



“ Thanks to W4, the elimination of paperwork on grant agreements has given rise to big savings related to the ease of circulation, storage, and viewing of agreements signed within the scope of CNASEA.”

*Serge Teillard, Project Manager, CNASEA*

## Solution Overview

### Business Sector

Agriculture

### Project goals

- > Commercial
  - simplify and optimize document creation and processing
  - increase the range of services
  - improve responsiveness
  
- > Operational
  - monitor and memorize draft agreements in real time
  - make the preparation of agreements more reliable
  
- > Organizational
  - make each participant accountable
  - improve communication
  - reduce the agreement process cycle

### Results

Payback in 3 months

- > Progression of volume
  - rise of 14% in volume of business
  
- > Improved monitoring of files
  - savings of 90% on the average time to seek information
  - time savings of over 50% on the overall request approval cycle
  
- > Paper and postal expenses reduced
  - savings on the printing of intermediate project versions
  - savings on internal mail



CNASEA has optimized its management of grant agreements made between its Regional Management Boards and co-contractors (local government, ministry).

## Management of agreements

CNASEA used to prepare draft agreements manually. Documents were sent by post, fax, or very occasionally by e-mail. Reminders were by telephone or e-mail. Every year, more than 100 people were involved in 800 active agreements and 600 draft agreements or amendments.

## The Specification

Faced with this sluggish processing system, CNASEA decided it would be a good idea to use a centralized computer assisted solution for the implementation of agreements.

The tools had to be capable of being integrated into the existing IT system. After going out to tender, CNASEA selected the specialist integrator axYus, an expert in implementing business process control and management projects, to manage the project on its behalf and integrate W4. The workflow solution was chosen for its collaborative nature and openness.



## > CNASEA: Management of grant agreements

W4 feedback: Payback in 3 months

### Commercial goals

- Simplify and optimize the creation and processing of draft agreements passed by CNASEA
- facilitate the implementation of a commercial policy by pooling and capitalizing know-how experience
- broaden the array of services offered to CNASEA partners and consequently the volume of business
- improve CNASEA responsiveness with respect to requests from regional partners

### Operational goals

- implement real time monitoring and memorization of draft agreements and the data relating to everyone involved in them.  
Example: consultation enabling the Regional Management Board to know who is handling the project
- make the preparation of agreements more reliable

### Organizational goals

- make the process more reliable and define participants' roles better
- reduce the overall cycle time for preparing agreements
- reduce paper transfers to a single copy signed by the regional delegate in the final phase while implementing on-line sharing of documents
- improve process control by all people involved through the use of indicators

### Results

- time savings of 75% for the overall request approval cycle
- extremely simple implementation of a computerized knowledge base covering existing files, consultable at will and in real time
- participants left free to concentrate on the highest added value tasks in the project and on a reduction in processing time
- business volume progression of 14%
- simplification and streamlining of the paperwork validation
- traceability of documents
- each person concerned is notified of the tasks to be carried out
- Task reassignment, substitute management
- reassignment of tasks, management of replacements
- simplification of group work
- implementation of a single tool for all types of user with precise and limited roles
- securing of the «decision path» for agreements by formalizing exchanges between the different CNASEA sites
- operation and control of the process and alarms provided by W4. Production of statistics on signed agreements.

#### About CNASEA

CNASEA is the French National Center for the Development of Farming Installations, a public establishment reporting to the Minister of Agriculture, Food, Fisheries, and Rural Affairs and to the Minister of Social Affairs, Labor, and Solidarity.

Each French region has a branch office and there are a total of some 1700 officers. The body manages public funds paid out in two broad areas: agriculture, rural development, and the environment on one hand, and job training and employment on the other.

