

WEB-SITE - COORDINATION CENTER OF LEGAL AID PROVISION

TECHNICAL ASSIGNMENT FOR DEVELOPMENT OF THE WEB-SITE OF COORDINATION CENTER OF LEGAL AID PROVISION



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1 Introduction

1.1 Purpose of the document

This document defines the parameters and main operational characteristics of the web resource being developed: http://legalaid.gov.ua

- Web-site structure
- Pages' layouts
- Requirements to the server part
- Transfer from the old web resource
- Content management system



2 **EXECUTIVE SUMMARY**

Purpose of the development:

- Update the web resource;
- Providing more convenient usability and user-oriented resource;
- Facilitating access by users of up-to-date information on free legal aid, free and highly informative feed-back.

The domain of the existing web resource: http://legalaid.gov.ua/ua/

Languages of the web resource: Ukrainian, English. The Ukrainian language is the main.

Development languages: PHP> = 7.x + JavaScript

Used CMS: WordPress

Delivery requirements: Transfer of content from the existing web resource to the new one. The list of the transferred content is to be coordinated with the Customer at the development stage.



3 TECHNICAL REQUIREMENTS

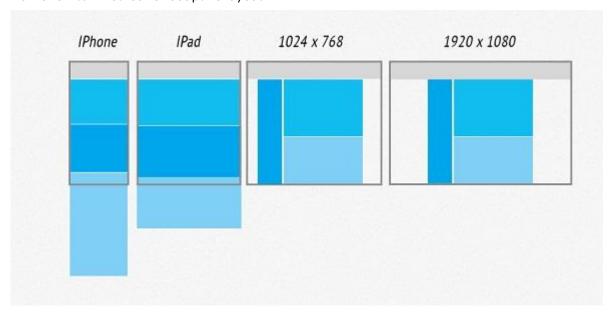
3.1 Requirements to the software and hardware:

Software	Version				
Operating system	FreeBSD or Linux (Debian, SuSe, RedHat, Gentoo and etc.)				
Web server	Apache Web Server or nginx				
Programming language	PHP >=7.x (dom, xsl, xml, session, gd, iconv, eaccelerator or xcache), JavaScript				
Data base management system	MySQL >= 5.6				
Mail server	Sendmail or other SMTP supporting direct mailings (postfix, exim)				
CMS	WordPress				
Supported language	Ukr/Eng, main - Ukr				
Additional software	Upon the approval of the Customer				

Hardware support: Customer's server

Layout: adaptive.

Marker switch method for adaptive layout:



3.2 Support by versions of browsers

To be displayed correctly by Internet Explorer, Opera, Mozilla Firefox, Google Chrome and Browsers developed on its Google Chrome bowser, mobile applications.

3.3 Design



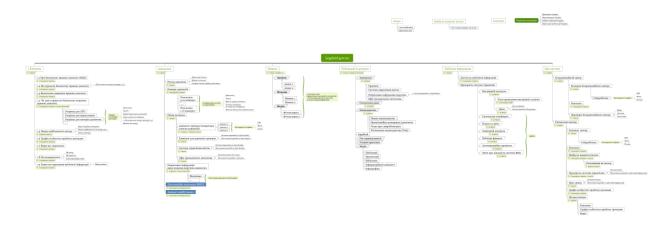
Brand colours and logotypes to be applied http://legalaid.gov.ua

3.4 Meta tags and keywords

Meta tags and web-site content for the search engine optimisation should be prepared during the development stage.

4 STRUCTURE OF THE WEB-SITE

4.1 Structure of the new web-site



The detailed description of the site-structure is provided in Legal_AID_global2_detail.png



4.2 Pages' layouts

Home page

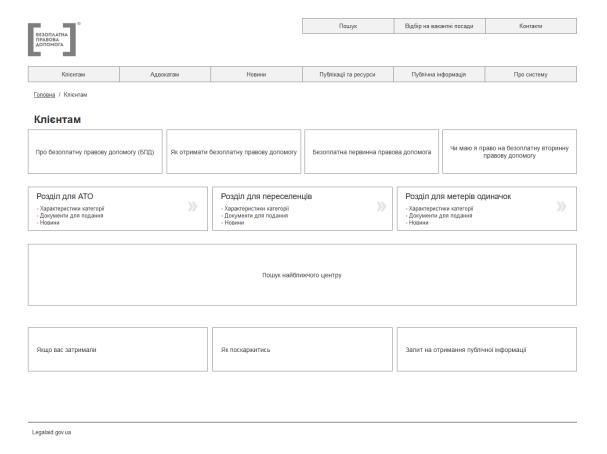
Landing page in a convenient form should reflect the content of key sections of the site. The main focus is on quick access to information about how and where one can get the free legal aid.





