ESCWA Capacity Building Workshop on Open Government in the Arab Region

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Economic and Social Commission for Western Asia



Collaboration and Engagement: Open,
Accessible and User-Centric Public Service
Delivery

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OPEN GOVERNMENT

Active and continuous engagement with end-users underpin the transition to open, accessible and user-centric services.

Engagement must aim is to:

- Add value to the target user;
- Help authorities to increase efficiency and effectiveness in the back office.

GOVERNANCE IN PERSPECTIVE

Governance covers three areas:

- Inner: Public administration as the machinery of government the main theme in eGovernment (Heek: Information + Technology + Information system +Organisation)
- Middle: Governance or policy cycle (incl. ICT)

(Heek: Organisation + Environment)

• Outer: Shifting balance of public and private realms; the role of new actors (intermediaries, NGOs) and new means (e.g. ICT, public private partnership)

(Heek: Information systems + Organisation + Environment)

Governance momentum based on:

- Co-evolution of public governance and eTransformation
- Stimulation by corporate governance discussions

eGOVERNMENT AS A CONCEPT

"e" stands for electronic i.e. new technologies incl.:

- Hardware: PCs, databases, network infrastructure
- Software: Off-of-the-shelf, open source, proprietary, customised
- Internet
- PDAs and mobile devises
- Cellular technology, like mobile telephones

Objectives incl. back- and front-office:

- Effectiveness
- Efficiency
- Quality
- Value-for-money
- Flexibility

eGOVERNMENT AS A CONCEPT

eGovernment is the use of IT and technology in the provision of information and services to citizens and businesses.

eGovernance encompass all processes of governing,

thus relating to the processes and decisions oriented toward defining actions, granting power and verifying performance.

WHY ICT, OPEN GOVERNMENT AND ENGAGEMENT



WHY ICT?

BENEFITS FOR ADMINISTRATION + CITIZEN + BUSINESS

PRODUCT improvement like service QUALITY and FASTER results

PROCESS optimisation,
SYNERGIES between
authorities, IOP and synergies
between new and existing
systems

SUSTAINABILITY through INNOVATION, presence, PERFORMANCE, better COOPERATION and IOP

EFFECTIVENESS in performing like improvement of service RESULTS, administrative CONTROL and IOP, PUBLIC VALUE

COST reduction incl TIME saving material EXPENSES

Service improvement like increased TRANSPARENCY better CO-OPERATION

DEMAND and end-user potential and ACCESS

EFFICIENCY

Doing things the right way – quantitative

EVIDENCE BASED POLICY MAKING business cases GAINS new stakeholders reorganisation cost savings value for money ADMINISTRATIVE BURDEN REDUCTION competitiveness intermediates evaluation criteria automated service provision assessment SUBSIDIARITY BACK-OFFICE PROCESS RE-ENGINERING minimal resources DEVOLUTION innovation organisational re-engineering management and organisational culture JOINT-DEVELOPMENT privatisation public-private-partnerships syndication outsourcing REUSE openness to new principles and holistic overview R&D platform optimisation GOOD GOVERNANCE economies of scale REUSE OF INFRASTRUCTURE COMPONENTS AND SERVICES market mechanisms Gov2.0 partnerships OPEN GOV THINKING management DECENTRALISATION infrastructure standards architecture

EFFICIENCY

Doing the right things — qualitative

stakeholders and intermediates DEVOLUTION social media *QUALITATIVE* open government USER-CENTRICITY bottom-up not top-down GOOD GOVERNANCE sustainability *personalisation* openness to new principles and holistic overview AUTOMATED SERVICE user-commenting and rating *proactive service provision* new stakeholders EVERYDAY LANGUAGE crowd-funding transparency user-driven *simple* democracy INTUITIVE enduser needs *participatory design* skills and competences USER INVOLVEMENT Gov2.0 APPS mobiles *eParticipation* how stakeholders interact with administration *Web2.0* tablets SUBSIDIARITY *eInclusion* 3rd section partnerships SOCIAL MEDIA MIX crowd-sourcing DECENTRALISATION innovation

BENEFITS: ADMINISTRATION

Efficiency in performing:

- Process optimisation
- Synergies between authorities
- IOP and synergies between new and existing systems

Effectiveness in performing:

- Improvement of service results
- Improvement of administrative control (incl. IOP)
- Increased 'public value'

Sustainability:

- Innovativeness
- Improved presence and performance (incl. IOP)
- Better cooperation (incl. IOP)

BENEFITS: CITIZENS AND BUSINESSES

Product improvement:

- Quality of service
- Faster results

Service improvement:

- Increased transparency
- Better cooperation

Cost reduction:

- Time saving
- Saving of material expenses

Demand:

Customer potential and access

GOALS AND DILEMMAS TODAY

GOVERNANCE

Users as citizens, entrepreneurs, and voters
Dilemma: Balance between interests and transparency

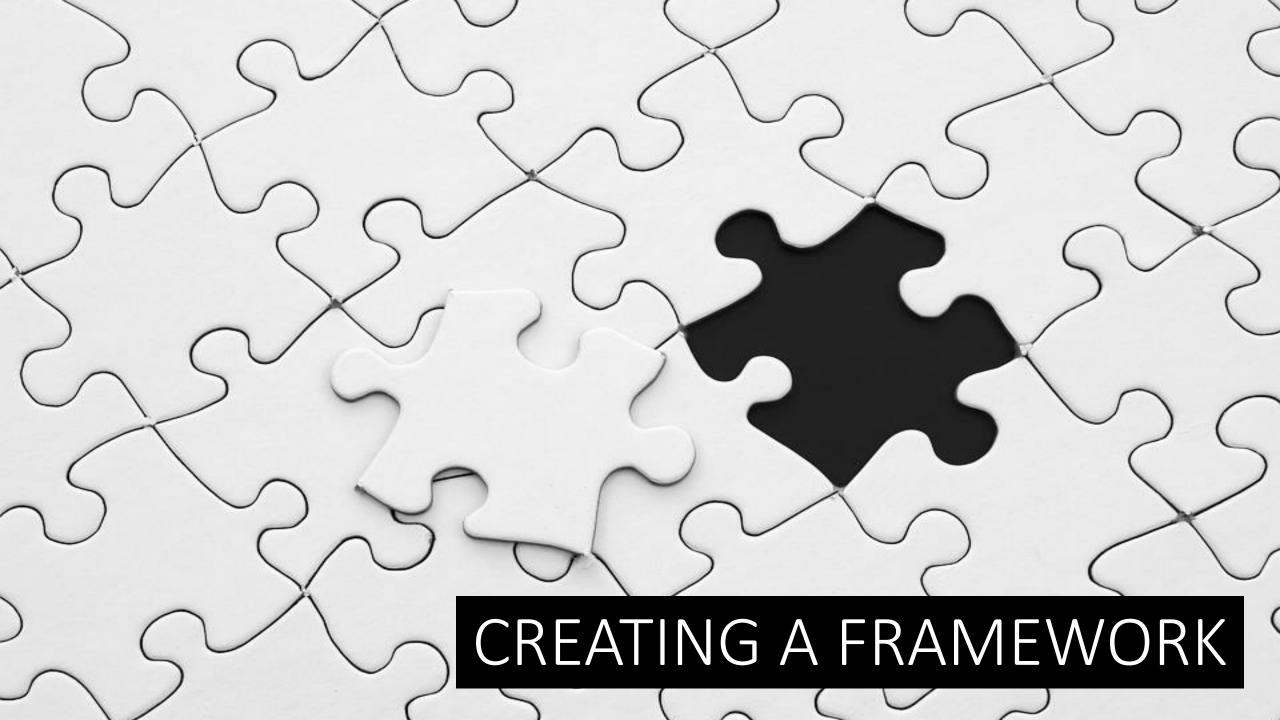
EFFICIENCY

Users pay tax
Dilemma: 'More for less'

EFFECTIVENESS

Users as consumers

Dilemma: Public sector can't choose its customers



GOVERNANCE, COOPERATION, COORDINATION

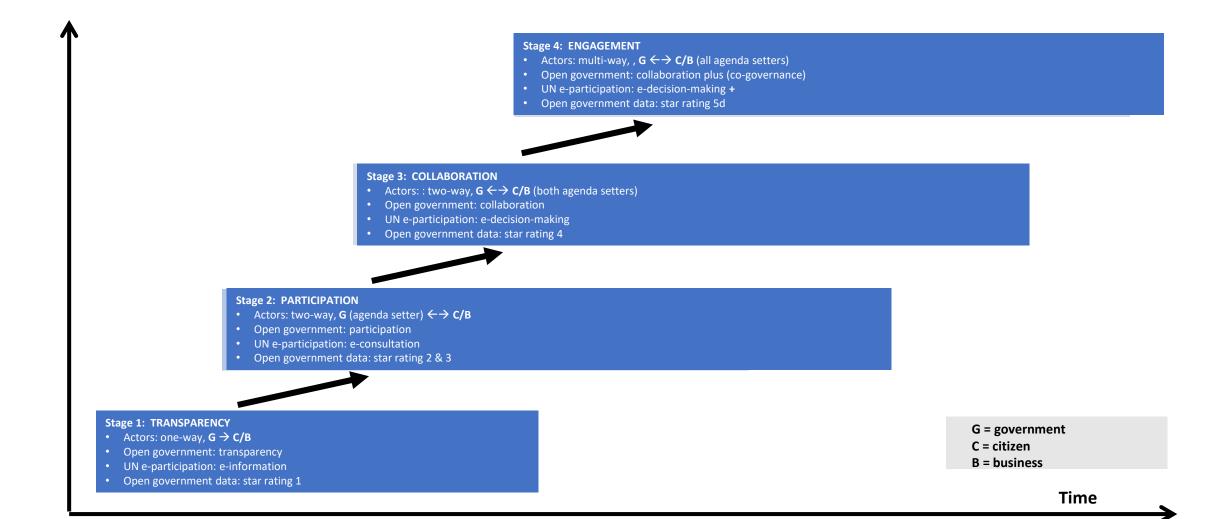
Establish a governance and organisational framework in relation to:

- Consultation.
- Decision making.
- Coordination of strategies, activities, implementation and follow-up.
- Coordinate and integrate legislation, technology choices, standards, service delivery and policy outcomes.

ENGAGEMENT FOR INNOVATION AND OPEN GOVERNMENT TRANSFORMATION

	Process innovation	Product/service innovation	Organisational innovation	
Early stage COST-driven	Doing existing things faster, cheaper, and better.			
Middle stage USER-driven	Ibid.	Doing new things, but in the same organisational settings.		
Last stage VALUE-driven	Ibid.	lbid.	Doing new things, and in new organisational settings.	

ePARTICIPATION, OPEN GOVERNMENT AND OPEN DATA DEVELOPMENT



FOUR STAGES

Preliminary definitions

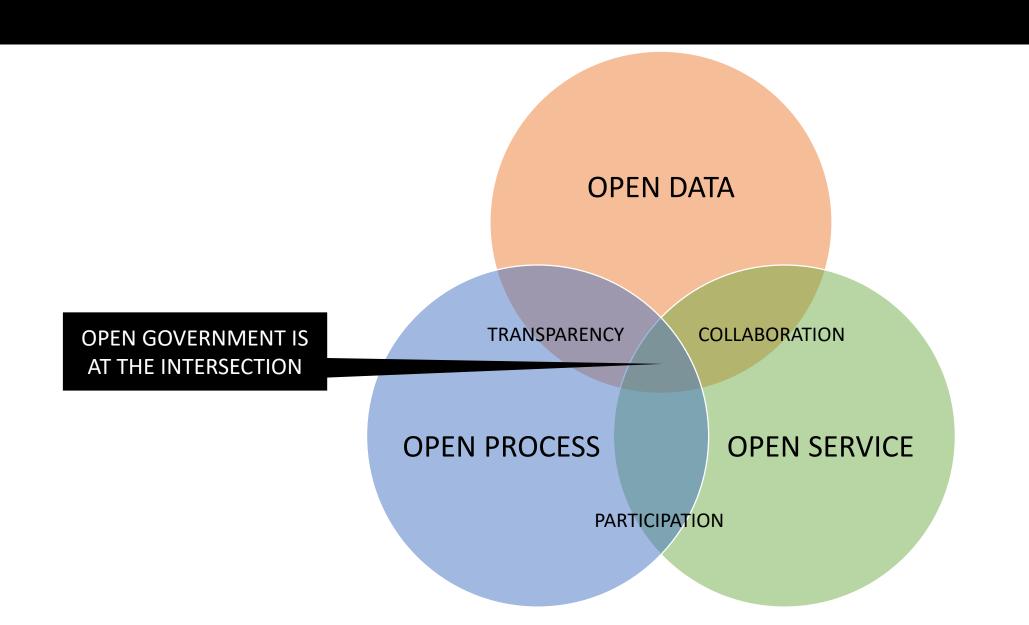
- 1. Transparency requires the opening of (government) data and information, its dissemination, quality and use, as well as the building of a culture of cooperation and openness among government agencies and with citizens and other stakeholders = one-way, government to citizen (government is active and citizens passive)
- **2. Participation** relates to boosting the involvement of citizens in the work of the government through feedback loops, and the sharing of ideas and knowledge = two-way, between government and citizen, but government still sets the agenda (government is active and citizens re-active)

FOUR STAGES

Preliminary definitions

- **3. Collaboration** refers to more cooperation between the government, citizens, the private sector and civil society to cocreate innovative services, strategies, and plans = two-way, between government and citizen, where both can set the agenda and be active, but based on a government agenda
- **4. Engagement** moves towards the total involvement of citizens in the work of the government through shared responsibility = multi-way, between government and citizen, where both can set the agenda and be pro-active based a shared agenda = 'cogoverning'

OPEN GOVERNANCE FRAMEWORK



CORE VS. PUBLIC VALUE-ADDING SERVICE

Two types of services

- 1. Core government services
 i.e. something you MUST do as a citizen or business (no choice)
 e.g. tax return.
- 2. Public value-adding services i.e. something you would LIKE TO do as an individual or person (choice) e.g. find the nearest xyz.

CROSS CHANNEL TOOLS

- Usability criteria;
- Reuse of data;
- Direct and indirect user-engagement tools.

PROCESS

- Establishing a baseline
- Stakeholder mapping
- Disclosing, consulting and participation
- Changing landscape and feedback loops
- Logistical requirements
- NOTE: Research and practical experiences

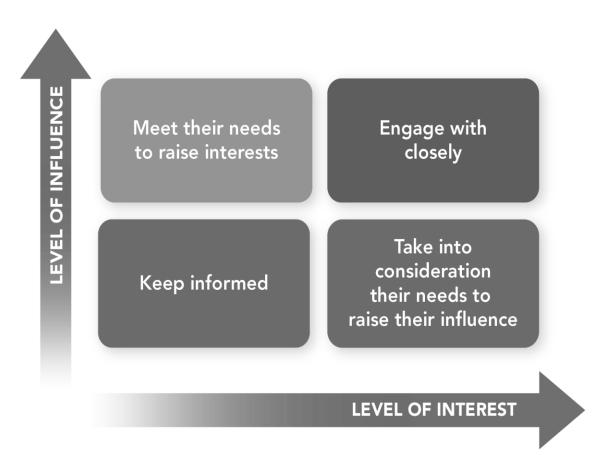


Figure 1: Stakeholder engagement matrix.

