




**THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR**  
**PRESIDENT'S OFFICE – CONSTITUTIONAL, LEGAL AFFAIRS PUBLIC SERVICE AND**  
**GOOD GOVERNANCE**  
**e-GOVERNMENT AGENCY**

**Document Title**

eGovernment Guidelines for Operationalization of Institutional-ICT-Steering  
Committee

**Document Number**

**eGAZ/EXT/PAG/003**

APPROVAL	Name	Job Title/ Role	Signature	Date
Approved by	Said Seif Said	Managing Director		1 <sup>st</sup> December 2022

## **PREFACE**

Now that the world is fast embarking on e-governance due to the rapid administrative transformation resulting from the fast-changing ICT, it is important to determine how the power of ICT is dispensed effectively among and within public institutions.

Such a process should, among others, establish the proper governance mechanism capable of aligning institutional business objectives with the existing public service machinery. Only by doing so will the value creation of ICT investments be guaranteed.

Ideally, this guidance should be in line with the e-Government legislation, which is now being worked on. Waiting for it, however, would leave the e-Government without many necessary operational directives, resulting in communicational and operational disharmony among public institutions. It is, hence, important that such interim guidelines be introduced in projected conformity with the legislation being formulated.

These are the guidelines that direct the Institutional ICT Steering Committee operationalization. It covers, among others, the committee's charter along with the requisite terms of reference.

It is the Zanzibar e-Government Agency's hope, prayer, and plea that the relevant institutions will accordingly follow this guidance for operational compatibility, eventually leading to enhanced governance toward sustainably improved service delivery.



**MR. SAID SEIF SAID**

For: **EXECUTIVE DIRECTOR**

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## **1. INTRODUCTION**

### **1.1. Overview**

Currently, the e-Government agency is the spearheading institution in the management of digital government administration. By default, it is the institution commissioned with the e-Government coordination and enforcement. This needs proper legislation to that effect, which is currently being formulated. The e-Governance must be conducted in an organized manner despite the legislation gap, otherwise confusion will arise among public institutions due to not operating synchronically. One sure way of working organizationally is through an inter-institutional oversight committee involving key stakeholder institutions.

### **1.2. Purpose**

The purpose of ICT Steering committee is to strategically align ICT usage with cost-effectiveness, viability, timeliness and budgetary compliance.

### **1.3. Rationale**

ICT being a crosscutting agent of good and effective governance, it is too risky to let its leading department alone in the digital-based decision making. The decisions will affect almost all other government institutions not just in terms of budgeting but – more importantly – in the business operationalization at large. It is hence important to ensure the necessary inter-operability within and among institutions by the formulation of institutional steering committee. This will facilitate optimum implementation and achievement sustainability of the planned institutional objectives at all levels.

### **1.4. Scope**

This document will guide all public institutions in attaining joint institutional ICT operationalization through the Steering Committee mechanism.

## **2. THE GUIDELINES**

### **2.1. Implementation of Institutional ICT Steering Committees**

In implementing institutional ICT Steering Committees, public institution shall:

- i. Develop a charter, in accordance with the Appended template, in consideration of the respective institution's specific set up.
- ii. Once the Accounting Officer, approve the charter the institution shall ensure that its implementation is guided by a well and detailed terms of reference.

### **2.2. The Charter for Institutional ICT Steering Committee**

The prepared charter shall be used in guiding operationalization of the institutional ICT steering committee, which have the following contents that may be customized to suit the respective institution's needs;

#### **2.2.1. Roles and Responsibilities of the Committee**

The committee shall perform many duties, among other;

- i. To review and approve ICT policy and strategy of the institution, followed by relevant approval requirements, if applicable;
- ii. To ensure alignment of ICT with organization's business needs so that ICT initiatives and services facilitate achievement of organization's strategic objectives;
- iii. To review and provide advice on ICT investment portfolio and priorities with a view of attaining value delivery;
- iv. To ensure all ICT related risks are properly managed, this includes reviewing and approving institutional disaster recovery plan and ensure its effective implementation;
- v. To ensure e-Government guidelines and standards are implemented by institution in order to meet compliance requirements;
- vi. To ensure optimal resource utilization in ICT initiatives implementation, including proper management of infrastructure, human capital and finance;
- vii. To undertake continuous monitoring and evaluation of institutional ICT projects to ensure the anticipated benefits are realized;

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- viii. To approve any other institutional e-Government sub-committee as may, from time to time, be constituted and address specific ICT related matters;
- ix. To prepare and submit quarterly e-Government progress report to the Agency; and
- x. To perform such other functions as may be directed by the Accounting Officer or eGAZ.