Section 1 - Clients.

The landing page which should display the contents of the entire section in a convenient way. The main focus is on quick access to information about how and where one can get the free legal aid.





Section 1.1 On Free Legal Aid (FLA).

Standard page. Headline and text.



Головна / Клієнтам / Як отримати безоплатну правову допомогу

Як отримати безоплатну правову допомогу

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Section 1.2 How to get free legal aid.

Standard page. Title and text referring to chapter 1.5 "Finding the nearest centre"



Головна / Клієнтам / Як отримати безоплатну правову допомогу

Як отримати безоплатну правову допомогу

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Section 1.3 Free primary legal aid

Standard page. Headline and text



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Як отримати безоплатну правову допомогу

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Section 1.4 Do I have the right to free secondary legal aid (FSLA)

Headline and text. List of links to landing pages for specific categories that I am eligible for FSLA.



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Як отримати безоплатну правову допомогу

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Знайти центр для надання БПД



Section 1.4.1 Page for the category eligible for FSLA

Landing page containing information and links to materials relating to particular categories of persons who are eligible for FSLA. It should be possible to create new and delete landing pages are not relevant. Contains the following information:

- Title;
- Text;
- · Characteristics of the category eligible for FSLA;
- List of documents required to confirm the rights to receive the FSLA;
- Reference to section 1.5 "Finding the nearest centre";
- The latest news from section 3.2 "News" for a tag of a separate category eligible for the FSLA.
- A reference to the section from Section 3.2 "News" with news selected for a tag of a separate category eligible for an FSLA

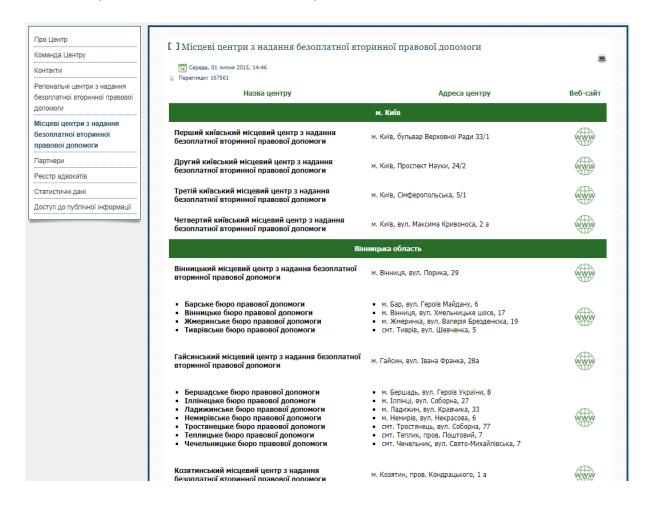




Section 1.5 Finding the free legal aid (FLA) nearest centre

Find the nearest FLA centre search page. Contains three search options.

- Interactive Google map of Ukraine with all FLA centres;
- A form for entering the name of the city, and the result as the nearest centre for providing the FLA;
- Alphabetical list of all centres for the provision of FLA.





Section 1.6 If you are detained

Standard page. Headline and text.



Головна / Клієнтам / Як отримати безоплатну правову допомогу

Як отримати безоплатну правову допомогу

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Legalaid.gov.ua

Section 1.7 How to complain

Headline, text and three forms of feedback:

- Complaint form to be addressed to the FLA Centre;
- Form of the complaint about the lawyer;
- Anti-corruption program complaint form.

