No longer Indico.UN version 1! I am very pleased with the work done by the team in close collaboration with our clients in decommissioning Indico.UN version 1 after months of meticulous planning and preparation. After migrating all the clients to version 1 and supporting the 33rd session of the Human Rights Council as the last event managed in version 1, the old version was decommissioned on the 15th of October 2022. In addition to the decommissioning, the team also migrated data of all prior events from version 1 to version 2.

Throughout the process, the team made it a priority to listen to the concerns of our clients in terms of specific needs including timing, and keep everyone updated on the technical and procedural steps we were taking for the migration. The last stakeholder meeting held on the 27th of September, a few weeks before the decommissioning helped to ensure that everyone was fully aware of the process.

In collaboration with colleagues from the UMOJA team, we have also established a data transfer from the UMOJA system into Indico.UN. Event details and locations are now seamlessly shared from UMOJA to Indico.UN and this integration will save time for event organizers and ensure a closer alignment with the respective data in UMOJA.

We have plans for the next months, starting with a technology upgrade in the first quarter of 2023 bringing us to the latest version of the programming language (Python) used by Indico.UN. This will enable us to develop newer functionalities and not be tied down by the limitations of the older version. Further integrations with UMOJA and improvements in accessibility and multilingualism are also being considered for the upcoming year.

We also intend to organize a summer camp in 2023 like the first one held in August. Participants from Addis Ababa, Bangkok, Paris, and Vienna joined us in Geneva, giving us an opportunity to hear back from our clients in person and for us to share an in-depth view of existing and upcoming features with them.

I would like to once again thank the Indico.UN team and the entire client base for their tireless effort in ensuring a seamless decommissioning.

COMMENTS BY THE PROJECT MANAGER

Frank Moser

No serious issues; goals not at risk.

Issues have arisen; goals may be at risk.

Project targets are threatened and not achievable without major change.

PROJECT OVERVIEW

<table>
<thead>
<tr>
<th>Area</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>✔️</td>
<td>Activities in line with budget.</td>
</tr>
<tr>
<td>Resources</td>
<td>✔️</td>
<td>The project team is sufficiently staffed.</td>
</tr>
<tr>
<td>Migration to v2</td>
<td>✔️</td>
<td>Completed</td>
</tr>
<tr>
<td>New Projects</td>
<td>✔️</td>
<td>Umoja implementation on track</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Access authorization onboarding for clients completed</td>
</tr>
</tbody>
</table>

RECENT SYSTEM DEPLOYMENTS

<table>
<thead>
<tr>
<th>Release version</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.19</td>
<td>7 September 22</td>
</tr>
<tr>
<td>2.20</td>
<td>5 October 22</td>
</tr>
</tbody>
</table>
## QUARTERLY WORK PACKAGES RECAP

### ACCESS AUTHORIZATION MODULE DEPLOYMENT
- Three offices; UNOG Protocol and Liaison Service Office, UNOG SHP and FIPOI, were onboarded for short or long-term accreditations and legacy data transferred from Indico.UN version 1.
- Module enhanced by improving the overall structure allowing easy onboarding of new clients.
- New functionalities like on-behalf accreditations and a new role for focal points have been deployed.
- Personalized training materials have been developed for managers and requestors. It was released on the Indico.UN Help Portal and shared with users.

### INTEGRATION WITH C•CURE
- Integration with ESCWA C-CURE instance implemented.
- Analysis of the C-Cure integration for Vienna-based users is ongoing.

### INTEGRATION WITH UMOJA
- Two business requirements are live, and one is pending Umoja Functional Sub-Group endorsement.
  - BR 4000000401: Creation of event codes and synchronization of event details in Umoja. - Deployed
  - BR 4000000893: An interface to share Umoja’s location details. - Deployed
  - BR 4000009902: Integration allowing Indico.UN to share trip details with UMOJA - Pending endorsement.
- The Umoja integration training materials related to the new features were released on the Indico.UN help portal and Umoja travel aids.

### PHASING OUT OF THE LIVE-SYNCHRONIZED VERSION (LSV)
- The Live-Synchronized Version has been decommissioned following the migration of data from version 1 to version 2. This also resolved security concerns related to the previous version of Indico.UN.

### ANALYTICAL MODULE
- New audio training material was released on the Indico.UN Help Portal, complementing the rest of the training material.
- New visualizations were created for clients, and clients were briefed on the module and their focal points assigned with reporter roles.
- A data sourcing update is in progress following the deployment of the new location widget in August and the migration to Indico.UN version 2 categories. The upgrade will be transparent to the users.
- Analytical web service improvement underway to expose clients’ sub-entity level 2 is under analysis.

### INTEGRATION WITH ZOOM
- Two bug fixes deployed for Zoom.

### INTEGRATION WITH FAREHARBOR
- Fareharbor is the UN-recognized online booking software used by the UN Guided Tours offices in the main duty stations to process visitor payments.
- The business analysis of the integration between Indico.UN and Fareharbor has started, as per UNOG Guided Tour’s office’s request.
- As part of the integration, UNOG Guided Tour office will also be onboarded on the Access Authorization Module.

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*Items with a blue background are one-time work packages, i.e. activities with a planned end date.*
QUARTERLY WORK PACKAGES RECAP

USER SUPPORT AND COMPLETING USER DOCUMENTATION

- Completed onboarding of new clients like OSE-Syria, and UNITAR.
- Supported events by customizing and creating badge designs (UNEP, Internet Global Forum, ESCAP, DESA, among others).
- Training material for the Access Authorization Module was created and added to the Indico.UN Help Portal. This includes office-specific training documents for Managers and Requestors of the Access Authorization Module and new Analytical Module audio training material.
- The Access Authorization Module was translated to French and the French translation of the Indico.UN version 2 was revised and expanded.
- Updated existing guidelines on the help portal and removed version 1 training material.

SOFTWARE MAINTENANCE

- Configured badge printing margins and related settings to be saved at the Category level.
- The event series functionality was improved to allow for the selection and removal of multiple events belonging to the same series.
- A new event location interface was developed to better identify and reflect the location details of each event.
- A new concept of “arrangement type” has been introduced to define the event type (e.g. Hybrid, In Person, Virtual).
- The new concept of “Client organizational unit” was introduced to allow for reporting on the Analytical Module and sharing clients’ event details with Umoja.
- Implemented improvements to create excel templates and set a default image when importing attendee information using excel files. In addition, security concerns for the excel import were resolved.
- Implemented the functionality to blind copy (bcc) event managers when sending notification emails.

CUSTOMIZATION FOR SPECIFIC EVENTS AND NEW FEATURES

- Evaluation, Analysis and Monitoring Section and the Indico.UN team, put in place a new email template to invite the participants of selected meetings to complete the DCM survey on the quality of conference services.

INFRASTRUCTURE IMPROVEMENTS

- A new user acceptance/testing environment was introduced to ensure that users can evaluate any new solutions developed by the Indico.UN team and provide feedback before the release in production.
- Preceding the decommissioning, a new database server had been created to simulate the data migration script from version 1 to version 2.

Items with a grey background are recurrent activities.
• Provide hyper care to clients facing any unforeseen issues due to decommissioning of version 1.

• Continue collaboration with the Unite Conference and UMOJA teams to improve system integrations.

• Finalize the Access Authorization Module improvements requested by new users.

• Continue the business analysis for the integration with Fareharbor.

• Prepare for the migration to Python 3 following the end of support for Python 2.

• Review the Indico.UN role-based permissions based on the Need to Know principle and define new privacy procedures.

• Prepare for the next Project Board meeting.