



**Western Cape  
Government**

Social Development

Ref: 8/7/2/1/6/P

**WESTERN CAPE GOVERNMENT  
DEPARTMENT OF SOCIAL DEVELOPMENT**

**INFORMATION & COMMUNICATION  
TECHNOLOGY(ICT)POLICY**

July 2019

V2.1

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## 1. Introduction

This policy deals with the Information and Communication Technology (ICT) equipment, software and services allocation process in the Western Cape Government (WCG)- Department of Social Development (DSD). It deals with the procurement and disposal process in as far as it relates to the State Information Technology Agency (SITA) Act, Act No 88 of 1998 as amended by the SITA Act 38 of 2002 and the WCG ICT Standards. With respect to procurement, it provides officials with a process for the application, approval and procurement of ICT equipment ensuring that the IT Steering Committee (ITSTEERCOM) applications received from staff have been evaluated and approved in terms of this policy and is compliant with the WCG ICT Standards, WCG-DSD ICT Standards including the compatibility and support on the WCG network. Once applications are assessed, the approved departmental procurement and disposal processes apply. This policy applies to employees of the Department of Social Development (DSD) and the Provincial Ministry of Social Development.

## 2. Background and Purpose

- 1) ICT equipment (hardware), software and services spend is a significant budget item in the DSD and contributes to its ability to deliver services and communications efficiently to staff, stakeholders and its client base both internally and externally.
- 2) Although the criteria and process for the allocation of ICT equipment, software and services has followed various transversal provincial and departmental ICT policies as well as SITA Act, it is essential that this control criteria and associated processes be formalised in a policy environment.
- 3) The purpose of this policy is to ensure that the allocation, procurement and safeguarding of the ICT equipment, software and services within DSD is managed in a manner that promotes good governance, accountability, responsibility, efficient administration, service delivery and incorporating new technology innovations for better value of money.
- 4) This policy defines the standards, procedures and restrictions for end users who have legitimate business requirements that requires access to ICT equipment, software and services.
- 5) This policy sets out the roles and responsibilities of ICT users, supervisors, managers and/or budget holders. It states the processes and control criteria that governs the application and approval process, and the establishment of the DSD ICT governance structure.
- 6) This policy must be read in conjunction with other related policies and procedures developed or amended in the process to enable effective implementation.

### 3. Policy mandate

The mandates underpinning this policy are:

- 1) State Information Technology Agency (SITA) Act, Act No 88 of 1998 amended by SITA ACT 38 of 2002
- 2) Western Cape Government Corporate Governance of ICT Policy and Charter (WCG CGIT)
- 3) Western Cape Government ICT Standards (as periodically updated)
- 4) Services centre Circular no 29 of 2011-12
- 5) WCG Mobile Device Management Strategy
- 6) 2014 Amended WCG Mobile Device Management policy
- 7) IT End User Policy
- 8) IT Information Security Policy
- 9) DSD Security Policy
- 10) Password Policy
- 11) Public Finance Management Act (PFMA) Act 1 of 1999
- 12) Minimum Interoperability Standards (MIOS) for government
- 13) Government Wide Enterprise Architecture (GWEA)

### 4. Principles

- 1) DSD will allocate ICT resources that enables the staff to perform their assigned duties. Access implies the ability to use the ICT equipment and services when required. Access does not automatically imply the allocation of ICT equipment to a staff member.
- 2) All DSD employees with special needs shall be provided with the hardware, software and ICT services that best suit their needs, enable the efficient performance of their assigned functions and duties, and that can be accommodated on the WCG network. The Centre for e-Innovation must be engaged, test and recommend the appropriate resources on a case by case basis.
- 3) All ICT equipment and resources remain the property of the department and must comply with WCG ICT Standards.
- 4) Accountability: ICT equipment, software and services must be assigned to an employee who will be responsible for safeguarding the ICT asset(s) allocated to him/her including government information and documents generated.
- 5) Efficiency and cost effectiveness: Subject to budgetary constraints, staff must be able to obtain the required and approved equipment, software and services without undue delay.
- 6) Safeguarding and security: ICT equipment, software, services and information or data must have appropriate protection from unauthorised access, interference, and damage whether malicious or accidental.
- 7) With respect to safeguarding information or data, it is the responsibility of all end users to mitigate data loss through effective data backup using Electronic Content Management (ECM known as my content), the primary source for data storage in the department.