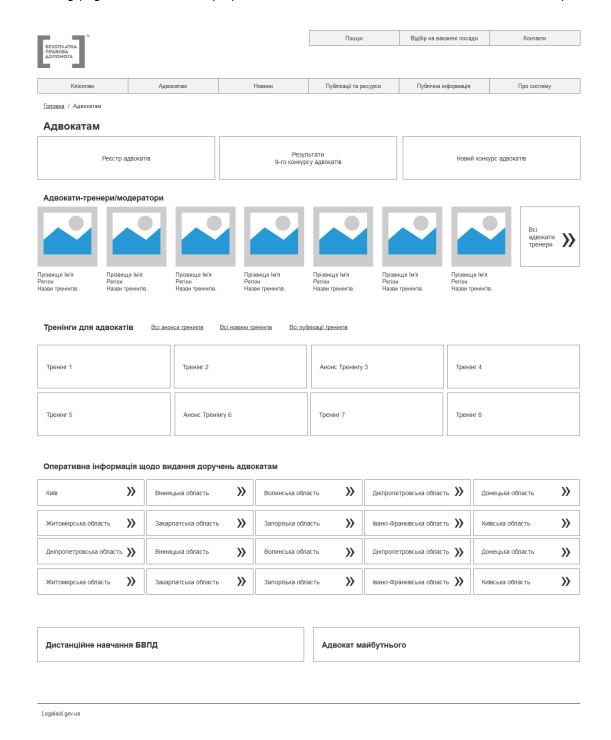
Section 1.8 Request for public information

Standard page. Headline and text. Feed-back form.



Section 2 Lawyers

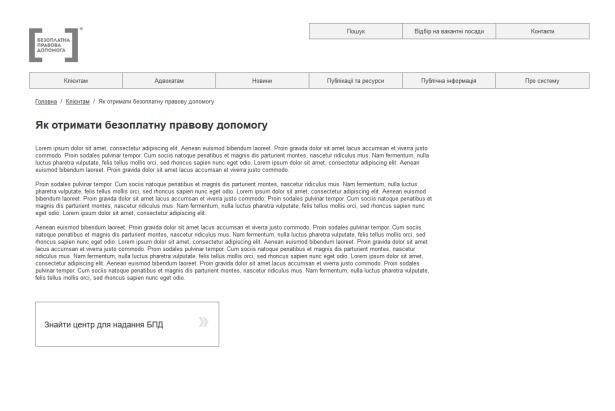
The landing page which should display the contents of the entire section in a convenient way





Section 2.1 The Register of Lawyers

The list of lawyers. Each item in the list should contain the name and license number. The possibility to search by name or license number should be available. The admin panel should have the option of adding of lawyers one by one and importing a list from an xml file.





Section 2.2 Lawyers' Competition

Standard page. Headline and text. The list of links to the pages with the results of competitions that have already passed and the page of the new competition if currently under way.



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Як отримати безоплатну правову допомогу

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Section 2.2.1 New Competition

Standard page. Headline and text. The page can be activated or hidden in the site administration panel, depending on the status of the competition.



Головна / Клієнтам / Як отримати безоплатну правову допомогу

Як отримати безоплатну правову допомогу

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Знайти центр для надання БПД



Section 2.2.2 The result of the conducted competition

Standard page with results of the competition of lawyers:

- Text;
- The file with the results of the competition (for downloading);
- Test task;
- A table with the dynamic data on the number of applications submitted.



Головна / Клієнтам / Як отримати безоплатну правову допомогу

Як отримати безоплатну правову допомогу

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Section 2.3 Exchange of experience

The landing page that should conveniently display the content of the entire unit.



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Як отримати безоплатну правову допомогу

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Знайти центр для надання БПД



Section 2.3.1 Lawyers-trainers / moderators

The standard page and the list of all lawyers - trainers or moderators. For each lawyer the following information is to be displayed:

- Name;
- Photo;
- Region;
- Titles of trainings.

The possibility to group lawyers by region or title of the training should be available.



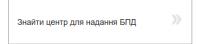
Головна / Клієнтам / Як отримати безоплатну правову допомогу

Як отримати безоплатну правову допомогу

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Section 2.3.2 Trainings for lawyers

The landing page section should be not a separate page of the site. The latest trainings from section 4.1.1 "Trainings" and a link to the section are to be shown.



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Знайти центр для надання БПД



Section 2.3.3 Quality management system

The landing page section should not be a separate page of the site. The latest publications from Section 4.1.2 "Quality Management System" and links to the section are to be shown.



