

The ICT Policy Compliance Checklist

Organization:

Section	Sub Section	Number	Item	Compliance (Yes/No)
Section 1: ICT Management	0101 : ICT Governance	10101	Have an ICT unit	
			Number of dedicated officers in the ICT Unit	
		10104	CIO has been appointed	
			CIOs position in the organization hierarchy - Head, Additional/Deputy, Assistant, Any other (please specify)	
			Is the ICT unit under the purview of the CIO	
		10106	Have an annual ICT plan	
			Is it approved by the Head of Organization?	
		Does it include ICT requirements of all other departments/sections/units in the organization?		
	0102 : Information Life cycle Management	10201	Information Systems capture and store data in any of the three languages, i.e. Sinhala, Tamil and English	
		10205	The information created and stored by the organization's information systems must be retained, stored and archived, as per National Archives Act No. 48 of 1973	
		10209	Information systems should meet with available standards for internal and government audit requirements and with the relevant provisions of the National Archives Act no. 48 of 1973, and any amendments thereto	
		10212	Representation of dates, time and time zone using ISO 8601 standard	
		10213	staff is aware of the organizations' electronic record-keeping requirements.	
	0103 : Protection of personal data	10301	There are adequate measures in the information systems to safe guard the privacy of citizens	

Section	Sub Section	Number	Item	Compliance (Yes/No)
Section 1: ICT Management Cont.	0104 : Standards	10403	Information systems adhere to Lanka Interoperability framework (LIFe)	
		10404	Use of open standards in information systems	
		10405	All computers which are used for computing in sinhala have been installed with sinhala Unicode	
		10406	All computers which are used for computing in tamil have been installed with tamil Unicode	
		10407	Consult ICTA before embark on ICT Projects worth more than 2 Million LKR.	
	0107 : ICT Audit	10701	Information systems are audited	
	0108 : Accessibility and Service Delivery	10801	Information and Services are delivered through many channels including web, mobile, voice, e mail, IPTV and social media.	
		10802	Use Lanka Gate (the middleware infrastructure) and Country Portal (www.srilanka.lk and www.lk) for delivering government services through electronic means	
		10803	Use telephone short code 1919 for delivering mobile telephone based information (through SMS)	
		10804	Provide ICT enabled services on 24 / 7 basis	
		10806	Organizational information has been provided to GIC	
	0109 : Contracts and Information Assets Management	10901	Any party who is carrying out ICT related activities (System development, Networking, System support, Maintenance etc.) has entered in to a contractual agreement	
		10902	Information security policy in place and implemented	
	0110 : ICT Project Continuity	11001	Business continuity plan in place and implemented	

Section	Sub Section	Number	Item	Compliance (Yes/No)	
Section 2: Procurement and Contractual issues	0202 : ICT Technical Evaluation Committees	20201	ICTA is represented in Technical Evaluation Committees (TEC) of major ICT projects-		
		0203 : Budget and Procurement Plan	2030102	Annually allocate funds for ICT activities through annual budget	
				Is the budget linked to the annual ICT plan	
	0204 : Contractual Issues in procurement	2040101	Maintenance and support is available for ICT Infrastructure.		
		2040201	Use only licensed (commercial or Open source) software; such licenses can be for either proprietary software, or for open source software		
		2040202	Warranty is available for all software		
		2040203	Support and Maintenance are available for all software		
	0205 : Intellectual Property Rights	20505	Organization has the IP rights of information systems developed.		
	Section 3: Communication Interface	0301 : Government Web Portal and Web Sites	30102	The URL of the government organization is available in www.gov.lk	
			30104	The official website of the organization is compliant to the “web standards and guidelines” published by ICTA.	
30105			The official website of the organization is trilingual		
30107			The official website of the organization is supported by open standard based content management system.		
30108			Government organization has appointed ‘Content Management Team’ (CMT) to approve the content on its website.		
				Content manager is responsible for keeping the content regularly updated.	
30114			Commercial advertisements approved by the head of organization		
30116			The official website of the organization is interactive and responsive to web based requests.		
30117			The official website of the organization has been audited for information security		
30119			The official website of the organization compliant to W3C web content accessibility guidelines.		
30121			Contact information of the organization is given		
30122			Copyright and Disclaimer notices are available in the web.		