## 5. ICT Governance

The ICT Governance structure, functions and committee membership is appended as **Appendix A. Department of Social Development: ICT Governance Structure**

## 6. Exclusions

The following items are excluded from this ICT policy

1. Data projectors
2. Television sets
3. Replacement keyboards
4. Replacement laptop batteries
5. Replacement laptop chargers
6. Replacement laptop mouses
7. Replacement network fly leads
8. Flash drives
9. Access to social media
10. Applications for eMobility
11. Photocopier

## 7. ICT Equipment (hardware), Software and Services

The ICT classification in Table 1 hereunder, specifies what constitutes ICT hardware, software and services.

<b>Hardware</b>	Laptop, Desktop, Printer, Network Point, Monitor, Docking station, Scanner, Switch, Router and biometric reader
<b>Software &amp; Services</b>	Standard Microsoft Office package, Special software application (e.g. Super cross, SPSS, EBSCO Host, InDesign etc.), Departmental and National Systems (VEPOPAR, PCM, CYCA etc.), New systems (e.g. NPO management system, Email, Internet, BAS, PERSAL, LOGIS, Whitelisting of internet sites



## **8. Access to/ procurement and allocation of ICT equipment, software and services**

### **8.1 Access to staff on Persal**

Subject to budgetary, business and infrastructural considerations, staff members on Persal qualify for access to the under mentioned:

- 8.1.1 Desktop/Laptop computer and software
- 8.1.2 Access to a mono-laser and /or multi-function network printer
- 8.1.3 Email account, access to the internet and the WCG intranet
- 8.1.4 A network point or the best alternative to a wired connection for a specific location.

### **8.2 Access to staff without Persal numbers**

When applying, staff without Persal numbers yet should attach an identity number, WCG appointment and acceptance letter as proof of appointment. Staff members without Persal yet also qualify for access to the under mentioned:

- 8.2.1 Desktop/Laptop computer and software
- 8.2.2 Access to a mono-laser and /or multi-function network printer
- 8.2.3 Email account, access to the internet and the WCG intranet
- 8.2.4 A network point or the best alternative to a wired connection for a specific location.

All ITSTEERCOM ICT LOG 1 application forms must be accompanied by the RR032 (Asset document). The approved applications will be forwarded to procurement by the ICT cost centre budget holder. The approved departmental SCM procurement process will then apply. In the case of applications for ICT equipment, software and services that deviate from WCG DSD ICT standards, these will be sent back to the budget holder for processing by the ITSTEERCOM secretariat. In those cases where the application has not been approved, reasons for not approving the application will be provided.

### **8.3 Procurement requirements/ conditions and Allocation**

All ICT procurement request must be submitted on the duly completed and approved WCG-DSD ICT Steercom template to the procurement office. The ICT equipment, software and services must adhere to the following criteria:

1. WCG-DSD ICT Standards list
2. Availability to procure through the SITA contract
3. Compliance with the latest WCG ICT standards
4. Compatible with the WCG network
5. Routinely supported by Cel' s technical services and/ or helpdesk

Where a staff member requires access to ICT equipment, software and services to perform their assigned functions, duties and daily tasks, the staff member can make an application request to the budget holder for the required ICT resources. There are two categories of ICT equipment, software and services for which application can be made:

- 8.3.1 **Allocation in-line with WCG-DSD ICT Standards:** Applications that conform to WCG DSD ICT standards as updated from time to time.
- 8.3.2 **Deviation from the WCG DSD ICT Standards:** Applications that are not in line with the most recent WCG DSD ICT Standards list.