PROCESS EXAMPLE

• **Set** the baseline, the vision and level of ambition for future engagement. Review past actions. • **Define** criteria for identifying and prioritizing stakeholders. Select the engagement mechanism. FEDBACK LOOP • Conduct the engagement activities. Disclose, consult and actively participate in the engagement activities. Ensure equitable stakeholder representation and contribution. Mitigate tension while remaining focused on the issues, and objectives of the vision set. • Identify opportunities from feedback and determine action. Revisit goals and plan next steps for follow-up and future engagement as a result of the changing landscape.

Figure: Engagement process (Source: UNU-EGOV, 2017)

PROCESS EXAMPLE

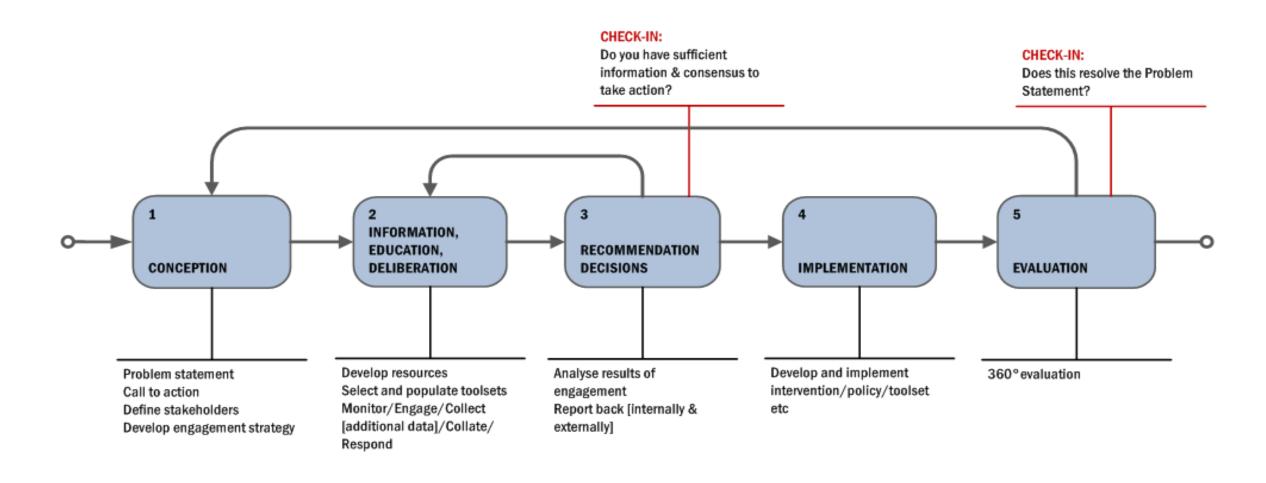
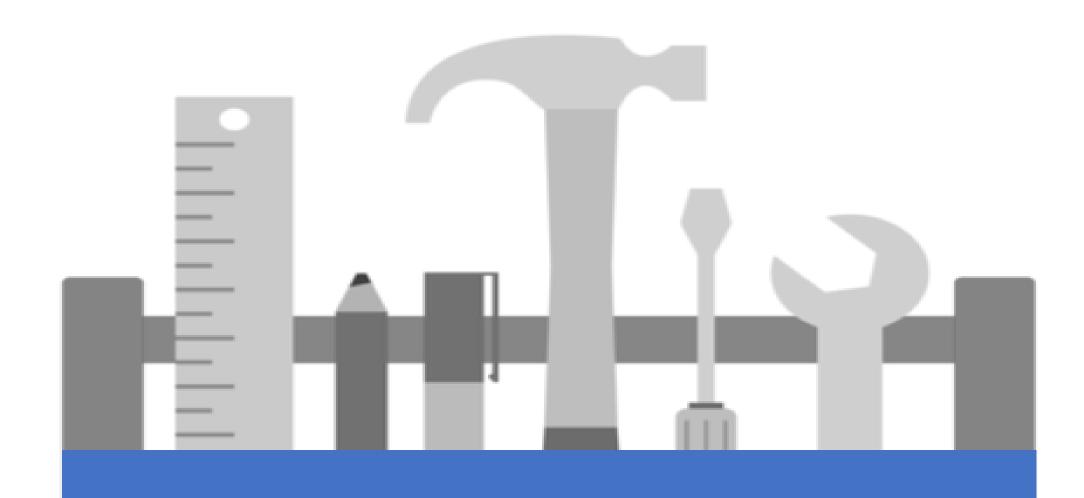


Figure: One-off / cyclical engagement model (Source: Andy Williamson & Morten Meyerhoff Nielsen, 2012)

CHECK LIST

- What participation model to follow?
- What level of engagement to offer?
- How inclusive should the engagement be?
- Which is the target audience (type an size)?
- Which stakeholders to involve?
- What is the role of each stakeholder?
- What are the requirements to participate?
- What data is gathered from participants?
- When should the initiative be lauched?

- How long to keep it open?
- A one-round initiative or a cyclicinitiative?
- What tools should be used to support the engagement process?
- New versus traditional methods?
- What level of moderation should exist?
- How to promote the initiative?
- How to dynamize the initiative (keep it alive)?
- How to evaluate the success of the initiative?



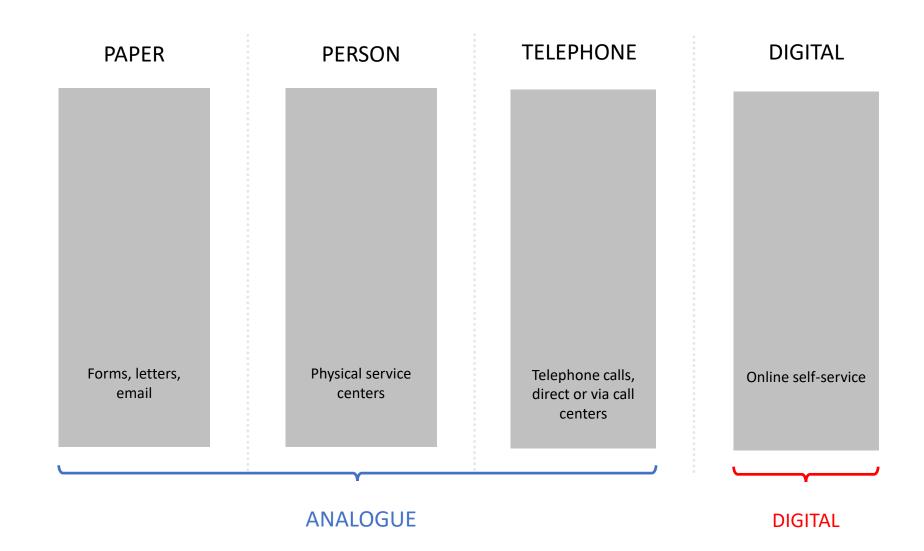
TOOLKIT

TOOLS

- Channel strategic tools
- Usability criteria
- Engagement tools



SERVICE DELIVERY CHANNELS



SERVICE DELIVERY CHANNELS

Don't forget your channel strategy:

- WRITTEN REQUESTS
 - Often unstructured with missing information requiring follow-up
- IN-PERSON REQUESTS
 - One-stop-shop, economics of scale, special training, missing information can be provided straight away
- CALL CENTRE REQUESTS
- One-stop-shop, economics of scale, more efficient turn-over, special training, specialization/teams, missing information provided straight away
- ONLINE SELF-SERVICE
 - One-stop-shop, economics of scale, 24/7

STUDIES SHOW

Citizen service figures in Copenhagen Municipality (2009)

 Service entry points: 	54
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- Written requests: 2,544,000
- In-person requests*: 5,382,000
- Call centre requests: 3,344,000
- Online self-service**: 1,800,000
- Total number of requests: 13,070,000
- * Incl. c. 3.8 mill. libary visits
- ** Requests on www.kk.dk concerning service offers. Excl. libary website visits

(Source: Copenhagen Municipality and Deloitts)

STUDIES SHOW

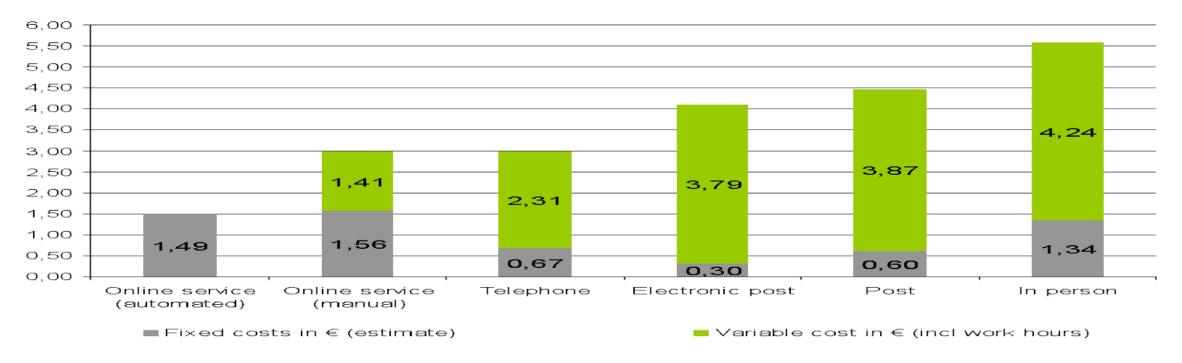
Citizen service figurs in Copenhagen Municipality (2009)

	Requests %	Unit cost	Expenditure %
 Written requests 	27%	kr 110 / € 14.75	51%
• In-person requests	18%	kr 80 / € 10.75	24%
Call centre requests	36%	kr 40 /€ 5.40	24%
 Online self-service requests 	19%	kr 3/€ 0.40	1%

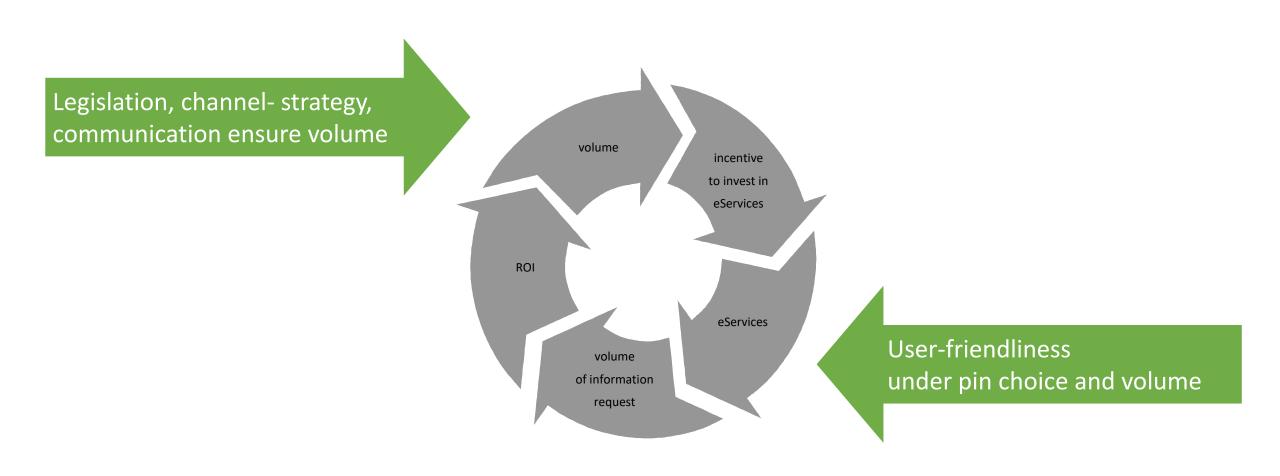
(Source: Copenhagen Municipality and Deloitts)

STUDIES SHOW

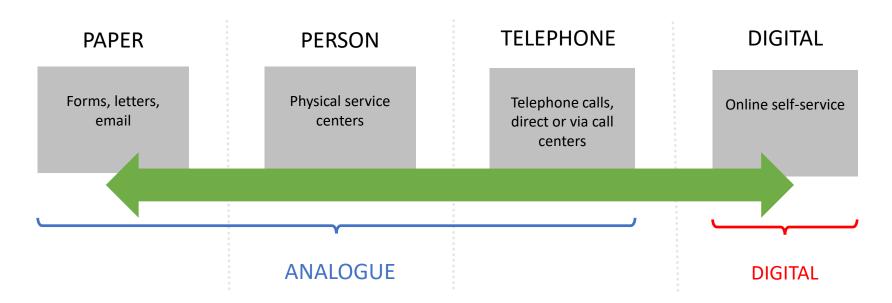
- 85% of Danes want to serve themselves online, as long as the solutions are user-friendly
- 10-15% of the citizen service takes place digitally
- Each channel has unique characteristics and tipping points.
- Studies also show that average € cost of service provision is:



GOVERNANCE, COOPERATION, COORDINATION



CHANNEL STRATEGY



- A channel strategy is a detailed plan for effectively providing a given service through a particular distribution channel or combination of channels.
- The aim of a channel strategy is to provide service at the most optimal channel from a user and cost perspective.
- A successful channel strategy should reflect the user's desire to interact with service provider.

LEGAL RISKS....



....AND OPPORTUNITIES



FLOOR WALKERS AND TELEPHONE PROMOTES



PROMOTION DISASTER

- Multiple channels
 e.g. web, facebook, twitter
- Clear corporate identity
 i.e. use of logo, common look-and-feel
- Targeted i.e. channels, tools and style targeted to specific audiences
- On message
 i.e. what do we do and why



- Web www.bp.com
- Campaign section http://goo.gl/w7GE7
- Facebook www.facebook.com/BPAmerica
- Twitter twitter.com/#!/bp_america
- Twitter @bp_america





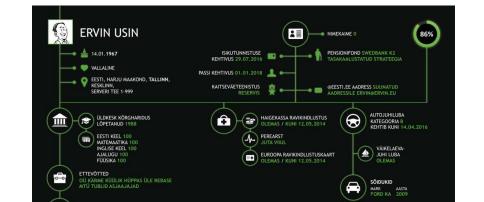
PORTAL PROMOTION

- Multiple channels e.g. web, facebook, video, shopping centres, flyers, etc
- Clear corporate identity i.e. use of logo, common look-and-feel
- Targeted i.e. channels, tools and style targeted to specific audiences
- On message ie what do we do and why

