECM consortium.

Committee Conference Calls

Each of the committees meets regularly to work on their projects. The main or parent iECM Committee meets monthly. Agendas, minutes and call-in details are posted to the wiki each week. The telephone information required for all conference calls is:

International Dial-in: 1-303-928-2600

Dial-in: 1-888-742-8686

Conference ID 5291291