## **9. Applications for ICT equipment, software and services**

### **9.1 Allocations in line with WCG-DSD ICT Standards**

- 9.1.1 All end users must complete the approved ITSTEERCOM ICT LOG 1 form (by hand or electronically).
- 9.1.2 All application forms must be completed in full.
- 9.1.3 All applications will be assessed by the Cost centre budget holder and approved as conforming to the criteria indicated in 8.3 above.
- 9.1.4 Applications for short term appointments (e.g. contracts, internship etc.) must always include an explanation indicating how the equipment will be utilised, once the contracted appointee has exited the department.

### **9.2 Applications deviating from the WCG-DSD ICT Standards**

- 9.2.1 All applications that deviate from the WCG-DSD ICT Standards must be referred to the ITSTEERCOM Secretariat.
- 9.2.2 These applications must be accompanied by a comprehensive motivation clearly indicating the rationale for the deviation/s.
- 9.2.3 The ITSTEERCOM Secretariat may engage with Cel and SITA for further assessment, advice and recommendation/s with respect to the deviation.
- 9.2.4 After an assessment, a recommendation will be made to the ITSTEERCOM to approve.
- 9.2.5 The budget holder will be notified of the approval and the SCM procurement processes must be followed in procuring.

### **9.3 Network points**

- 9.3.1 Applications for network points must include an assessment report from Cel confirming the business need.

### **9.4 Access Rights and User permission to DSD Systems**

- 9.4.1 Access rights and user permissions to DSD systems and other transversal systems in use in the DSD will be governed by a DSD Change Control Board (DSD CCB). No user permissions or access rights may be altered without first being recommended by the DSD CCB

### **9.5 Replacement ICT equipment**

- 9.5.1 Applications for the replacement of existing ICT equipment, software and services resulting from a malfunction must be accompanied by a Cel technical assessment report, indicating the nature of the malfunction and if possible, whether the machine can be repaired or not.

- 9.5.2 All applications for 'refresh' must be accompanied by confirmation obtained from Supply Chain Management-procurement, proving that the equipment is six (6) years old or older.
- 9.5.3 All applications for replacement of equipment deemed to be damaged or lost must be accompanied by a copy of the loss control report signed off by Internal Control

#### 9.6 Staff Exits

- 9.6.1 It is the responsibility of the manager of the departing employee to ensure that s/he must complete an IT Services request form for the deactivation of access to the WCG network and departmental systems.
- 9.6.2 Date of termination/deactivation should be clearly stated in the form.
- 9.6.3 It is the responsibility of the manager of the departing employee to ensure that this is done and forms submitted to CeI ServiceDesk at least 10 days prior to the employee's last day of service.
- 9.6.4 The form is included in the exit package of the departing employee obtained from the Operational Management Support (OMS).

### 10. Multiple computers assigned to an end user

- 10.1 An end user may only have more than one computer (desktop and/ or laptop) assigned to him/her under the following circumstances:
  - 10.1.1 The end user is responsible for the operation of a training facility.
  - 10.1.2 The end user is responsible for the operation of the CYCC computer laboratory.
  - 10.1.3 The office/s require a roaming laptop/s to cater for officials who work outside of his/her office from time to time and in case of emergencies.

### 11. External hard drives and USB

- 11.1 The department does not support the use of external hard drives and USB.
- 11.2 However, if a business need is identified, it will form part of the deviations and the application process as defined in section 9.2 must be followed.