- Web www.eesti.ee
- Facebook www.facebook.com/eesti.ee

- TV ad (portal) http://goo.gl/3B76v
 TV ad (drivers licence) http://goo.gl/T7yQT
 Video guide (MyData) http://goo.gl/OzB7U









JOINT-PUBLIC PROMOTION CAMPAIGNE

- Multiple channels e.g. one-stop-shops, libaries, senior citizen centres, daycare, tv, web
- Multiple tools e.g. tv ad, fliers, posters, web-banners marketing pack for reuse
- Clear corporate identity
 i.e. use of logo, common look-and-feel
- Targeted i.e. channels, tools and style targeted to specific audiences
- On message i.e. what can you do on borger.dk what services are available







- Web www.borger.dk
- Campaign section http://goo.gl/UcFE9
- TV ad http://goo.gl/JXDEk









WEBSITE AND FACEBOOK INITIATIVE

- Multiple channels and tools e.g. web, facebook
- Unclear corporate identity i.e. not sure if it is the REAL NYC facebook profile, no logo, no common look-and-feel (now better)
- Targeted i.e. information mainly PR
- Message i.e. what is happening in NYC

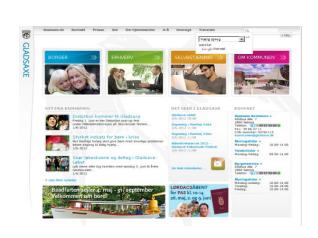


- Web www.nyc.gov
- Facebook . www.facebook.com/nycgov
- Likes 141,801 29/10/2013 (14,958 31/5/2012)
 Population 8,244,910
- Like/population 1.72 % (0.18 %)

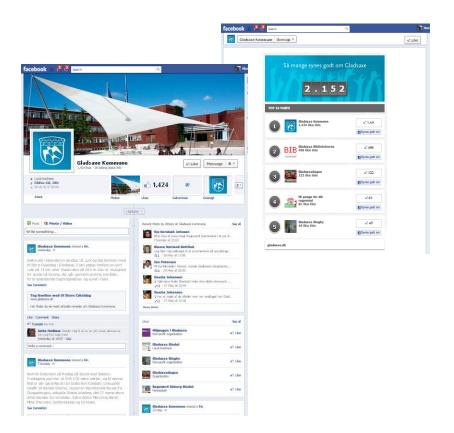


WEB, SERVICES AND FACEBOOK INITIATIVE

- Multiple channels and tools e.g. web, facebook, one-stop-shops, libaries, the same content pushed through different channels
- Clear corporate identity
 i.e. use of logo, common look-and-feel
- Targeted
 i.e. is present where citizens are
- On message
 i.e. what the municipality offer you,
 eServices, events etc



- Web www.gladsaxe.dk
- Facebook www.facebook.com/gladsaxekommune
- Likes 3,055 29/10/2013 (1,422 31/5/2012)
- Population 64,929
- Like/population 4.71% (2.19 %)



CHOICE, CHANNELS AND ENGAGING USERS

- Have a clear multi-channels strategy and consider:
 - Traditional telephones, letters, one-to-one relationship
 - One-stop-shops (electronic and physical) and life events
 - Understand channel characteristics suiting which users, situations etc
 - Know the channel switch-points
 - Only digitise where appropriate
 - Not all things are suitable for digitisation
 - Digitise high volume tasks
- The degree of choice should be consistent with public sector principles (services, channel, time, place, provider)
- Engage users/groups in design, delivery and content of services (user-driven)
- Know the users and have clear user segmentation (user-centric)
- Ensure that the end-user have the necessary ICT-skills
- Advanced eServices can be simple, easy, convenient to use
- eAuthentification and eID essential for two-way interaction and transformation



SERVICE DEVELOPEMENT

INTELLIGENT ASSETS HELPS GETTING THE RIGHT SERVICE, TO THE RIGHT PERSON, AT THE RIGHT TIME AT THE RIGHT PLACE BY ...



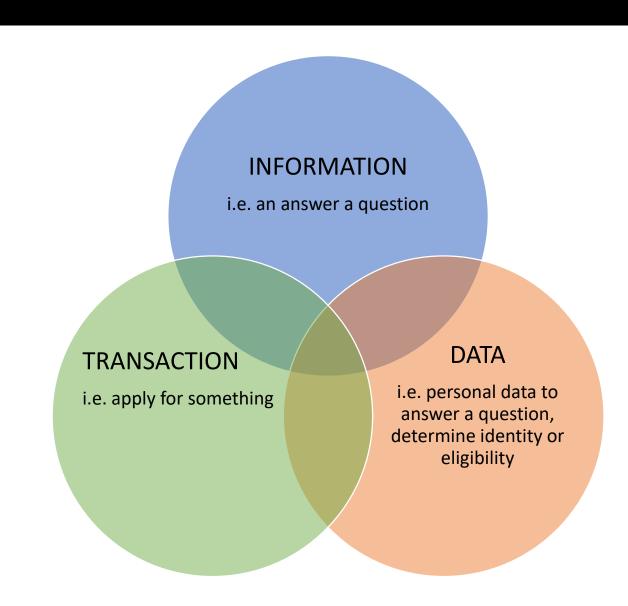
INTER-CONNECTED SERVICE ELEMENTS

Example of inter-connected service elements. A service may consist of or or more of these elements

Question: Provide an example of each element?

Question: How can you use technology to provide service in relation to each element?

Question: How can you improve efficiency and effectiveness though smart concepts and technology



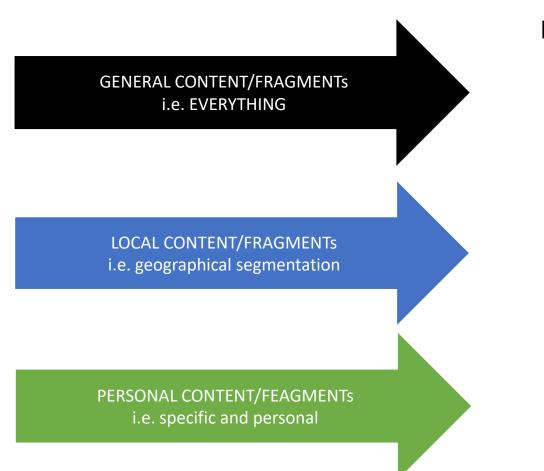
BALANCING ACT

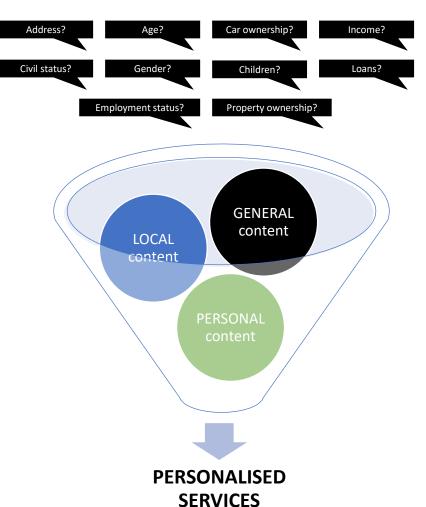
- Balance simplicity with complexity
 - Avoid a simple and easy one-size-fits-all
 - Aim for the more difficult complexity which ensures better fit
- Balance change and adaptability with stability and continuity
- Balance transparency and privacy
- Make sure that the needs or both front- and back-office users are balanced
- Aim to reach all and provide alternatives for those not targeted

DESIGN FOR ALL, ACCESS AND INCLUSION

- Maximise (e)service personalisation by way of delivery or user focus
- Balance between pro-active (push) services and self-service (pull) services
- Make special provision for disadvantaged groups but:
 - Do not expect them to be ICT users
 - Cater for public, private, civil, or social intermediaries
- Understand difference between:
 - 'Demand' (based on active request or take-up)
 - 'Need' (based on policy) and how to achieve both

FUNNELS ARE GOOD!