Головна / Клієнтам / Як отримати безоплатну правову допомогу

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Section 2.3.4 Public Defender Office

The landing page section should not be a separate page of the site. Recent publications from section 4.1.4 "Public Defender Office" and a link to the section are to be displayed;



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Як отримати безоплатну правову допомогу

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Section 2.4 Operational information on the issue of instructions to lawyers

A page with a list of regions, each of which has a link to section 4.1.3 "Operational information of orders"

F ¬°	- -				Пошук Відбір на вак		Контакти				
BESONAATHA NPABOBA AONOMORA											
Клієнтам	Клієнтам Адвокатам Новини				Публічна ін	формація	Про систему				
Кпієнтам Адвокатам Новини Публікації та ресурси Публічна інформація Про систему ———————————————————————————————————											
Адвокатам	Адвокатам										
Тренінги	Тренінги		ема управління якістю	Оперативна інформація доручень		Офіс громадського захисника					
Статисті	ичні дані		Ген справ	редливості		Успішні практики					
Законодавство											
Чинне законодавс	ГВО	Організац	ійно-розпорядчі документи	Угоди про співробітництво		Роз'яснення законодавства (FAQ)					
Медіа											
LogoBook			Публікації	Презентації		Бібліотека					
Інформаційний дайд	жест		Інфографіка	Макети друкованої продукції							
Legalaid.gov.ua											



Section 2.5 Distance Learning FSLA

The landing page section should not be a separate page of the site. Link to another web-site.



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Як отримати безоплатну правову допомогу

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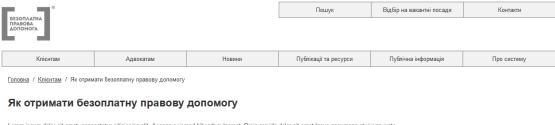
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Знайти центр для надання БПД



Section 2.6 The future lawyer

The landing page section should not be a separate page of the site. Link to another web-site.



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Chapter 3 News

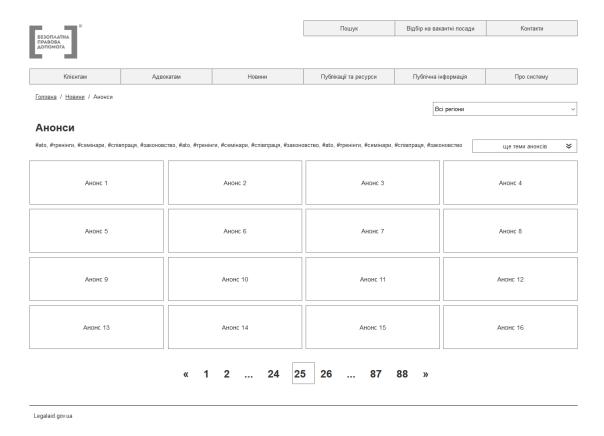
The list of recent news items by category. The possibility to specify the region to which the news relates should be available. The possibility to choose a news topic and go to the news page of this topic should be available.





Section 3.1 Announcements

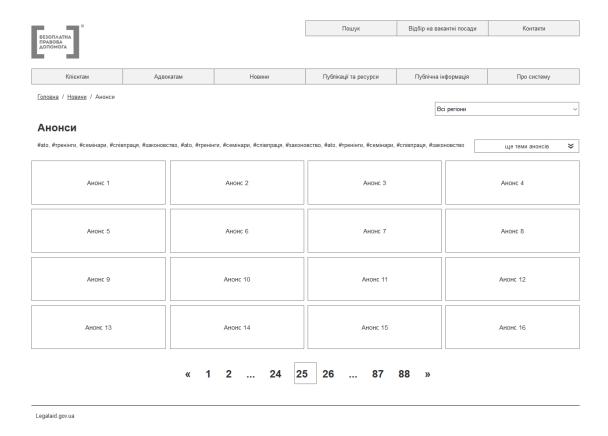
The news category page. List of news sorted by date. The possibility to specify the region and / or subject to which the news relates should be available.





Section 3.2 News

The news category page. List of news sorted by date. The possibility to specify the region and / or subject to which the news relates should be available.





Section 3.3 Media

The news category page. The list of news sorted by date. The possibility to specify the region and / or subject to which the news relates should be available.

