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**TRADUCCION OFICIAL
001/94
FINAL REPORT**

CONTRACT No. 93/122

BETWEEN

**THE UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
(UNIDO)
AND
UNISOFTWARE LTD.**

TO

**LICENSE A JURIDICAL MANAGEMENT INFORMATICS SYSTEM
NAMED "OFILEX 2.000" FOR THE
INSTITUTO COLOMBIANO DE BIENESTAR FAMILIAR (ICBF)**

**UNIDO PROJECT BR/ COL/ 92/ 001
ACTIVITY CODE : G007202**

**This report includes this cover page, one table of contents, 8 text pages and 1
Exhibit with 3 schedules of activities.**

**FINAL REPORT . CONTRACT No. 93/122 BETWEEN THE UNITED
NATIONS DEVELOPMENT ORGANIZATION (UNIDO) AND UNISOFTWARE
LTD.**

Marta de Uribe

117 MARTZA B. DE URIBE

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NATIONS DEVELOPMENT ORGANIZATION (UNIDO) AND UNISOFTWARE
LTD.**



LUZ MARITZA B. DE URIBE
Traductora e Intérprete Oficial
Res. 4645 Minjusticia

INTRODUCTION

This document includes the final report of the activities related to the contract made between the UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION, hereinafter referred to as UNIDO, and UNISOFTWARE LTDA., a Colombian nationality company, hereinafter referred to as UNISOFTWARE and whose beneficiary is the COLOMBIAN INSTITUTE OF FAMILY WELFARE, hereinafter referred to as ICBF.

SUMMARY

This is the final report of the activities carried out to implement, on ICBF equipment, the Juridical Informatics System to control and manage the issues carried by the beneficiary's Juridical Office. This information system had been developed on a UNIX operational system version 3.2.2. with the database managers ORACLE version 6.0 and SQL *Forms version 3.0.

This system provides the following advantages:

- a. It allows the management of ready-made records of the different contracts used by the office.
- b. It allows the free use of word processors to make communications, reports, contracts, etc.
- c. It allows the automatic making of pro forma letters or communications, defined by users in their word processors.
- d. It records the norms or rules codes used by the Juridical Office, making easy to consult them by subjects, subthemes and dates.
- e. It records the place, file and name of people to whom the documents managed by the Office had been lent, allowing users to locate them easily.
- f. It records and manages the valid contracts.
- g. It records and manages the disqualified contractors.
- h. It manages each lawyer's personal agenda.
- i. It records and manages the issues assignment.

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Concerning information management control, we may obtain information about:

- a. The processes and their evolution.
- b. The processes terms.
- c. The contracts.
- d. The assigned issues.
- e. The work made and the efficiency of each employee.
- f. The making, development and evolution of works, cases and issues.
- g. The meetings and appointments.
- h. The users and their type of access.
- i. The warranties coverage.
- j. The insurance policies, their terms and coverage.
- k. The pending issues.
- l. The course given to different documents.

OF RECORDS

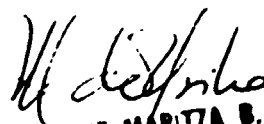
- It allows the creation and filing of all works and issues carried by the Juridical Office.

OF COVERAGE

OFILEX 2000 supports all activities developed by the Juridical Office through:
a) Immediate data review. b) It presents different types of reports. c) It generates records.

FLEXIBILITY

The system is based on modules resulting from the consideration of different types of activities carried out in the Juridical Office. This warrants a wide range of flexibility that will allow the system to adequate itself to the needs and characteristics of each office.


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SECURITY

The system is secured at different levels as: security codes to access the system, to access a module or to execute a specific action, depending on the security codes given to different users. For example, an employee in charge of files does not have access to the same information accessed by the Director, and a lawyer can not change or modify the work made by another lawyer.

The personnel of ICBF and UNISOFTWARE working in the fields described below are:

ICBF

1. NATIONAL LEVEL OFFICE

Dra. Julia Collazos
Dra. Magda Lucía Jiménez Avila
Dra. Maria Claudia Zerda Aguirre
Dr. Jorge Eliecer Mora
Dr. Rafael Rico Tovar
Dra. Maria Concepción Osuna
Dr. Amaury de Jesús Díaz Díaz
Dra. Lidys Romero Borré
Dra. Cecilia Giraldo Saavedra
Dra. Gloria Fanny Osuna
Dra. Leonor Gonzalez Martínez
Dra. Bernarda Rodriguez
Dra. Gloria Inés Niño
Dr. Gabriel Murillo López
Dr. Carlos Armando Linares
Dr. Jesús Angel Linares
Dra. Jacqueline Szapiro Chalem
Dr. Guillermo Alfonso Molano
Dr. Manuel Antonio Gaona