USER CENTRIC, INTUITIVE AND VALUE-ADDING DESIGN IS ESSENTIAL

Requirements incl.:

- Short and precise formulations no thanks to "bureaucratic language"
- Logic and intuitive, graphical design
- Access to help
- Summary of all entered data before submission
- Receipt
- Functions in major browsers
- Reuse of data and components
- WCAG 2.0 AA

...and what can we do to secure it?

- Screening of existing eServices
- Status reporting related to mandatory eservices
- Development guide for well-functioning eServices
- Information and advise to authorities and it-developers
- Joint communication, it-skills development and it-assistance

http://arkitekturguiden.digitaliser.dk/godselvbetjening

https://www.gov.uk/service-manual

DISCUSSION: ACCESS, CHANNELS, CHOICE...

FORMAT:

- Clip and group discussion
- Access, channels, choice...the house that sends you mad (video 6:29)
- http://www.youtube.com/watch?v=u5vxnBvWXO8

QUESTIONS

- What does the clip illustrate in relation to access, inclusion, channels, user-choice and user-driven engagement and development?
- Does the clip illustrate anything in relation to having a clear vision and communicating clearly?



TRADITIONAL PARTICIPATION TOOLS

CONCEPT	EXAMPLES
PANELS AND FOCUS GROUPS	 on/offline panels and focus groups personas
TESTS	think-aloudtry-itvarious user tests
MAPPING AND ANALYSIS	 service and context mapping heat-mapping eye-tracking analysis of content service use statistics
SURVEYS	 personal, telephone and online surveys user-knowledge satisfaction measures

WEB 2.0: SLATES

- Search: finding information through keyword search
- Links: connecting information with information ecosystem using the internet model and providing low-barrier social tools such as Facebook, Twitter, etc.
- Authoring: ability to create and update content leads to the collaborative work of many (not a few web authors). Wikis allow users to undo and redo others' work. Blogs, posts and the comments of individuals build up over time.

Source: Andrew McAfee

WEB 2.0: SLATES

- Tags: categorisation of content by users adding short descriptions to facilitate searches without dependence on pre-made categories.
 Collections of tags created by many users within a single system ("folksonomies" i.e., folk taxonomies)
- Extensions: software making the web an application platform and document server

 Signals: syndication technology such as RSS feeds to notify users of content changes

WEB 2.0: SLATES+

- In addition to SLATES Web 2.0 allows for:
 - Identification and collection of quantitative and qualitative input
 - Feedback and other information
- Qualitative sources including:
 - User input
 - User tests
 - Questionnaires and surveys
 - Voting and rating
 - Commenting, wikis and blogs

Source: Andrew McAfee

WEB 2.0: SLATES+

- Quantitative sources including:
 - User input
 - Conversion rates for websites
 - Statistics related to online self-service
 - Site analysis
 - Flow, eye and heat mapping
 - Voting and rating

Source: Andrew McAfee

WEB 2.0 PARTICIPATION TOOLS

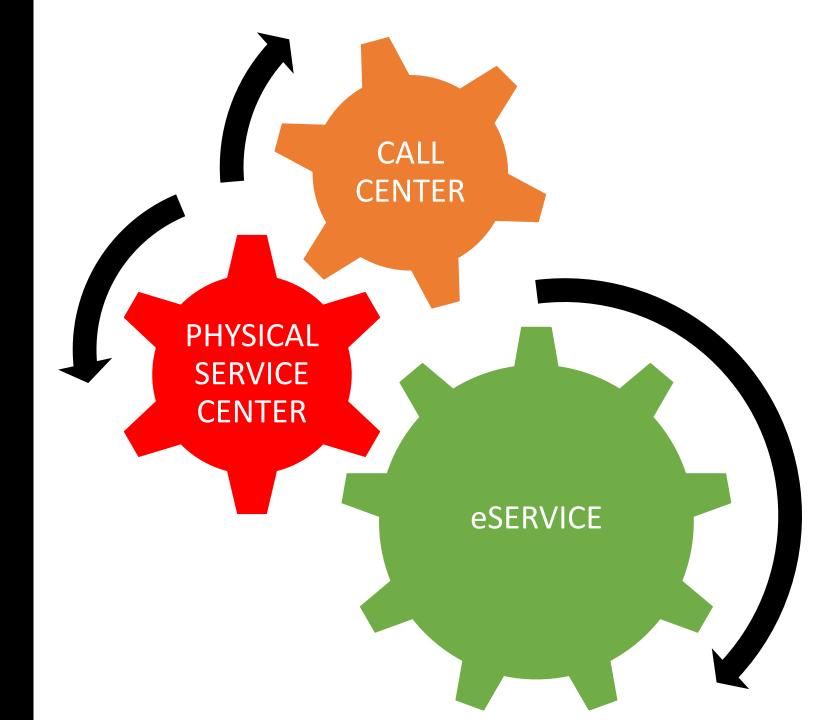
CONCEPT	EXAMPLES
SOCIAL & PROFESSIONAL NETWORKS	Facebook or MySpaceLinkedInTwitter
SOCIAL & PROFESSIONAL PLATFORMS	 Wikis like MediaWike, DokuWiki, TikiWiki, Google page wiki Blogs like Wordpress or Blogger Collaborative office solutions as digitaliser.dk, Debategraph, Teamwork or Work Spot
SOCIAL PUBLICATION	YouTube, Flicker and SlideShareRSS feeds and Twitter
SOCIAL & PROFESSIONAL FEEDBACK	 Vote and debate on borger.dk or Debategraph Rating and commenting on Facebook or direct.gov.uk Surveys as SurveyMonkey, PirateSurvey, free online surveys Blogs, wikis, Wikipedia's article feedback tool, various public solutions etc.

WHY ENGAGEMENT AND SERVICES?