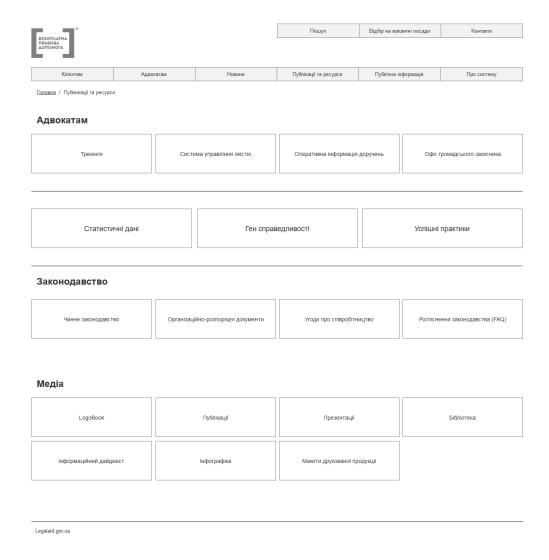




Section 4 Publications and Resources

Page with a list of categories of posts. Each publication is presented in news format and consists of:

- Date of publication;
- Title;
- Text;
- Additional files.





Section 4.1 Lawyers

Post category page. List of posts sorted by date.

Section 4.1.1 Trainings

Post category page. List of posts sorted by date.

Section 4.1.2 Quality management system

Post category page. List of posts sorted by date.

Section 4.1.3 Operational information of instructions

Post category page. List of posts sorted by date. The possibility to choose the region to which the publications relate should be available.

Section 4.1.4 Public Defender's Office

Post category page. List of posts sorted by date.

Section 4.2 Statistics

Post category page. List of posts sorted by date.

Section 4.4 Legislation

Post category page. List of posts sorted by date.

Section 4.4.1. Legislation in force

Post category page. List of posts sorted by date.

Section 4.4.2 Organisational and administrative documents

Post category page. List of posts sorted by date.

Section 4.4.3 Cooperation Agreements

Post category page. List of posts sorted by date.

Section 4.4.4 Explaining the Legislation (FAQ)

The page with the list of frequently asked questions in the question-answer format.

Section 4.5 Gene of justice

Post category page. List of posts sorted by date.

Section 4.6 Best practices

Post category page. List of posts sorted by date.

Section 4.7 Media



Post category page. List of posts sorted by date.

Section 4.7.1 LogoBook

Post category page. List of posts sorted by date.

Section 4.7.2 Publications

Post category page. List of posts sorted by date.

Section 4.7.3 Presentations

Post category page. List of posts sorted by date.

Section 4.7.4 Library

Post category page. List of posts sorted by date.

Section 4.7.5 Information Digest

Post category page. List of posts sorted by date.

Section 4.7.6 Infographics

Post category page. List of posts sorted by date.

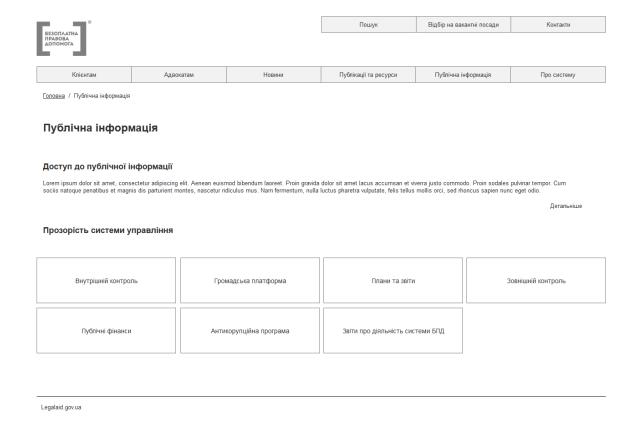
Section 4.7.7 Layouts of printed materials

Post category page. List of posts sorted by date.



Section 5 Public information

A page with the brief description of section 5.1 "Access to public information" and the link to the section and the list of categories of section 5.2 "Transparency of the management system".





Section 5.1 Access to public information

Standard page. Headline and text.

Section 5.2 Transparency of the management system

Page with a list of categories of posts. Each publication is to be presented in news format and consist of:

- Date of publication;
- Title;
- Text;
- Additional files.

Section 5.2.1 Internal control

Post category page. List of posts sorted by date.

Section 5.2.1.1 Plan of internal audits

Post category page. List of posts sorted by date.

Section 5.2.1.2 Reports

Post category page. List of posts sorted by date. The possibility to choose the region to which the publications relate should be available.

Section 5.2.2 Public platform

Post category page. List of posts sorted by date.

Section 5.2.3 Plans and Reports

Post category page. List of posts sorted by date.

Section 5.2.4 External control

Post category page. List of posts sorted by date.

Section 5.2.5 Public Finances

Post category page. List of posts sorted by date.