M. del R. B. de
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2. CUNDINAMARCA REGIONAL OFFICE

Dra. Clara Mireya Torres
Dra. Hermelinda Lopez de Pardo
Dra Maria Isabel Serrano

3. BOGOTA REGIONAL OFFICE

Dra. Claudia Monsalve
Dra. Gina Elena Baquero M.
Dra. Luz Angela Rodriguez
Dra. Judith Cervantes
Dra Graciela Forero
Dra. Carmen Lilia Uribe
Dr. Evelio Martinez Durán
Dr. Victor Dario Rendón

4. INFORMATICS OFFICE

Engineer Ana Milena Zamorano Hincapie (Advisor)
Engineer Paulo Iván Gómez

UNISOFTWARE

Dr. Fernando Jordan Florez
Eng. Roberto Pardo Silva
Dr. William Valencia Rodriguez
Eng. Claudia Calderón
Eng. Martha L. Colmenares
Eng. Raúl Zambrano
Eng. Juan Carlos Rodriguez

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Complying with the procedure stated in the contract, and in accordance with numeral 3.04, literal b. of the contract, we are submitting the report of activities and the respective bill.

ACTIVITIES DEVELOPED SINCE OCTOBER 1993

We are listing below the activities developed by UNISOFTWARE to fulfill its obligations derived from the contract.

NATIONAL LEVEL OFFICE

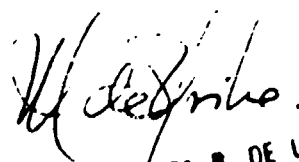
From October 4th to October 6th, a training course was given to employees responsible for the management of information relevant to processes.

From October 7th to October 15th, a training course was given to employees responsible for the management of information relevant to concepts, issues (Authorizations, Legality Control, etc.) and resolutions. The respective monitoring of activities was carried out.

From October 25th to October 27th, a training course was given to employees responsible for the management of information relevant to issues as proxies, demands, etc. The respective monitoring of activities was carried out.

From October 27th to November 25th, the follow-up was carried out to monitor the use of word processors and the application to make formats. Besides, the first managerial reports on issues managed through the system were obtained and the respective monitoring was carried out.

On November 24th, a meeting was held in the Juridical Office of ICBF's Regional Office to review the activities developed until that date. Besides, the schedule to train the Chief of the Juridical Office was defined.



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From November 25th to November 30th a training course was given to the Chief of the Juridical Office responsible for the management of information relevant to issues carried out in the Juridical Office and the respective monitoring was done.

On December 1st., a meeting was held in the Juridical Office of ICBF'S Regional Office to review the activities developed until that date. It was also defined the beginning of training courses in the remaining Regional Offices.

From December 1st to December 30th the monitoring and follow up of works and issues made through the system was carried out, emphasizing the use of formats made in the system.

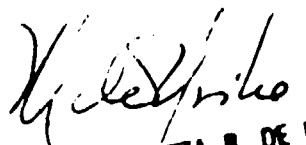
BOGOTA AND CUNDINAMARCA REGIONAL OFFICES

From January 4th to January 7th, UNISOFTWARE did the pertaining equipment overhaul and proceeded to install the system in Bogota and Cundinamarca Regional Offices. UNISOFTWARE created the codes and users for the UNIX System, as well as the codes and users for OFILEX 2000.

On January 5th, a meeting was held in the Juridical Office of ICBF's Regional Office for Cundinamarca to determine the dates, schedules and work groups for the training courses. In the same meeting UNISOFTWARE presented the general schedule of activities to be followed from that date on.

On January 6th, a meeting was held in the Juridical Office of ICBF's Bogotá Regional Office to determine the dates, schedules and work groups for the training courses. In the same meeting UNISOFTWARE presented the general schedule of activities to be followed from that date on.

On previous meetings it was determined that the training courses for the Regional Offices were to be done in parallel. This means that the following activities were done somultaneously in all Regional Offices.


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On January 11th, the training courses for work groups began. The training included subjects as:

- * Introduction to computers.
- * Loading the system and the data base.
- * Unloading the system and the data base.
- * Accessing the system, function keys and how to run the applications.

On January 12th and 13th, the training course was given to users responsible for the reception and assignment of issues to the different lawyers working in the Office. This training was practical, using the documents and information available in ICBF's Juridical Office.

