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| **Meeting Minutes** |

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| **Subject** | Update on Prsidential Circular on Work from Home- Progress Review |
| **Date Time and Location** | 13th April 2020, 12:30 PM-2:30 PM on meet.gov.lk |

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| **Meeting Participants** |
| 1. Mr Waruna Shri Dhanapala - Additional Secretary, Digital Development Division, Ministry of Defence
2. Mr Wasantha Deshapriya, Board member, ICTA
3. Mr Sameera Jayawardena, Head of Transformation, ICTA
4. Mr Aminda James- Specialist -Relationship and Change Management - ICTA

Absent from the Last Meeting1. Mr Hiranya Samarasekara- Chief Technology Officer- ICTA
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| **No.** | **Discussion Points** |
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| **1.** | The government of Sri Lanka issued a circular instructing all government Ministries, Departments, Statutory bodies etc to adopt Work From Home methodologies and also gave brief descriptions on the role and responsibilities of each organization including the same for the ICT Agency of Sri Lanka. A meeting was conducted with the participation of the above attendees and activities were prioritized and divided among the participating officials and corresponding Ministries.A follow up meeting to review the progress was held on the 13th of April via meet.gov.lk and the below are were noted from the meeting. |

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| **Section** | **Proposed approach/solution** | **Progress and Next steps** | **Immediate Action** | **Responsibility** | **Planned End date** |
| **2 B2 C2 D** | Implement Dynamic resourcing platform for Government Sector | 1.Google forms to be Created for following and Executive – SLAS, Accountant ,PlanningKey supporting staff - PMO/DO/OtherDrivers/Minor staff2. Mechnisms of data collection - through sharing the links among relavent services represenatatives – through heads of organizations- through dedicated telephone numbers 3. The approach - Form share- Register- Share the preffred list of gov officials with relevant heads of Org on a daily basis | - Create suitable google forms- Communicate with Secretary, MPA- Dedicate staff for assitance and daily processing  | Waruna Sri Dhanapala And Sameera Jayawardena | 2020-04-20 |
| (i) Collect data through a google form or suitable mechanism | Inform all heads of government organizations and government employees to enter data to the form | WAsantha Deshapriya will inform this plan to Secretary\MPA for his approval | 2020-04-20 |
| (ii) Connect/customize/develop a system for integrations | TBD |  |  |  |
|  | iii) eHRM |  | It was decided to inform the Secretary of MPA by the Chairman about the need for developing an eHRM system for at least covering the main services (e.g. SLAS) urgently. The government spent Rs 10 Mn in 2014 for carrying out the BPR study for developing a central eHRM solution. Hence the system development could immediately begin if the Ministry of Public Administration could lead this initiative | Wasantha Deshapriya | 2020-04-18 |
| **2. E** | i) Implement Meet and slack for government organizations (Way forward) | Meet.gov.lk is being used by 151 Government organizations close to over 1700 Government Offcials have made use of this facility within the last week .Slack has been implemented in 62 Government organizations and is currently being consumed by 1350 Government Officials as a collaborative platform for communicationGuidelines have been formulated and distributed.the corresponding information of the relevant government organizations and responsible officials can be found by following the below link: | Contnous research and evaluation is being conducted to enhance the user experience for government needs. | Hiranya SamarasekaraSameera Jayawardena | 2020-04-25 |
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| ii) Collect all email addresses by LGII, The requested letter will be sent through Presidential Secretariat to all government organizations | Slack workspaces for CIOs and ICT officials have been created and in operationCollection of eMails from staff officers are being carirred out by Presidential Secretariat | Send a request to collect eMail addresses of staff officers to make relevant groups | Waruna DhanapalaSameera Jayawardena | 2020-04-21 |
| iii) Give at least one gov.lk mail to one organization | Feasibility has been looked at and capacle to provide gov.lk eMails to all key government organizations | -Issue gov.lk emails for gov organizations and share with head of organizations | Hiranya SamarasekaraSamith Porage | 2020.04.30 |
| **2F** | Introduce Nextcloud with collaboration tools | Testing is being conducted to seek the possibility of scaling this tool across GoSL | Evaluate the suitablity of nextcloud for a multi oragnization setup | Hiranya Samarasekara | 2020.04.30 |
| Implementation of this facility for (X) number of gov organizations | Sameera Jayawardena |  |
|  | Workflow automation through rapid development | SW applications are being rapidly developed for "Pension Application Submission" and "SLAS Officers promotion from Class II to Class II" as proof of concepts to showcase the ability to fast develop simple SW application. Both will be virtually demonstrated to Executive staff members through social media in the week starting from 2020-04-20 | Make a demonstration  | Wasantha Deshapriya | 2020.04.18 |
| **2. H** | Create separate Slack groups/channels for Finance Section | Assisted on creation of Slack Groups for Finance departments of government organitions | Inform Government Organizations and Sri Lanka Accountants ServiceAssisting on creation of Slack Groups  | Waruna Dhanapala | 2020-04-20 |
| **2. I** | Introduce organization level mechanism / tool to connect with general public. Create and maintain FB Page for each Gov OrganizationEg: tell president/org level/FB Page | New Tell president solution is at design stage | Building an online presnce for the tell president system | Hiranya Samarasekara | 20.04.2020 |
| Find and facilitate organizational services for citizen engagement (Facebook etc.) | Draft proposal for creating FB pages and offer to draft a guideline by ICTA. | Sameera Jayawardena | 2020.04.18 |
| **2. J** | Process improvements | Following approach has been finalized;Organizations will be instructed to look at their work on:Citizen perspective Orgnizational and Government A guideline will be issued on the above | Guidelines to Process improvements to Gov organizations to be formuated  | Wasantha DeshapriyaWaruna DhanapalaSameera Jayawardena | 2020-04-21 |
| **3. B (ii)** | eThaksalava | Continously providing infrastruture support. Bandwith pipeline increased to ensure uninterrupted usage. | Facilitate for the continuation of eThaksalava | ICTA |  |
| Provide seamless access to multiple educational materials, Content etcFacilitate Vocational education through portals and platforms | A dedicated section of the proposed engage.gov.lk portal made available to different segments of education for Schools, Vocational, Government and Citizens being developed (engage.gov.lk) including aggregated links and repositories  | Collaborate with content partners and acquire other available resources to get free content available | ICTA / Other Partners | 2020-04-21 |
| Government wide continuous education through GeLP | Three new seperate categories created namely, COVID19, Work from Home and links for free international courses are being createdA promotional campaign is being planned foused on Goevrnment officials to use Gelp.gov.lk and complete two courses namely Certificate courde om Public management procedure and SriLanka Computer Driving License  | Work with SLIDA to seek possibility of adding new couresesPromote existing courses which is useful for all gov officers (Establishment Code and SLCDL etc)Enhance GeLP with additional course materials | Sameera Jayawardena | 2020-04-21 |
| Request for Secretary\MPA to offer al online courses FOC to government staff officers. | Wasantha Deshapriya | 2020-04-18 |
| **3. C (ii)** | Introduce oDOC and Meet for awareness and counselling | oDoc has been integrated with MyHealth Sri Lanka App | ICTA to seek partnerships to enahnce possibility of remote consulting and Counsiling | Sameera Jayawardena | 2020-04-18 |
| **3. D (i)** | Use meet.gov.lk for board meetings | Faciliated organizations on request | Work with Department of public entreprises to get meet.gov.lk implemented across different government entreprises | Waruna DhanapalaSameera Jayawardena | 2020-04-20 |