

Sixth Progress Report : Assignment to develop and formulate a policy for the use of Free and Open Source Software in Public Sector Ministries and Agencies in Guyana

Period : 25 October to 30 November, 2016

The monthly progress reports are a requirement of the contract to develop the policy for the use of Free and Open Source Software. This is the sixth monthly report since the contract commenced in May 2016.

Contract

- The first payment under the contract was received on 30 November, 2016.

The Table of Activities shows the cumulated list of activities completed since the start of the Contract on 12 May 2016.

Activity	Date completed
1. Concept note and work plan	Inception meeting – 12 May, 2016 Work plan submitted – 20 May, 2016 Acceptance confirmed on 1 June, 2016
2. Meeting with eGovernment team	7 June, 2016
3. Confirmation of first contacts in the public sector	27 June, 2016
4. June 2016 Meetings held with <ul style="list-style-type: none">• Denzil Thomas, System Development Officer, Ministry of Agriculture• Shane Sukhai, Systems Development Officer, Ministry of Business• Yoganand Balgobin, IT Support Technician, Ministry of Public Infrastructure	28 June, 2016 29 June, 2016 29 June, 2016
July 2016	
6. Review meeting held with Dr Scotland and Ms Layne	8 July, 2016
7. Meetings held with :- <ul style="list-style-type: none">• Mr Jason Fraser, Economist, Ministry of Communities. He has suggested further discussions with GWI and CHPA.• Ms Ahalia Shivjatan, Systems Development Co-ordinator, Ministry of Public Security. She suggested further discussions with Guyana Police Force.• Mr Yoganand Indarsingh, Head, MIS, Ministry of Education	18 July, 2016
August 2016	
8. Meetings held with Mr Malcolm Williams	4 August, 2016

<p>Meetings/Interviews with :-</p> <ul style="list-style-type: none"> • Dr Marcia Thomas, NCERD, Ministry of Education • Mr Nazimul Ghanie, Lecturer, Computer Science, New Amsterdam Technical Institute 	<p>8 August, 2016 30, August, 2016</p>
<p>September 2016</p> <p>Interviews conducted with :- ASP Jermaine Johnson IT Admin Guyana Police Force</p> <p>Mr Khari George Head, MIS Ministry of Presidency</p> <p>Mr Timur Mohammed Head, MIS Unit Guyana Forestry Commission</p> <p>Mr David Cole Information Systems Manager Information Systems Division and</p> <p>Mr Naseem Nasir Manager, Land Information and Mapping Division Guyana Lands and Surveys Commission</p>	<p>23 September, 2016</p> <p>26 September, 2016</p>

Interviews conducted in October 2016	
Anneal Giddings Systems Development Co-ordinator Ministry of Foreign Affairs	11 October, 2016
Office of the Prime Minister, Department of Public Information	
Adrian Persaud, Videographer Darwin Leitch, Digital Media Officer Michael Leonard (consultant)	11 October, 2016
Lester Hercules Director, Information Technology , Bank of Guyana	11 October, 2016
Sese Jones Head of IT Guyana Revenue Authority	12 October, 2016
Garfield Pearson Senior Data Management Officer GGMC	20 October, 2016
Ronda Griffith Systems Support Officer, Dept of Citizenship	20 October, 2016
Michael Dos Santos IT Technician, Dept of Citizenship	20 October, 2016
Sheldon Wilson System Support Officer Ministry of Legal Affairs	21 October, 2016
Shaun Nabiyah-bi Systems Analyst Ministry of Social Protection	21 October, 2016
Roger Nurse Head of IT Guyana Defence Force	21 October, 2016

Interviews conducted in November 2016 Christopher Deen Deputy Head, MISU Ministry of Finance	2 November, 2016
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The following agencies did not have staff available at the time for the interviews.

1. Ministry of Indigenous Peoples Affairs
2. Protected Areas Commission

Letter to the Permanent Secretary

A letter was sent via email on 10 August, 2016 to the Permanent Secretary, Ministry of Public Telecommunications requesting guidance on the schedule. The Ministry of Public Telecommunications and the Egov Agency are responsible for selecting and notifying the respondents in the public sector agencies . There has been no reply from the Permanent Secretary's office.

Discussion with staff from the eGov Agency : Thursday 24 November, 2016

A discussion was held with staff from the eGov Agency on Thursday 24 November, 2016 at the Ministry of Public Telecommunications. The following staff were in attendance :-

Nichelle Layne
Shaka Dow
Erin Forde
Rabin Ally
Hilary Benjamin-Dyer
Roscoe Greene
Randolph Williams
Francis Simmons
Clarence Garraway
Steveon Thomas
Michael Blake
Asena Marques

Mr Levi and Dr Scotland joined late due to a delayed prior commitments.

The following reactions were noted to the policy :-

- There is varying ability of staff to change to Libre Office and other FOSS alternatives to MS Office
- The different management dynamics mean that different IT staff have different levels of influence
- Project management training and orientation would help in IT projects
- The issue of compliance with software licenses has to be discussed further

Confirmation of draft FOSS policy and concluding dates.

The draft policy was submitted on 11 November, 2016. Comments were received on 30 November, 2016 and changes were made.

A meeting was held with Mr Malcolm Williams and Ms Nichelle Layne. The following action points were agreed:-

- The draft was accepted for the consultation process. Further changes to format and layout would be made during the consultation process
- The validation forum would be held on 13 December, 2016. The tentative venue is the National Library conference room. The time is 9am to 12pm.
- The proposed agenda would be :-
 - Welcome and introductions (eGov) and agenda for the day
 - Policy Justification and background (eGov)
 - 'Lightning presentations' on case studies (10 minutes each) – to be confirmed
 - GGMC (Libreoffice)
 - Dept of Citizenship (Orange HRMIS)
 - GRA (Alfresco)
 - MofNR (GIS)
 - Bertram Collins College of the Public Service (Network management , security)
 - I hope to ask a lecturer from NATI to talk about teaching Linux.
 - Presentation of policy and feedback from consultation period and discussion(VK)
 - Short break (refreshments?)
 - Whole of Government and Egov plan (eGov, MoPT)
 - Close

The following table shows the remaining tasks with the sequencing for the dates.

Deliverable/Activity	Responsibility (MW – Malcolm Williams (eGovernment Unit), VK – Vidyaratha Kissoon (Consultant))	Contract Completion date	Completion dates
<i>Task 1: Review and document the experience of FOSS experimentation, usage and adoption in public sector agencies, locally and regionally.</i>	MW	3 June, 2016	9 September, 2016
1.1 Protocols established, key informants identified from public sector agencies			
First monthly Progress Report	VK	3 June, 2016	Completed
1.3 Interviews with key informants in public sector	VK	24 June, 2016	30 September, 2016
<i>Task 2 : Develop a draft policy document</i>			
2.1 Submission of draft policy	VK	1 July, 2016	11 November, 2016
2.2 Approval of draft for consultation	MW	8 July , 2016	Completed 30 November, 2016
<i>Task 3 : Consultation on draft policy</i>			9 December, 2016
3.1 Public consultation	VK	22 July, 2016	
3.2. Validation Seminar	MW/VK	29 July, 2016	13 December, 2016
Monthly Progress Report			
<i>Task 4 : Final synthesis of policy document.</i>	VK	5 August, 2016	16 December, 2016
<i>Final project report</i>	VK	12 August, 2016	16 December, 2016

Submitted by Vidyaratha Kissoon 1 December, 2016