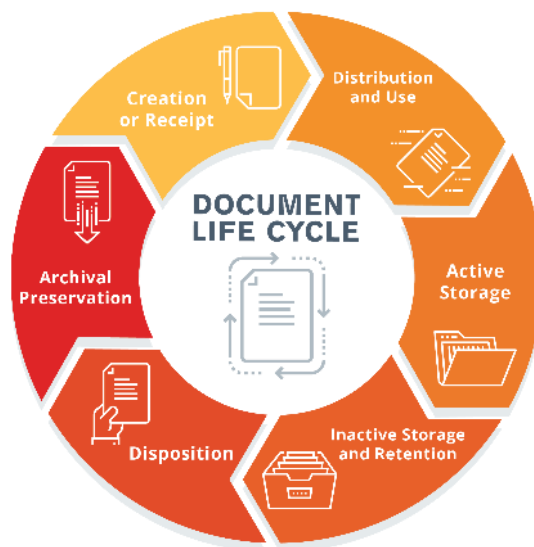




Securing Our Legally Binding Documents



Today, both physical and electronic archiving issues are addressed transversally. We have recruited an external consultancy firm, called [SERDA](#), to help render our archiving processes operational, most notably for the Organisation's binding documents.

SERDA's mission started in September 2022 and will culminate in March 2023. As early as this month, however, they will release a roadmap, scenarios, and recommendations as guidance for us to follow. And then in March, they are to deliver a set of archiving tools—transversal nomenclature, management tables, and processes—which should be targeted to each department/unit.

For more information on the SERDA Mission – Phase 1, please [click here](#).

Contact: [Aline Rousier, WOA Document Cell](#)

We would like to thank Aline Rousier for submitting this article to *In-house Times*.

● *In-house Times* – December 2022