### 12. Approved Drive Encryption & security

- 12.1 All DSD notebook and laptop computers must be encrypted with an approved Drive Encryption. This is to ensure that all files and folders on the computer are protected from unauthorised access.
- 12.2 It is the asset holder's responsibility to ensure that the computer is drive encryption enabled. A call must be logged with the Ce-I Service Desk for assistance with the enabling of an approved Drive Encryption.
- 12.3 All ICT equipment must be assigned to a user who will take full responsibility for it
- 12.4 Where possible/appropriate, lockable cupboard and computer cable locks for computers etc must be utilized to safeguard the ICT equipment.



### **13. Movement of ICT equipment**

- 13.1 The same asset transfer process that applies to the transfer of any government assets in the DSD from one location to another, applies to the transfer of ICT equipment.
- 13.2 Owing to the fact that computers have software licensing, passwords and sensitive data, all official information must be transferred by the user to the relevant workspace in ECM

### **14. Disposal of ICT equipment**

- 14.1 The approved departmental Movable Asset Management disposal policies and procedures must be applied.
- 14.2 Any laptop or desktop computer that has been replaced cannot be reconnected to the WCG network.
- 14.3 The hard drive of any computer that has been subjected to the approved departmental disposal process must be cleaned or reconditioned and/or shredded in terms of the departmental and/or transversal policies.

### **15. ICT equipment, loss, theft, damage and negligence**

- 15.1 The approved departmental loss control process must be followed when an ICT equipment is lost/stolen and/ or damaged.
- 15.2 Proof in the form of a signed loss control form or report that the theft, loss or damage was reported to the Head Office Internal Control Unit must be attached to any application for replacement ICT equipment resulting from loss, theft or damage.

### **16. Procurement & Reporting**

- 16.1 The procurement of all ICT equipment must be approved by the Cost Centre Budget Holder.
- 16.2 Approved Supply Chain Management procurement process must be adhered to when procuring any ICT equipment.
- 16.3 SCM (Procurement) must provide a quarterly report on ICT procurement and spending to the ITSTEERCOM

### **17. Policy Implementation guidelines**

- 17.1 The Departmental IT Strategic Committee (ITSTRATCOM) may issue policy implementation guidelines from time to time to ensure improved implementation of this policy. This policy replaces the ICT policy approved in 2016.

## 18. Communication

18.1 The policy and subsequent amendments will be made available on the DSD website and ECM (my content) and may be communicated through various social media platforms as provided for in the approved Western Cape Government's Social Media policy.

## 19. Adoption and implementation

This policy is effective from 1 August 2019.

## 20. Authorisation and approval

Approved/~~not approved~~ by:

Dr Robert Macdonald: .....

Date: 02/08/2019 .....

**Social Development: Head of Department**

## 21. Glossary of Terms

Term	Definition
ICT	Information and Communication Technology
IT	Information Technology
WCG	Western Cape Government
GITO	Government Information Technology Officer
DGITO	Departmental Government Information Technology Officer
HOD	Head of Department
SITA	State Information Technology Agency
DSD	Department of Social Development
ECM	Electronic Content Management
CCB	Change Control Board
ITSTRATCOM	Information Technology Strategic Committee
ITSTEERCOM	Information Technology Steering Committee
ITOPSCOM	Information Technology Operational Committee
PGWC	Provincial Government of the Western Cape
CGICTPF	Charter for Governance of Information & Communication Policy Framework Technology
PFMA	Public Finance Management Act
CEI	Centre for e-Innovation
End user	An individual who will ultimately be using an IT product or service
SCM	Supply Chain Management
CFO	Chief Financial Officer
USB	Universal Serial Hub
MIOS	Minimum Interoperability Standards
GWEA	Government Wide Enterprise Architecture

## 22. DSD ICT Governance Structure & Terms of Reference

The Corporate Governance of ICT is "the system by which the current and future use of ICT is directed and controlled. It involves evaluating and directing the use of ICT to support the organisation and monitoring its use to achieve plans. It includes the strategy and policies for using ICT within an organisation (ISO/IEC 38500:2008:3)".

In order to ensure good ICT governance practices, the Public Service Corporate Governance of Information and Communication Technology Policy Framework directs that each department must institutionalise the following IT governance committees.

