



The paperless solution that will transform the way you work...

Simplifying the meeting process...

CMIS is a leading web-based meeting and governance management solution that facilitates paperless meetings and can manage the entire process of a meeting's life cycle, helping businesses of all types and sizes streamline operations and facilitate decision-making. The solution is designed to help any organisation achieve tangible cost savings and reduce the time and effort required to report and explain decisions.

The comprehensive solution has been designed to empower meeting organisers, allowing them to streamline and automate many of the complex processes involved in committee management and helping organisations reduce the administrative burden associated with compiling multiple meeting packs. CMIS allows organisations to manage more effective and efficient meetings, delivering streamlined co-ordination of meetings and documents. By replacing traditional methods with new technology, meeting organisers can significantly reduce costs and paper usage whilst still fulfilling their obligations to report and explain decisions

“ The MyCMIS App is user friendly and simple to work with. The ability to ‘personalise’ the App and see documents for meetings you attend is particularly useful. I no longer take paper copies of agendas to meetings. I can annotate documents on the App, insert notes and highlight sections of reports on my iPad. Dudley Councillors and Officers have been using CMIS since 2004 and the product is firmly established. MyCMIS is another positive step towards reducing the paperwork involved in our meeting. ”

Steve Griffiths, Democratic Services Manager, Dudley Metropolitan Borough Council

We have provided CMIS for customers including

**South
Derbyshire
District Council**

**The
Electoral
Commission**

**Birmingham
City Council**

The solution delivers

- Meeting, committee and decision management
- Agendas and minutes production distribution
- Actions and report writing
- Electronic document packs
- Decision list, tracking, digests and call-in
- Paperless app with in – app voting
- Forward plans and report management
- Web-based calendars
- Register of Interests
- Declarations of Interests
- Subscribe to updates
- Election result
- Public consultations
- E-petitions
- Document library
- Members' profiles
- Single sign-on (SAML 2.0)
- Two factor authentication

Designed to deliver better outcomes...

CMIS is simple, uncluttered and intuitive to navigate. The solution empowers users to easily manage agendas, annotations, documents and minutes quickly and securely.

No software installation required. Unlike conventional software applications that require installation, CMIS is completely web-based and requires no software installation and is simple, straight forward and easy to deploy and adopt.

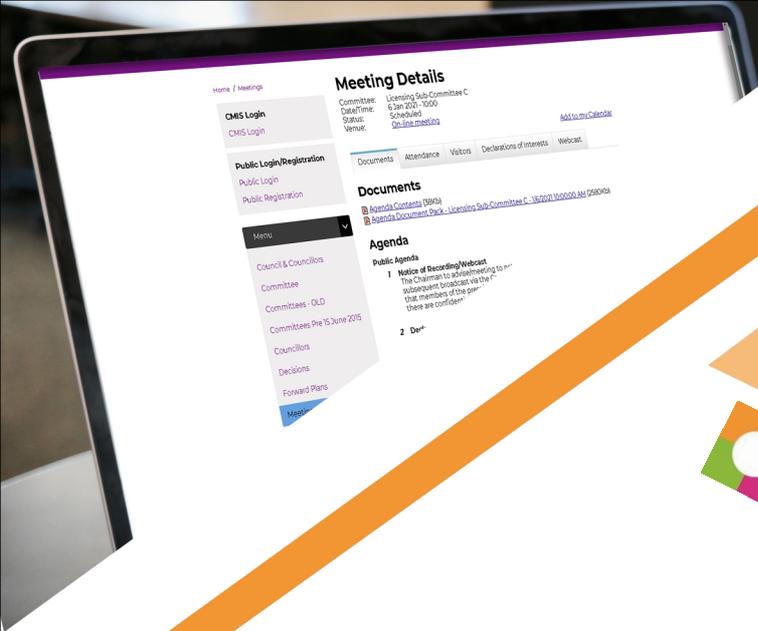
Robust administrative controls. Granular file and user permissions across internal and external teams, with multiple levels of access to control editing and sharing, allow administrators to effectively manage access rights and permissions to documents.

Enhance transparency and accountability. Organisations with an obligation to report decisions can do this quickly through the software's automated workflow to track, report and explain decisions. Member profile details including their register of interests helps ensure full transparency is met and complies with statutory requirements.

Drive for a "digital by default" paperless working solution. The system is completely web-based and via the dedicated app, which includes offline access, organisations can help drive for both an agile and paperless working environment.

Increase productivity by using CMIS. Organisations can speed up the entire process of committee meeting management, equating to fewer hours spent on the production of document packs, therefore freeing up staff to attend to more important duties and responsibilities allowing you to allocate your resources to more value-adding initiatives.

Improve and Enhance Public engagement. Easily engage and consult with your audience via e-petitions and subscriptions.



CORE FEATURES

Meeting management

Streamline the entire meeting process – all your documents and committee member details stored on one platform. CMIS assists with the creation, compilation and publication of all documents. This includes agendas, minutes, reports and decision notices. CMIS has an innovative agenda and minute creation tool which makes use of “drag and drop” techniques to compile your agenda and minute documents in minutes.

Members profiles

A comprehensive member’s database stores contact and other information such as election history, images, biography and a register of interests. Information can be made public or retained within the organisation for administrative purposes as required. Save, sort and search member information quickly and easily.

Customisable workflows

The solution is designed to streamline your administration duties and provide an instant view of the decision making process whilst ensuring transparency and accountability. The workflow infrastructure enables a fully auditable and version controlled document creation process, which incorporates formal approval as well as informal commenting stages, approval and submission of agendas, minutes and reports for meetings.

Public engagement and consultation

The solution greatly enhances an organisation’s ability to consult with the public. Easily engage and consult with your audience using e-petitions and subscriptions.