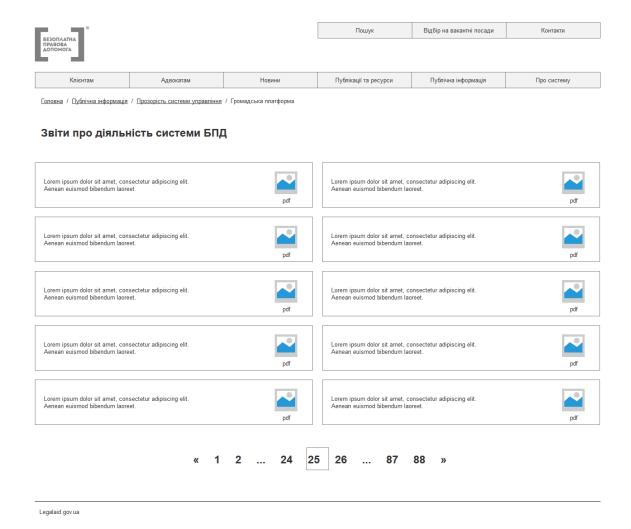
Section 5.2.6 Anticorruption program

Post category page. List of posts sorted by date.



Section 5.2.7 Reports on the activities of the FLA system

Post category page. List of posts sorted by date.





Chapter 6 About the system

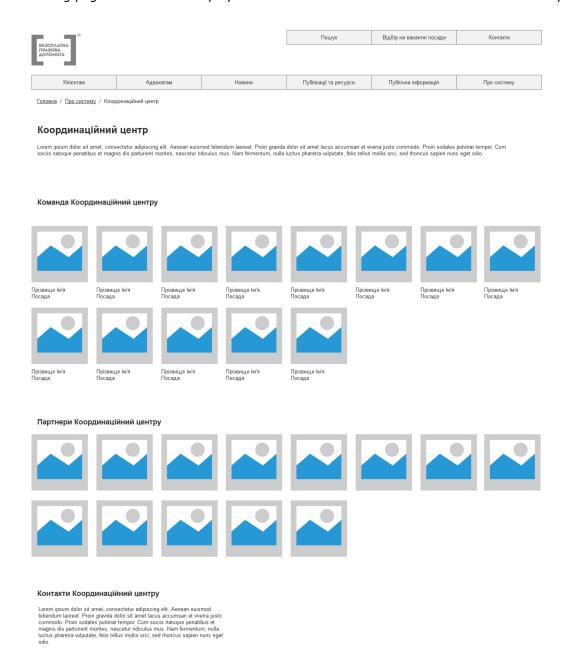
The landing page which should contain the brief information about section 6.1 "Coordination Centre", the list of regions with links to the list of centres for providing the BPD of the selected region and the link to section 1.5 "Finding the nearest centre"

┌ ╗ °				Пошук		Відбір на вакантні посади	Контакти	Контакти		
BESORIAATHA RPABOBA AOROMOFA										
Клієнтам	Клієнтам Адвокатам Новини			Публікації та ресурси		Пубпічна інформація	Про систему			
<u>Головна</u> / Про систему										
Про систему										
Координаційний центр Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.										
Команда Координа	Команда Координаційного центру				,	Контакти Координаційного центру				
Центри з надання безоплатної допомоги										
Київ	Вінницька область	>>	Волинська обл	асть у	Дніпропє	етровська область 🕻	Донецька область	>>		
Житомирська область	>> Закарпатська область	»	Запорізька обл	асть у	Івано-Фр	анківська область እ	Київська область	>>		
Дніпропетровська область) Вінницька область	>>	Волинська обл	асть у	Дніпропе	етровська область እ	Донецька область	>>		
Житомирська область	>> Закарпатська область	»	Запорізька обл	асть >>	Івано-Фр	анківська область 🄀	Київська область	>>		
Пошук найближчого центру										
Legalaid.gov.ua										



Section 6.1 Coordination Centre

The landing page which should display the contents of the entire section in a convenient way.





Section 6.1.1 Team of the Coordination Centre

List of Coordinating Centre staff.

Section 6.1.1.1 Employee

The element of the list on the page 6.1.1 "Coordinating Centre Team"; should not be a separate page of the site; each item in the list should consists of:

- Name;
- Photo;
- Position.

Section 6.1.2 Contacts

Standard page, title + text.

