



*Application of Lotus Notes to  
Trade Association Processes*

Presentation, Demo's, Q & A

*by Robert D. Andrew, P.E.  
and a Member of N.A.E.M.*



## *Presenter: Bob Andrew*

- ▶ Notes Consultancy, Mentoring & Training
- ▶ Recently "GENIE" Project Manager (Global EHS Notes Information Enabler) for Mobil Corp'n EHS - Global Professional Services
- ▶ Experienced Regulatory Issues Management with API, EPA and R&D with PERF, DOE



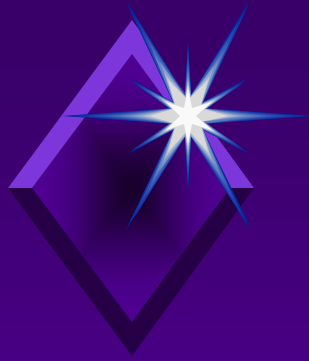
## *Notes Technology Strengths*

- ▼ **Mobile:** Use off-line from a replica copy
- ▼ **Secure:** Trusted and used by the CIA !
- ▼ **Identify:** Author & Date/Time Stamped
- ▼ **Workflow:** Discussion/Approval Thread



## *“ExtraNet” Web Processes*

- ▶ ExtraNet is a managed extension of Intranet
- ▶ Notes databases hosted on “Domino” server
- ▶ ExtraNet user (member) access via browser
- ▶ Upload/Download common office file types



## *Trade Association Processes*

- ▶ Member Surveys/Feedback (one-to-many)
- ▶ WorkGroup/Committee transactional steps
- ▶ Issue Resolution (workflow & consensus)
- ▶ Responsive and Rapid Public Relations
- ▶ Publish Conference Proceedings On-Line



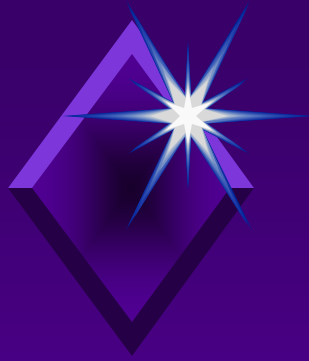
## *Association Member Surveys*

- ▶ Readily managed Distribution Lists per Issue
- ▶ Survey Forms offered with Notes templates
- ▶ Available Tools for Rapid Survey Analyses
- ▶ Couple with "Notes E-Mail" for Follow-up



## *WorkGroups & Committees*

- ▶ Chairpersons could directly manage access
- ▶ Ideal for draft document review & response
- ▶ Resolve which documents public/which not
- ▶ Audit trail if required to satisfy "discovery"



## *Issue Resolution Tool*

- ▶ Applicable to Hill Legislative Initiatives
- ▶ Applicable to Regulatory Development
- ▶ Applicable to Economic Case Studies
- ▶ Applicable to Document Trail of Filings





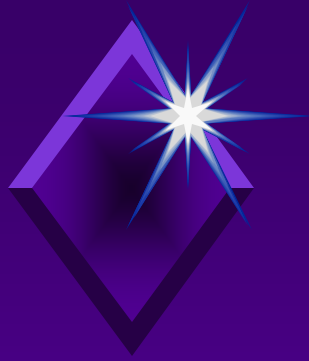
## *Public Relations Tool*

- ▼ “Mail-Enabled” Internal Approval Routing
- ▼ Immediate On-Line Publishing Capability  
*(absolutely no web programming required)*
- ▼ Public Feedback Tools *(E-Mail, CheckOff)*
- ▼ Readily Link to On-Line Resource Library



## *Conference Proceedings*

- ▶ Accomodate all common Rich Text Formats
- ▶ M/S Office Suite, Lotus SmartSuite, Corel...
- ▶ Categories configured by meeting organizer
- ▶ Keep Presentation, Paper and Q&A together



## *Demonstration of Databases*

- ▼ Contact List Application
- ▼ EHS Issues Management
- ▼ Best Practices Networks
- ▼ Conference Proceedings



## *Demonstrate Access via Web*

- ▼ Databases Replicated Externally
- ▼ “Navigators” and “Action Bars”
- ▼ Domino User Registration Process
- ▼ Web HTML with Domino Links