- 1) Departmental IT Strategic Committee (ITSTRATCOM)
- 2) Departmental IT Steering Committee (ITSTEERCOM)
  - 1.2.1 Change Control Board (CCB)
- 3) Departmental IT Operational Committee (ITOPSCOM)

### 22.1 The Departmental IT Strategic Committee (ITSTRATCOM)

- 22.1.1 The ITSTRATCOM is a subcommittee of the Department's Management Committee and its membership and meetings are governed by the Terms of Reference of the DSD's Management Committee.
- 22.1.2 The ITSTRATCOM ensures that ICT is aligned and creates business value for the DSD.
- 22.1.3 The ITSTRATCOM enables budget alignment within DSD budgetary constraints to ensure the timely and adequate provisioning of IT in the Department.
- 22.1.4 ITSTRATCOM is responsible for oversight use of ICT.
- 22.1.5 The ITSTRATCOM assesses and approves the departmental ICT strategic, business and operational plans.
- 22.1.6 Implement the governance of ICT in the DSD based on the WCG Corporate Governance of ICT Framework.

#### The membership of the ITSTRATCOM is as follows:

- 1) Minister: Social Development (ex officio)
- 2) Head of Department
- 3) Chief Director: Business Planning and Strategy
- 4) Chief Director: Community and Partnership Development
- 5) Chief Director: Social Welfare Services
- 6) The Chief Financial Officer of the DSD
- 7) Director: Operational Management Support in the Office of the Head of Department
- 8) Head of Ministry: Social Development (ex officio)

A person acting in any of the above positions is a member of the ITSTRATCOM for the term of the acting arrangement.

## **Meetings:**

- ITSTRATCOM will meet fortnightly on a Friday or as required by the Head of Department.
- Meetings will be conducted on a formal basis and be recorded in writing in the MANCOM minutes.

### **22.2 The Departmental IT Steering Committee (ITSTEERCOM) will**

- 22.2.1 Make recommendations to ITSTRATCOM regarding key decisions including the adoption of ICT related policies, strategies and procedures in the department.
- 22.2.2 Make recommendations about ICT procurements to the department.
- 22.2.3 Assess and make recommendations to budget holders with respect to requests for ICT equipment and services that deviate from WCG DSD ICT standards and DSD ICT Policy.
- 22.2.4 Consider recommendation for approval, the allocation of user rights as recommended by CCB.
- 22.2.5 Develop, implement and maintain the departmental ICT strategic, business and operational plans and table them to the ITSTRATCOM for assessment and approval.
- 22.2.6 Ensure the development and testing of a Departmental ICT business continuity and disaster recovery plan in collaboration with Cel.
- 22.2.7 Ensure that DSD implements transversal, security, privacy and/or access control policies.
- 22.2.8 Ensure that departmental ICT risks are adequately managed.
- 22.2.9 Oversee departmental ICT projects.
- 22.2.10 Direct, control and evaluate the current and future use of ICT in DSD.

### **The membership of the ITSTEERCOM is as follows:**

- 1) Chairperson is the Chief Director: Business Planning and Strategy.
- 2) One representative from each Chief Directorate in the DSD
- 3) The Chief Financial Officer of the DSD
- 4) One representative to represent DSD regional offices.
- 5) One representative from the office of the HOD
- 6) One representative from Supply Chain Management (SCM) Directorate within the DSD
- 7) One representative from Infrastructure (OMS) within the DSD
- 8) Two representatives from Cel namely, the DSD Services Manager and the Director: DGITO for the social cluster
- 9) One representative from the Provincial SITA
- 10) Each member except for the Cel and SITA representatives must have a secundis who will also be appointed by the DSD Head of Department.