Section	Sub Section	Number	Item	Compliance (Yes/No)
Section 3: Communication Interface Cont.	302 : Government Domain Names	30201	Government organization is registered under gov.lk domain.	
		30205	Organizational domain name is accordance with the Nomenclature guidelines for gov.lk	
Section 4: Networking and Connectivity	0401 : Email	40102	All official electronic communications are carried out using the official email addresses.	
		40107	There is a common email address for each organization in the format info@organization.gov.lk to be used for public communication purposes. This account is checked frequently and mail directed to the relevant officers with minimum delay	
		40108	Government organization has a designated person who is responsible for checking and relaying to the appropriate officers, and for responding if necessary, email sent to info@organization.gov.lk	
		40109	The following nomenclature is used For staff officers who are transferable: designation@organization.gov.lk For the officers who are permanent to the organization: lastname.initials@organization.gov.lk For non-staff officers: lastname.initials@organization.gov.lk	
		40110	Designation based emails are accessible by the relevant person's designated assistant in order to enable prompt response in the absence of the officer to whom the mail is directed	
		40111	Organizational emails include a standard official signature: name, designation, organizational name and contact information and the organization's URL	
		40112	Emails contain a standard disclaimer	
		40116	Government organization is aware and exercises the right to assign, monitor, store and delete any email account or content within purview of the organization	
	0402 : Desktop Systems and Mobile Computer Devices/Systems	40201	Installation of software on desktops computers does not violate intellectual property rights. Only the systems administrator or an authorized person has the authority to install software applications	

Section	Sub Section	Number	Item	Compliance (Yes/No)
Section 5: Web Presence	0501 : Internet / Intranet	50101	Each government organization may, further to the Lanka Government Network (LGN) policies, have its own policies in assigning, controlling and monitoring Internet access, and should follow the guidelines specified in the government Information Security Policy	
		50102	Government organization implements Internet/Intranet usage policies to guide users on Internet/Intranet usage. Internet usage should comply with the policies and codes of conduct of the organization	
Section 6: Government Network	0601 : Government Network Connectivity	60101	Government organization is connected to the common government Wide Area Network infrastructure i.e. Lanka Government Network (LGN)	
	0602 : LAN Account Management	60201	LAN accounts are created only after clearance by the organization's management and disabled on the same day of employee's departure from the organization	
	0603 : Backup Measures	60301	Government organization has identified and documented its critical organizational processes relating to its core business, and the critical assets and resources involved in the organizational processes	
		60303	Adequate backup facilities have been provided to ensure that all essential information and software can be recovered following a disaster or a media failure. (Also refer section 10.5 of ISO/IEC 17799)	

Section	Sub Section	Number	Item	Compliance (Yes/No)
Section 7: Human Resource Development	0701 : Needs Assessment	70101	Government organization assesses the training and skills needed for all levels of staff to address organizational ICT requirements on an annual basis	
			The organization's ICT plan includes a component for ICT related training of employees	
	0702 : Staff	70201	All staff including senior management and middle management staff in Government organization is competent in the use of ICT in their daily work	
		70202	Senior management implements suitable incentive schemes for staff who are proficient in ICT and / or obtain relevant qualifications in ICT	
	0703 : Certification	70301	50% of the staff in government organization-has obtained government approved computer qualifications such as ICDL, SLCDL etc.	
	0704 : CIO Training	70401	Chief Innovation Officer (CIOs) has attended awareness and training programs on e-Governance	

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(Signature)

Name:

Designation:

Date: