

# Integrated Scout Information System



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The Integrated Scout Information System (herein referred to as SIIE) is an on-line data base, where it is possible to manage the members of the Catholic Scout Association, at all levels, – local, regional and national. With this system it is possible to manage the subscribers of the Publication “Flor de Lis” – the Official Magazine of the Catholic Scout Association, as well as provide annual statistics at all levels of the Association.

The SIIE is an application designed to fit the needs of the CNE, which permits the management of the data of its members, Scout Local Groups or Regional divisions – from any Internet access point.

The SIIE is of extreme importance for the functioning of the CNE, as it is tool that everyone has access to and for that reason each person feels responsible to contribute to its updating.

## Objectives

The main objective of the SIIE is to contribute to a better management of the information concerning the CNE members, because it is a tool used on a daily basis by Scout Groups. Because all information regarding effective members can be registered it can also be used for administrative and educational purposes.

The SIIE is used for the registration of the data concerning each Scout Group (address, assets, activities, meetings and financial department) as well as each of its members (address, profession, literary skills) and of their scouting activities (position, activities, progression, courses and fees).

This management can be made from home, or any place where there is an internet access point, the data can be extracted to microsoft excel files to be used at the Local Scout Group for the purposes they intend. As such, it is completely unnecessary that the Local Scout Groups possess a computer with an internet access point.

The Regional division are responsible for the distribution of Access codes (passwords) to the Scout Groups within their jurisdiction, and should be contacted to that effect.



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The SIIE is also a daily tool used by Regional and Central Services in what concerns:

- The introduction of data relating to members that are published in the National Service Order(NSO)/Regional (RSO)
- The verification /updating of the members' addresses (in particular Leaders) and of the Scout Groups that don't have access to SIIE
- The use only of the addresses that exist in the SIIE database (for members and Scout Groups) given that the information is more up to date and can be easily updated at any time by the Scout Groups using the SIIE network.
- The validation of existing nominations and respective updating.
- The verification of the introduction in the system of members, when participating in the different activities or courses.
- The incentives to use the SIIE, by requesting that Scout Groups introduce the number of effective members, or in the least, the number of members that have requested affiliation (it is fundamental to have an identification number – NIN which is attributed by the Scout Group) and the members that have registered for a course or activities be them at a Core , Regional, District Division or National level.

Within the CNE, there are different profiles which will determine the information returned. Profiles are defined as Central Services; District Division; Scout Group and Member. Each level will be able to access the data of the preceding level.

Example:

## **Census (Annual Statistics)**

List of Effective members

- Total number of effective members / per section
- Amounts payable:
  - Insurance
  - Fees
  - Flor de Lís
- National Identity Card
- Progression system
- List of Flor de Lís requests
- List of Leaders / Team Instructors
- Inventory
- Assets
  - Fixed Assets
  - Bank Accounts
  - Cash
  - Debts/ credits
  - Financial Movements
- Lists of meetings
- Electoral polls
- National Identification card requests



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