## Meetings:

- ITSTEERCOM will meet once in every 2 months or at least 6 times per year. The chairperson may call ad hoc meetings, as required.
- Quorum will be 50% + 1 of the membership.
- Any member who is unable to attend the meeting must ensure that her/his *secundi* attends the meeting. Where neither is available, the member must notify the secretariat at least five (5) working days prior the meeting.
- Consensus decision making is the preferred method for the ITSTEERCOM. Where a decision cannot be reached through consensus, the majority vote by the members of the ITSTEERCOM will carry the motion. In the event of deadlock, the chairperson of the ITSTEERCOM may cast the deciding vote or may require the secretariat to provide additional information to ensure informed decision making.

## The ITSTEERCOM secretariat

The secretariat will:

- be led by the Director: Research, Population and Knowledge Management and consist of the Deputy Director: Knowledge Management and the Assistant Director: ICT and/or any member of the DSD ICT sub-directorate co-opted by the Director: Research, Population and Knowledge Management.
- Ensure that the WCG-DSD ICT Standards list is updated quarterly if necessary.
- Ensure that all meetings are appropriately minuted, and minutes and/or any reports are tabled at ITSTEERCOM meetings are made available timeously to the ITSTEERCOM members.
- Assists and advise the ITSTEERCOM on requests for equipment and services that deviate from the WCG-DSD IT standards.
- Collaborate with the DSD SCM Directorate to provide any information required with respect to ICT equipment in the Department.

### 22.3 Change Control Board

**DSD Change Control Board:** The DSD Change Control Board (CCB) is a sub-committee of the IT STEERCOM that consists of Subject Matter Experts (SME) and Technical Chiefs, who will make recommendations regarding proposed changes to user permissions and access to systems used by the DSD to ensure that all access rights and user permissions are in line with relevant policies and may be implemented. The CCB will therefore:

22.3.1 Control and Manage User access to systems and the level of access granted to users.

22.3.2 Ensure that the DSD has a systematic approach to managing all changes made to a product or system.

22.3.3 Ensure the security and integrity of systems and system data.

22.3.4 Report to the ITSTEERCOM.

**The membership of the CCB is as follows:**

- 1) Director: Research, Population and Knowledge Management
- 2) Deputy Director: Knowledge Management
- 3) Assistant Director: Information Management
- 4) Finance representative
- 5) SCM representative
- 6) Office of the HOD representative

**Meetings:**

- CCB will meet on monthly and on ad hoc basis when required.
- Quorum will be 50% +1 of the membership.
- Members of the CCB are appointed by the accounting officer (Head of Department)

**22.4 The Departmental IT Operational Committee (ITOPSCOM) will**

- 22.4.1 Keep track of day to day ICT service management and reporting
- 22.4.2 Manage ICT service delivery risk management
- 22.4.3 Day to day ICT operational and service management (manage suppliers and Service Level Agreements)
- 22.4.4 Conformance and performance reporting to ITSTEERCOM on matters related to ICT.
- 22.4.5 Coordinates implementation of department's:
  - 22.4.5.1 ICT Strategic and Implementation Plan
  - 22.4.5.2 ICT Operational Plan
  - 22.4.5.3 ICT Status report on ICT projects

**The membership of the ITOPSCOM is as follows:**

- 1) Chairperson: DGITO-Cel
- 2) Director: Research, Population and Knowledge Management
- 3) Deputy Director: Knowledge Management
- 4) Assistant Director: ICT
- 5) Assistant Director: Information Management
- 6) Assistant Director: Electronic Records Management
- 7) Deputy Director: Supply Chain Management
- 8) Deputy Director: Infrastructure
- 9) Services Manager: Cel
- 10) IT Projects Manager: Cel
- 11) Technology Application Manager: Cel
- 12) Technology Manager: Cel
- 13) SITA Accounts Manager

## Meetings:

- ITOPSCOM will meet once every month starting from February of each calendar year, or at least 11 times per year. The chairperson may call ad hoc meetings, as required.
- Quorum will be 50% +1 of the membership.
- Members of the ITOPSCOM are appointed by the accounting officer (Head of Department).