**2.2.2. Members of the Committee**

This part shall outline a minimum of seven members to constitute the committee by name and position as follows:

- i. Accounting Officer who shall be the chairperson of the committee;
- ii. Head of the ICT who shall provide secretariat to the committee;
- iii. Officer in Charge/Coordinator (Pemba Office)
- iv. Head of Planning;
- v. Head of Procurement;
- vi. Chief Internal Auditor;
- vii. Chief Accountant;

**Note:** An internal auditor who is a committee member will not be allowed to vote

**2.2.3. Meetings of the Committee**

The Committee shall determine the conduct of its meetings as follows:

- i. To meet at least once in every three months;
- ii. Two third of the members shall form a quorum for meeting;
- iii. An ordinary meeting of the Committee shall be convened by the Chairman, and the notice specifying the place, date and time of the meeting shall be sent to each member at his usual place of business or residence;
- iv. Where the Chairman is unable to act by any reason, the Vice Chairman, selected amongst members present, shall convene the meeting;
- v. The Committee may review its own decision made under this Charter;

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- vi. Decision of the Committee shall be decided by majority of the vote of the members present and in the event of the equality of the vote the Chairman shall have a casting vote;
- vii. The Committee may from time to time invite Management, or co-opt any person whose presence is in its opinion desirable to attend and to participate in the deliberation of the meeting of the Committee and such person shall have no right to vote; and
- viii. Members may attend meetings of the Committee by teleconference, videoconference, or by similar communication equipment by means of which all persons participating in the meeting can communicate with each other.

**2.2.4. Sub-Committees**

- i. In exercising its functions, the accounting officer to which the institutional ICT steering committee relates:
  - a) May establish sub-committees in the areas relating data, security and Service governance;
  - b) May appoint persons from within or outside institutional ICT steering committee as sub-committee members;
  - c) Shall require the appointed sub-committee members to be direct accountable to him/her;
- ii. In Subject to the provisions of the legislation being prepared other sub-committees may be established, including the following:

**2.2.4.1. Data management sub-committee**

In accordance with such legislation and any other relevant written laws, there shall be established a sub-committee to review and provide recommendations on internal data management policy, strategy and dictionary.

**2.2.4.2. Security management sub-committee**

The security management sub-Committee is tasked to:-

- i. To review and provide recommendation on security matters stipulated on ICT policy/strategy;



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- ii. To advise on institutional ICT security program; and
- iii. To review institutional System/infrastructure/security assessment reports.

#### **2.2.4.3. Service management sub-committee**

This sub-committee shall:

- i. Review and provide recommendation on e-government services management; and
- ii. Review and provide recommendation on automation of business processes.

#### **2.2.5. Communication and Reporting**

In facilitating the operationalization of the committee, the charter shall stipulate:

- i. A direct reporting relationship to Accounting Officer; and
- ii. Requirements of regular advice to Accounting Officer on the significant ICT developments and issues or as requested.

### **3. IMPLEMENTENTION AND REVIEWS**

This document shall be:

- (i) Effective upon being signed by the Executive Director on its first page.
- (ii) Subjected to review at least once every three years or whenever necessary changes are needed; and
- (iii) Consistently complied with, any exceptions to its application must duly be communicated to and authorized by the Executive Director.

### **4. GLOSSARY AND ACRONYMS**

#### **4.1. Glossary**

<b>Charter</b>	A document stipulating terms of reference and working relationships of Institutional ICT steering committee.
<b>Disaster Recovery Plan</b>	Is a business plan that describes how work can be resumed quickly and effectively following a disaster.
<b>Committee</b>	Means Institutional ICT Steering Committee



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<b>Institutional ICT Steering Committee</b>	It is a management committee established for the purpose of deliberating and advising on institutional ICT related issues.
<b>ICT investment portfolio</b>	Represents the set of ICT assets that a public institution holds such as servers, networks, equipment, applications and systems.

#### **4.2. Acronyms**

<b>e-GAZ</b>	e-Government Agency Zanzibar
<b>ICT</b>	Information Communication Technologies

### **5. RELATED DOCUMENTS**

- i. e-Government Guidelines (***PO-PSGG, 2021***).

### **6. DOCUMENT CONTROL**

<b>Version</b>	<b>Name</b>	<b>Comment</b>	<b>Date</b>
Ver. 1.0	e-GAZ	Creation of the document	February 2024

# **APPENDIX**

## **APPENDIX: Template of the Charter for Institutional ICT Steering Committee**

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**CHARTER OF THE ICT STEERING COMMITTEE**

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## **1.0 PREAMBLE**

This Charter shall apply to **(name of the institution)**. The Charter has been adopted by the Management during its Meeting held on **(xx)**, 20.....