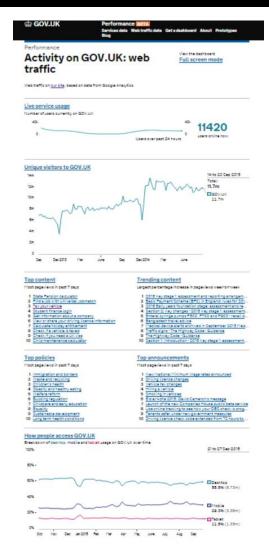




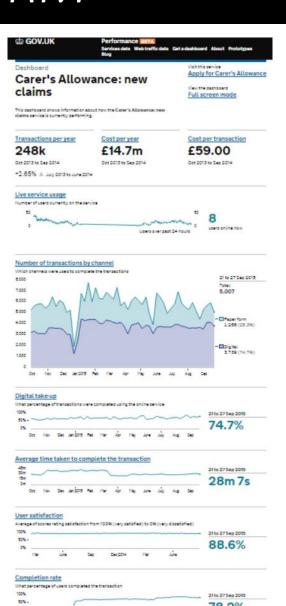
FEEDBACK LOOPS
FOR SERVICE
IMPROVEMENTS



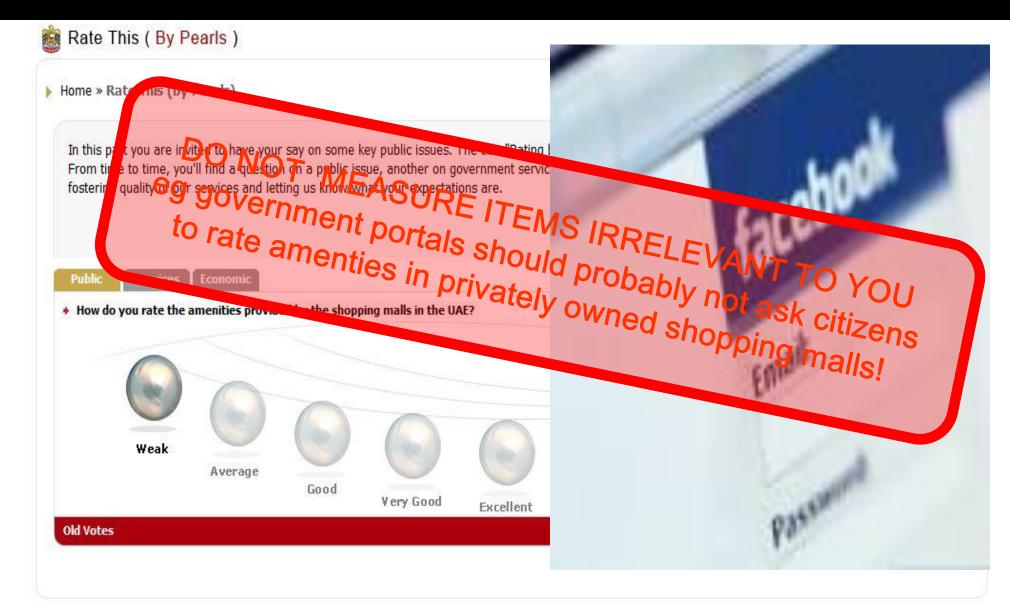
BUSINESS INTELLIGENCE A PERFORMANCE PLATFORM



www.gov.uk/performance



RATING UAE AND FACEBOOK



RATING AND COMMENTING CANTENBURY AND DIRECT.GOV.UK



Thank vou

Thanks for spending the time to give us your comments on how we can improve our pages.

Directgov welcomes feedback on the quality and usefulness of its webpages. We do our best to act on it when we can

What happens to your comments now?

All the comments we receive are collected into one central database. These are reviewed every week by a team of people from across Directgov. The team is made up of people from editorial, design, technical and customer services.

The team will review all the comments and ratings, including those you have just given. Some comments may be about improvements we can make quickly to the site. Others may involve areas that need further development.

We're currently working on a number of projects to improve various parts of this site as a result of feedback we've already received.

Some of the projects we've been working on include:

- changing of name and address on your driving licence
- providing a faster response to national emergencies eg Swine flu, flood warnings and school closures
- writing a step-by-step guide on how to deal with redundancy

More on Directgov

- Check, change or cance
- ▶ Book your practical drivii Responding to comments

Was this informatio

Thinking about what yo

- Very useful Quite u
- Take a moment to tell us details like your name or

Directgov can't respond directly to your specific comments or quarantee that every comment will be acted on.

Your privacy

Directgov takes your privacy very seriously. We haven't asked for any of your personal data but if you do leave any, it will be treated in line with our privacy policy.

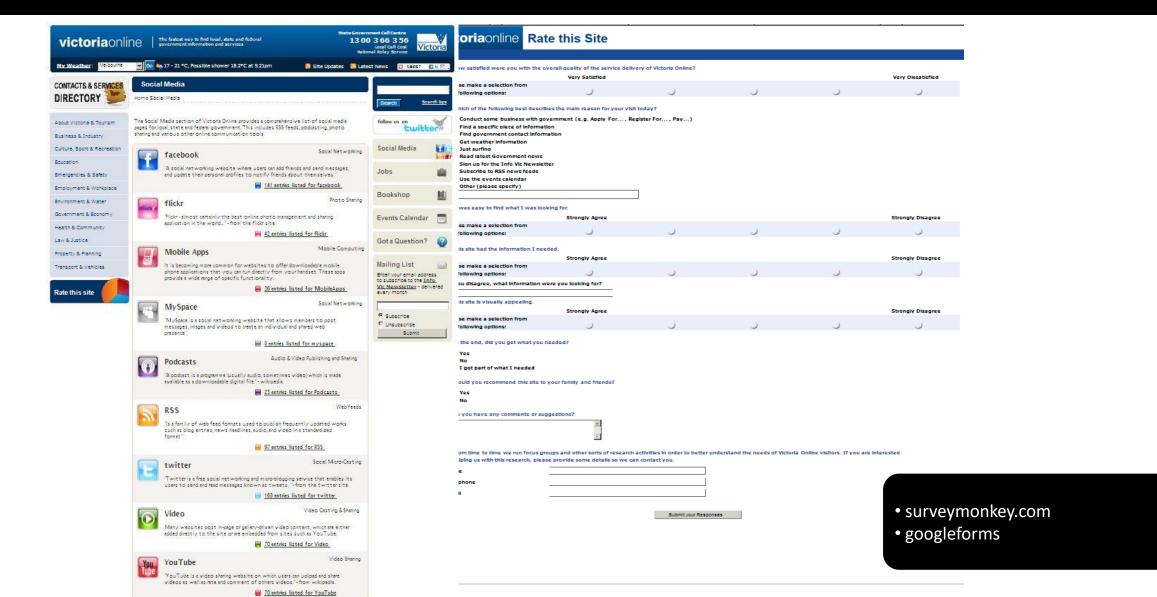
Read more about your privacy in the link below.

500 characters left

Submit 🛋

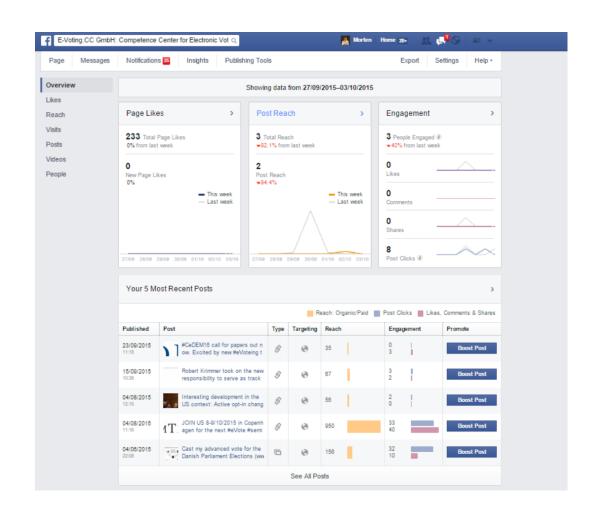
Why are we asking for this information?