Section 6.1.3 Partners of the Coordination Centre

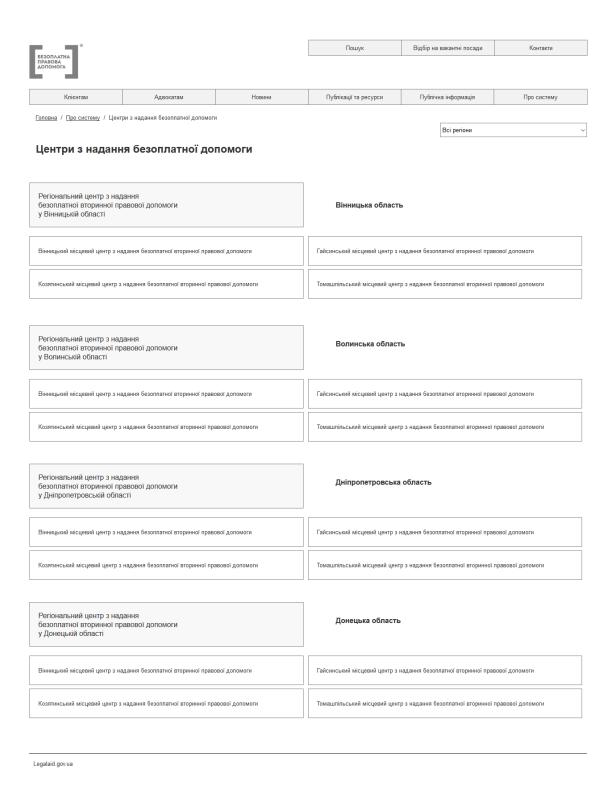
The list of partners of the coordination centre; each item in the list should consist of:

- Name;
- Logo;
- Links.



Section 6.2 Free Assistance Centers

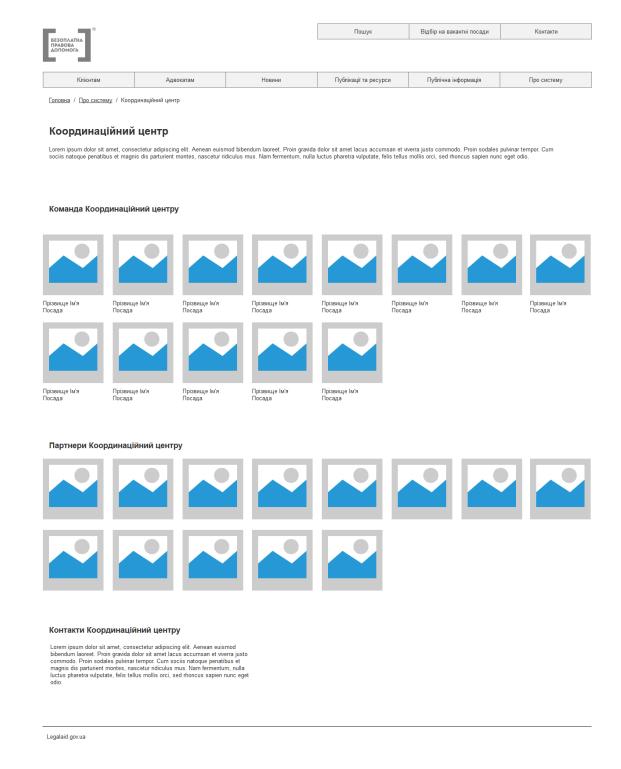
The list of regions with links to the list of centres for FLA providing of the selected region.





Section 6.2.1 List of centres.

List of FLA centres with the possibility to select a region. The page should contain a list of centres of the selected region with a link to the centre page. The first one in the list is the regional centre for providing FSLA, then the local centres for FSLA providing in alphabetical order.



Section 6.2.1.1 The Regional Centre Page

The landing page which should display the contents of the entire section in a convenient way.

Section 6.2.1.1.1 Team of the Regional Centre



List of Regional Centre staff.

Section 6.2.1.1.1 Employee

The element of the list on the page 6.2.4.1.1 "Team of the Regional Centre". Should not be a separate page of the site. Each item in the list should consist of:

- Name;
- Photo;
- · Position.

Section 6.2.1.1.2 Contacts

Standard page, title + text.

Section 6.2.1.1.3 Selection for vacant posts

The list of recent vacancy announcements from section 8 "Selection for vacant posts" for this Regional Centre and the link to the section with the vacancy announcements filter for the selected Regional Centre.