# WCG-DSD ICT ITSTEERCOM LOG 1

<b>SCM REQUEST No.</b>			
<b>TRANSVERSAL CONTRACT No.</b>			
<b>COST CENTRE NAME</b>		<b>COST CENTRE No.</b>	

## SECTION A: USER INFORMATION

Surname & Name:	Persal/ID:	Designation:
Physical Delivery Location:	Contact number:	WCG email address:
Head Office: Directorate or Unit Regional Office: Region & SDA:	*Employment Status  <input type="checkbox"/> Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Internship <input type="checkbox"/> <input type="checkbox"/> Replacement equipment <input type="checkbox"/> <i>(Tick evidence document attached)</i>  <input type="checkbox"/> Technical Report <input type="checkbox"/> Loss Control <input type="checkbox"/> Refresh	
New equipment <input type="checkbox"/> <i>(Attach an appointment &amp; acceptance letter)</i>		

## LIST OF ITEMS & QUANTITIES REQUIRED

Item Description	Quantity Required
Standard Desktop <input type="checkbox"/> + Standard end user software (MS Office Standard Edition) <input type="checkbox"/>	
Standard laptop computer <input type="checkbox"/> + Standard end user software (MS Office Standard Edition) <input type="checkbox"/>	
Computer screen <input type="checkbox"/> Computer screen size	
Desktop Monolaser Printer <input type="checkbox"/> Desktop Multi-Function Printer <input type="checkbox"/>	
Scanner <input type="checkbox"/> Network point/s (addition to current infrastructure) <input type="checkbox"/> <i>(Please attach a Cel assessment report confirming the business need for network point/s)</i>	
Other <input type="checkbox"/>	

Requestor name	Designation:	Signature:	Date:
.....	.....	.....	.....

The request has been assessed and it's **in line/not in line** with the approved WCG-DSD ICT policy & Standards List, therefore its  
 **Recommended**                       **Not recommended: for approval**

Recommended supervisor:	Designation:	Signature:	Date:
.....	.....	.....	.....

<p>I CONFIRM THAT THE ABOVE REQUISITION IS APPROVED AND THAT THERE IS SUFFICIENT FUNDS IN THE BUDGET.  <b>BUDGET HOLDER/DELEGATEE</b> <span style="float:right"><b>Delegation No: 7.5.1</b></span></p>			
<p>The request has been assessed and it's <b>in line/not in line</b> with the approved WCG-DSD ICT policy &amp; Standards List.  Therefore, it is:</p>			
<p><input type="checkbox"/> <b>APPROVED</b> <span style="margin-left: 150px;"><input type="checkbox"/> <b>NOT APPROVED: for procurement</b></span></p>			
Budget Holder	Designation:	Signature:	Date:
.....	.....	.....	.....

SECTION B: COMPLIANCE			
B.1	Is the contract valid?	YES	NO
<b>APPROVAL OF PROCUREMENT</b>			
<b>LOWEST LEVEL I.T.O. SCM DELEGATION C.7:</b>			
For regions: Corporate Heads, For facilities: Assistant-Director: Hub, For Head Office: Assistant-Director: Acquisition			
I hereby declare that I have no interest in any bid under consideration.			
I further confirm that I +have reviewed and checked this submission for accuracy and correctness			
The award is hereby APPROVED / NOT APPROVED in terms of SCM delegation C.7.			
AMOUNT:			
Name ..... Designation: ..... Signature: ..... Date: .....			





# WCG-DSD ICT ITSTEERCOM LOG 1 (DEVIATION/S)

SCM REQUEST No.

TRANSVERSAL CONTRACT No.

COST CENTRE NAME COST CENTRE No.