From January 14th to January 18th, the training courses were given to employees responsible for management of information referent to contracts. The respective monitoring was done.

On January 19th, the training course was given to employees responsible for management of information referent to processes. The respective monitoring was done.

On January 20th, the training course was given to employees responsible for the management of information referent to concepts. The respective monitoring was done.

On January 21st, the training course was given to employees responsible for the management of information referent to resolutions and resources. The respective monitoring was done.

On January 24th, the training course was given to employees responsible for the management of information referent to works and issues. The respective monitoring was done.

From January 25th to January 28th, the follow up of works and issues made through the system was done, emphasizing the use of formats created in the system.

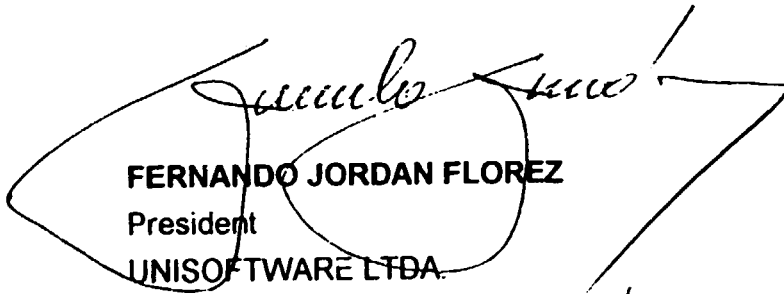

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Each 8 to 15 days various meetings were held in the ICBF's Juridical Office to review the activities developed until that date.

CONTRACT EVOLUTION

The Contract and the obligations from it derived had been carried out and fulfilled without significant obstacles. The only concern was the ICBF's delay in obtaining the equipment required to load OFILEX 200 in the Regional Offices of Bogotá and Cundinamarca, but once this obstacle was surmounted, the obligations were carried out within the terms and conditions stated in the work schedule.

Cordially,


FERNANDO JORDAN FLOREZ
President
UNISOFTWARE LTDA.

This is a true translation of the original document brought to me in Spanish.
Maritza de Brive

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EXHIBIT

ACTIVITIES SCHEDULE

W. de la Cruz
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CONTRACT No. 93/122 BETWEEN THE
 UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
 AND UNISOFTWARE LTD.

No.	ACTIVITY	DURATION	BEGAN	ENDED
1	Installation Ofilex 2000 cundinamarca	18 d	4/1/94	28/1/94
2	Installation Ofilex 2000	4 d	4/1/94	7/1/94
3	Initial Training	1 d	11/1/94	11/1/94
4	Reception, Assignement, Agenda	2 d	12/1/94	13/1/94
5	Contracts	3 d	17/1/94	19/1/94
6	Processes	1 d	20/1/94	20/1/94
7	Concepts	1 d	21/1/94	21/1/94
8	Resolutions and Resources	1 d	22/1/94	24/1/94
9	Works, Reports	1 d	25/1/94	25/1/94
10	Follow-up	10 d	17/1/94	28/1/94

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1	Installation Ofilex Bogotá	18 d	4/1/94	28/1/94
2	Installation Ofilex 2000	4 d	4/1/94	7/1/94
3	Initial Training	1 d	11/1/94	11/1/94
4	Reception, Assignement, Agenda	2 d	12/1/94	13/1/94
5	Contracts	3 d	14/1/94	18/1/94
6	Processes	1 d	19/1/94	19/1/94
7	Concepts	1 d	20/1/94	20/1/94
8	Resolutions and Resources	1 d	21/1/94	21/1/94
9	Works, Reports	1 d	24/1/94	24/1/94
10	Follow-up	10 d	25/1/94	28/1/94
11	Monitoring	14 d	11/1/94	28/1/94

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No.	ACTIVITY	DURATION	BEGAN	ENDED
1	Installation Ofifex Cundinamarca	18 d	4/1/94	28/1/94
2	Installation Ofifex 2000	4 d	4/1/94	7/1/94
3	Initial Training	1 d	11/1/94	11/1/94
4	Reception, Assignment, Agenda	2 d	12/1/94	13/1/94
5	Contracts	3 d	14/1/94	18/1/94
6	Processes	1 d	19/1/94	19/1/94
7	Concepts	1 d	20/1/94	20/1/94
8	Resolutions and Resources	1 d	21/1/94	21/1/94
9	Works, Reports	1 d	24/1/94	24/1/94
10	Follow-up	4 d	25/1/94	28/1/94
11	Monitoring	14 d	11/1/94	28/1/94

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