## **2.0 MANDATE**

The **(name of the Institution) ICT Steering Committee ("Committee")** has been established has been established to provide technical guidance on implementation of ICT initiatives.

## **3.0 PURPOSE OF THE CHARTER**

The Committee shall at all times recognize its overriding responsibility to act honestly, fairly, diligently and in accordance with the law in serving the interest of the Zanzibar Revolutionary Government.

The purpose of this Charter is to describe, roles and responsibilities, composition and meeting affairs according to which the Committee shall operate.

## **4.0 COMPOSITION AND QUORUM OF COMMITTEE**

The committee shall be composed of minimum of seven members as follows:

- i. Accounting Officer who shall be the chairperson of the committee;
- ii. Head of the ICT who shall provide secretariat to the committee;
- iii. Officer in Charge/Coordinator
- iv. Head of Planning;
- v. Head of Procurement Unit;
- vi. Chief Internal Auditor;
- vii. Chief Accountant;

## **5.0 ROLES AND RESPONSIBILITIES OF THE COMMITTEE**

- i. To review and approve ICT policy and strategy of the institution, followed by relevant approval requirements, if applicable;
- ii. To ensure alignment of ICT with organization's business needs so that ICT initiatives and services facilitate achievement of organization's strategic objectives;

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- iii. To review and provide advice on ICT investment portfolio and priorities with a view of attaining value delivery;
- iv. To ensure all ICT related risks are properly managed, this includes reviewing and approving institutional disaster recovery plan and ensure its effective implementation;
- v. To ensure e-Government guidelines and standards are implemented by institution in order to meet compliance requirements;
- vi. To ensure optimal resource utilization in ICT initiatives implementation, including proper management of infrastructure, human capital and finance;
- vii. To undertake continuous monitoring and evaluation of institutional ICT projects to ensure the anticipated benefits are realized;
- viii. To approve any other institutional e-Government sub-committee as may, from time to time, be constituted and address specific ICT related matters;
- ix. To prepare and submit quarterly e-Government progress report to the Agency; and
- x. To perform such other functions as may be directed by the Accounting Officer or eGAZ.
- xi. To perform such other functions as may be directed by the Accounting Officer or eGAZ

## **6.0 CONDUCT OF AFFAIRS OF THE COMMITTEE**

### **6.1 Meetings**

The Committee shall determine the conduct of its meetings as follows:

- (a) They meet at least once in every three months;
- (b) Two third of the members shall form a quorum for meeting;
- (c) An ordinary meeting of the Committee shall be convened by the Chairman, and the notice specifying the place, date and time of

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the meeting shall be sent to each member at his usual place of business or residence;

- (d) Where the Chairman is unable to act by any reason, the Vice Chairman, selected amongst members present, shall convene the meeting;
- (e) The Committee may review its own decision made under this Charter;
- (f) Decision of the Committee shall be decided by majority of the vote of the members present and in the event of the equality of the vote the Chairman shall have a casting vote;
- (g) The Committee may from time to time co-opt any person whose presence is in its opinion desirable to attend and to participate in the deliberation of the meeting of the Committee and such person shall have no right to vote.
- (h) Members may attend meetings of the Committee by teleconference, videoconference, or by similar communication equipment by means of which all persons participating in the meeting can communicate with each other.

## **6.2 Agenda Items for Committee Meetings**

Agenda of the Committee may be determined in the following manner:

- (a) The Chairperson of the Committee, in consultation with the Committee Secretary will develop the agenda and circulate to members before due date of the meeting;
- (b) A detailed agenda and, to the extent feasible, supporting documents and proposed resolutions will be provided to the members at least 7 days prior to each Committee meeting.

## **6.3 Minutes of the Committee Meetings**

- (a) The secretary shall record minutes in proper form of each meeting of the Committee, to be confirmed by the Committee in the next meeting.

#### **6.4 Communication and Reporting responsibilities**

- (a) The Committee shall quarterly report to the **e-Government Agency** about ICT implementation issues and progress.

#### **7.0 REVIEW OF THE CHARTER**

- (a) This Charter shall be reviewed after every two years or at any time whenever the need arises.

Issued by the Management,  
<< Name of the Institution >>,  
<< Address Line 1 >>,  
<< Address Line 2 >>,  
P.O Box xxx,  
<< Name of the City/Town >>

Signed: .....Date: .....  
<<< **Title of the Accounting Officer of the Institution** >>

=====