USER SURVEY WITH FREE-WARE VIC.GOV.AU

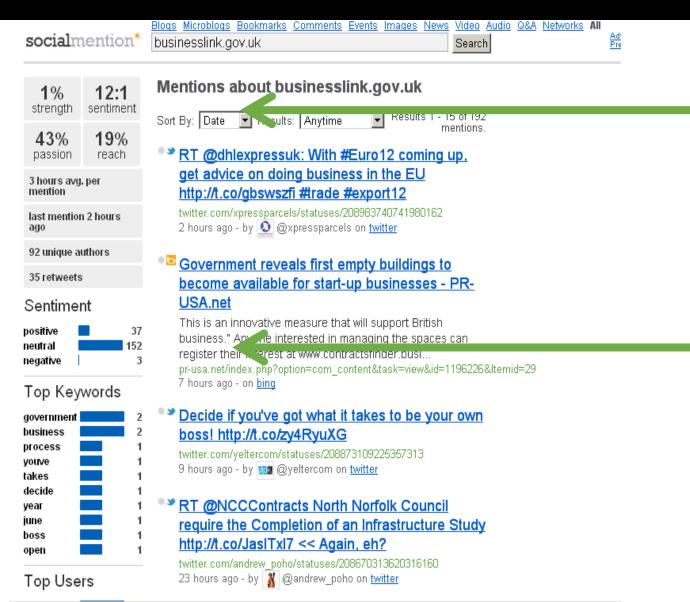


SOCIAL MEDIA MEASUREMENTS FACEBOOK

- Go to your Facebook page
- Click on "insights"
- Analyse performance in terms of:
 - Likes
 - Reach
 - Engagement of users
- NB: Think of how you can:
 - Reach different user-segments
 - Reuse existing web-content
 - Gain insight for transformation



SENTIMENT ANALYSIS BUSINESSLINK.GOV.UK



overall reputation +/-

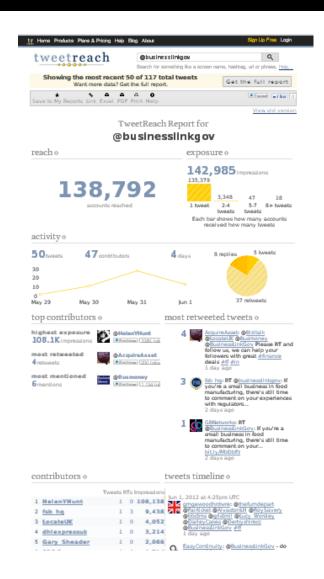
"sentiment evaluation" is the consideration of mentions that are generally positive, compared to those that are generally negative

do we take part in the conversation?

• www.socialmention.com

SOCIAL MEDIA MEASUREMENTS TWITTER

- Go to www.tweetreach.com
- Type in your Twitter @name
- Analyse performance in terms of:
 - Activities
 - Reach
 - Exposure
- NB: Think of how you can:
 - Amplify your normal reach
 - Promote your brand
 - Turn a negative into a positive



EARLY BI TOOL

- Automate data collection
- Monitor eService and portfolio:
 - Use





www.statistik.borger.dk

Filtered on "report rodents" and "municipalities in the capital region" for the last month

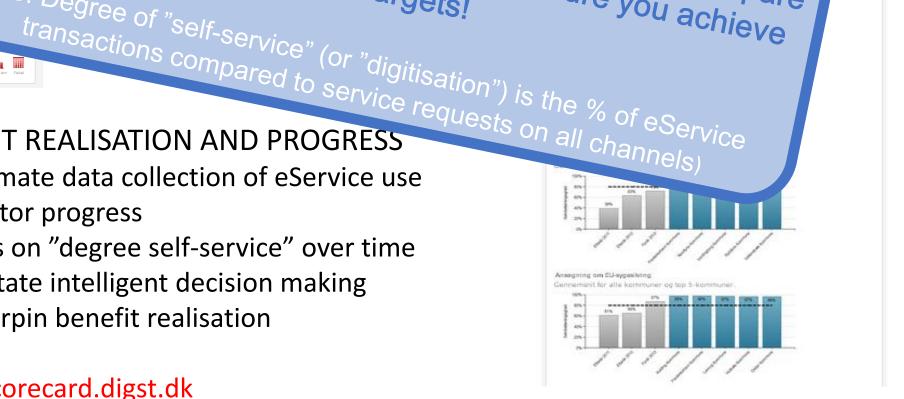


NB: Degree of "self-service" (or "digitisation") is the % of eService BENEFIT REALISATION AND PROGRESS

- Automate data collection of eService use
- Monitor progress

Fælles ir

- Focus on "degree self-service" over time
- Facilitate intelligent decision making
- Underpin benefit realisation



Til forsider in Tabelylaning

Opdatér

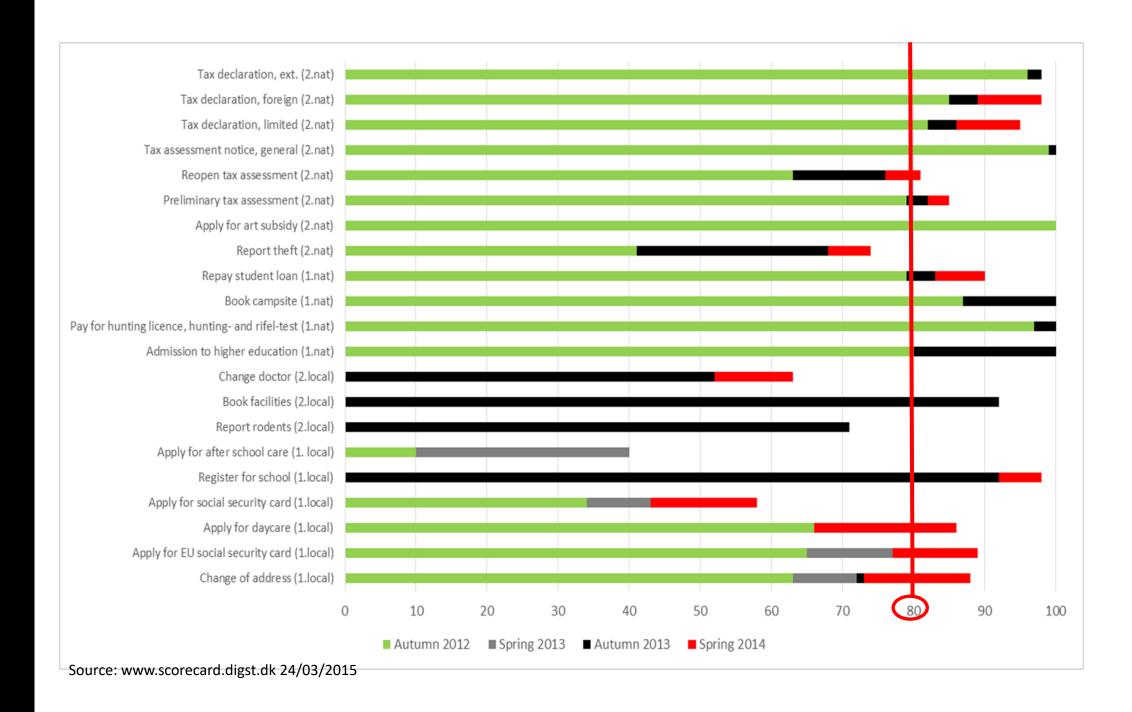
www.scorecard.digst.dk

The digital ID and signature NemID

- 93+% (4.4 million) of eligible citizens have NemID
- 120+ million public sector NemID transactions the last 12 months

The Digital Postbox and secure storage:

- Two-way encrypted communication
- 89+% (4.18 million) of Danes over 15 have a Digital Postbox
- 10.8% (508,779) has been exempted (target was max 20%)
- 43+ million digital letters to and 0.56 million from Digital Postbox,
- 1.07 million SMS reminders from 1 Dec'13 to 30 Nov'14



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SERVICE CONTACT AND SERVICE LEVEL AGREEMENT

Criteria for evaluation and service contract:

- Choice of channel
- Transparency of public sector
- Overview of rights and duties
- Personalised informtion
- Conveniient services
- Comprehensive procedures
- Trust and reliability
- Considerate administration
- Accountability and benchmarking
- Involvement and empowerment

GET STARTED

set goals, targets, criteria discover delivery chain deficiencies

e-Citizen Charter

 google "e-Citizen Charter" for Arabic version

Thank you

Economic and Social Commission for Western Asia



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