## SECTION A: USER INFORMATION

Surname & Name:	Persal/ID:	Designation:
Physical Delivery Location:	Contact number:	WCG email address:
Head Office: Directorate or Unit Regional Office: Region & SDA:	*Employment Status Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Internship <input type="checkbox"/>	
New equipment <input type="checkbox"/> <i>(Attach an appointment &amp; acceptance letter)</i>	Replacement equipment <input type="checkbox"/> <i>(Tick evidence document attached)</i> <input type="checkbox"/> Technical Report <input type="checkbox"/> Loss Control <input type="checkbox"/> Refresh	

## LIST OF HARDWARE & SOFTWARE ITEMS & QUANTITIES REQUIRED

Item Description	Model	Quantity Required
Desktop computer <input type="checkbox"/>		
Laptop computer		
End user software <input type="checkbox"/>		
Scanner <input type="checkbox"/>		
Computer screen <input type="checkbox"/> Computer screen size		
Desktop Monolaser Printer <input type="checkbox"/> Desktop Multi-Function Printer <input type="checkbox"/>		
Network Infrastructure <input type="checkbox"/>		
Other <input type="checkbox"/>		

## MOTIVATION FOR DEVIATION

*(If the space is not enough, you may attach a separate page)*

Empty space for providing motivation for deviation.


Requestor name .....	Designation: .....	Signature: .....	Date: .....
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The request has been assessed and it's **outside** the approved WCG-DSD ICT Policy & Standards List recommendations, therefore its  
 **Recommended**                       **Not recommended:** for ITSTEERCOM consideration

Recommended supervisor: .....	Designation: .....	Signature: .....	Date: .....
----------------------------------	-----------------------	---------------------	----------------

The request has been assessed and it's **not in line** with the approved WCG-DSD ICT policy & Standards List. Therefore, it is:  
 **APPROVED**                       **NOT APPROVED:** for ITSTEERCOM consideration

I CONFIRM THAT THE ABOVE REQUISITION IS APPROVED AND THAT THERE IS SUFFICIENT FUNDS IN THE BUDGET.  
**APPROVED/ NOT APPROVED**  
 BY BUDGET HOLDER/DELEGATEE                      Delegation No: 7.5.1

.....	Designation: .....	Signature: .....	Date: .....
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**SECTION B: ITSTEERCOM**

**RECOMMENDATION:**  
**RECOMMENDATION BY ITSTEERCOM SECRETARIAT**  
*(If the space is not enough, you may attach a separate page*


**ASSESSMENT & RECOMMENDATION BY Cel**  
*(Attach assessment & recommendations from Cel)*


**RECOMMENDATION BY ITSTEERCOM**

*(If the space is not enough, you may attach a separate page*

Application referred to Cel for assessment and its  recommended/ not recommended for approval and procurement.

ITSTEERCOM Secretariat:	Designation:	Signature:	Date:
.....	.....	.....	.....
Verified by ITSTEERCOM Secretariat Head:	Designation:	Signature:	Date:
.....	.....	.....	.....

ITSTEERCOM Chairperson:	Designation:	Signature:	Date:
.....	.....	.....	.....

The request has been assessed and recommended for approval by Cel & ITSTEERCOM. Therefore, it is:

APPROVED  NOT APPROVED: for procurement

Budget Holder	Budget Holder	Budget Holder	Budget Holder
.....	.....	.....	.....

**SECTION C: COMPLIANCE**

B.1	Is the contract valid?	YES	NO
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**APPROVAL OF PROCUREMENT**

**LOWEST LEVEL I.T.O. SCM DELEGATION C.7:**  
For regions: Corporate Heads, For facilities: Assistant-Director: Hub, For Head Office: Assistant-Director: Acquisition

I hereby declare that I have no interest in any bid under consideration.  
I further confirm that I +have reviewed and checked this submission for accuracy and correctness  
The award is hereby APPROVED / NOT APPROVED in terms of SCM delegation C.7.

**AMOUNT:**

Name ..... Designation: ..... Signature: ..... Date: .....