Section 6.2.1.1.4 Transparency of the management system

List of recent reports in section 5.2.1.2 "Reports" for this Regional Centre and the link to a section with a report filter for the selected Regional Centre.

Section 6.2.1.1.5 Press Centre

The list of the latest news from section 3 "News" for this Regional Centre and the link to the section with the news filter of the selected Regional Centre.

Section 6.2.1.1.6 Schedule of personal reception of citizens

Standard page, title and text.

Section 6.2.1.2 Local Centre

The landing page which should displays the contents of the entire section in a convenient way.

Section 6.2.1.2.1 Team Centre

List of Local Centre staff.

Section 6.2.1.2.1.1 Employee

The element of the list of the page 6.2.4.1.1 Local Centre Team; should not be a separate page of the site; each item in the list should consist of:

- Name;
- Photo;
- Position.

Section 6.2.1.2.2 Contacts

Standard page, title + text.



Section 6.2.1.2.3 Selection for vacant posts

The list of recent vacancy announcements from section 8, "Selection for vacant posts" for this Local Centre, and a link to the section with the vacancy announcement filter for the selected Local Centre.

Section 6.2.1.2.4 Transparency of the management system

The list of recent reports in section 5.2.1.2 "Reports" for this Local Centre and the link to the report filter section for the selected Local Centre.

Section 6.2.1.2.5 Press Centre

The list of the latest news from section 3 "News" for this Local Centre and a link to the news filter section for the selected Local Centre.

Section 6.2.1.2.6 Schedule of personal reception of citizens

Standard page, title + text.

Section 6.2.1.2.7 List of the Bureau

List of Local Centre Office.

Section 6.2.1.2.7.1 Bureau

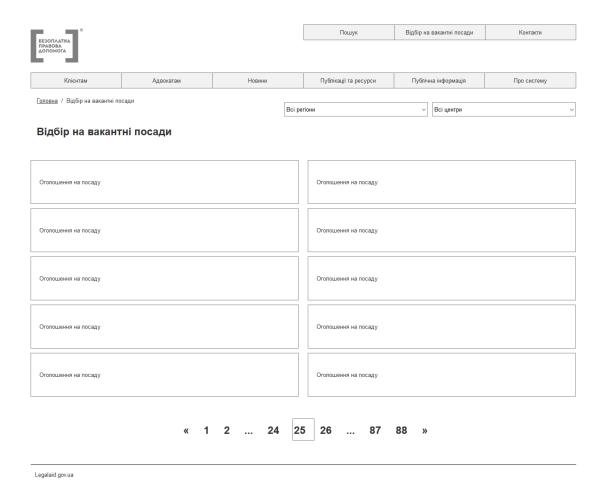
The element of the list of the page 6.2.1.2.7 Bureau List should not be a separate page of the site. Each item in the list consists of:

- Name;
- Contacts



Section 7 Web-site search.

Web-site search page. The possibility to search for content in a text component as well as the date of publication on the web-site should be available.





Section 8 Selection for vacant posts

List of vacancies with the possibility to choose the region and / or the FLA centre for which vacancy announcements are related.

Section 9 Contacts

Web-site menu item as the link to section 6.1.2 "Contacts".

Section 10 Useful links

List of useful links; should not a separate page of the web-site and be displayed as part of the main page of the web-site. Each item in the list should consist of:

- · Name;
- · Images;
- Links.

5 DATA REQUIREMENTS

5.1 Data migration from the old web-site

The resource http://legalaid.gov.ua/ua/ currently contains 1200 articles of an informational nature. The content from the existing resource should be transferred to develop the resource at the development stage. The transfer method should remain at the discretion of the developer. The list of the transferred content is to be coordinated with the Customer at the development stage.

The data is transferred in the following format:

- 1. Information article
- 2. Photographs and graphic elements.
- 3. The placement of photographs and graphic elements within the information article must be preserved, in accordance with the current location of http://legalaid.gov.ua/ua/.

6 LIST OF ENCLOSURES

- Provisional structure of the web-site:
 - o Legal AID new.jpg
 - o Legal AID new 2.png
 - o Legal AID new 3 detail.png
- Structure of the existing web-site:
 - o Legal AID old.jpeg
 - o Legal AID old 2.jpeq
 - <u>Legal AID old 3.jpeg</u>
- Layouts of pages, archive:
 - o <u>proto screen.zip</u>