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| **Meeting Minutes** |

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| **Subject** | Facilitate Digita work under Work from Home Circular issued by GoSL - Progress Review |
| **Date Time and Location** | 7th April 2020, 4:30 PM-6:30 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 Sameera Jayawardena - Head of Transformation, ICTA
3. 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. This meeting was conducted with the participation of the above attendees and identified what work to be done an the highlevel approaches to achive the same.  |

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| **Reference** | **Proposed approach/solution** | **Immediate Action** | **Responsibility** |
| **2****(2.B****2.C****2.D)** | Introduce common customizable template for all government organizations | Available template can be improved further | Respective Government Organization |
| Implement Dynamic resourcing platform for Government Sector | Create suitable google forms | Presidential Secretariat(PS)/ Digital Development section, Ministry of Defence (MoD), ICTA |
|  (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 | PS |
| (ii) Connect/customize/develop a system for integrations | Find/customize/develop Suitable software to facilitate the essential requirements | ICTA |
| iii) eHRM | Seek the feasibility  | ICTA |
| **2.E** | i) Implement Meet and slack for government organizations (Way forward) | Continuous awareness/Consultation  | ICTA |
| Creation and sharing user guidelines and help  | ICTA |
| ii) Collect all email addresses by LGII, The requested letter will be sent through Presidential Secretariat to all government organizations | A letter and data collection form shared among all government organizations to capture staff officers and CIO’s current working email addresses. | PS/ICTA/LGII |
| iii) Give at least one gov.lk mail to one organization | -Issue gov.lk emails for gov organizations and share with head of organizations | PS/ICTA/LGII |
| **2.F** | Introduce Nextcloud with collaboration tools | Tryout multi-tenant nextcloud facility | ICTA |
| Implementation of this facility for (X) number of gov organizations | ICTA |
| **2.H** | Create separate Slack groups/channels for Finance Section | Inform Government Organizations and Sri Lanka Accountants Service | PS |
| Assisting on creation of Slack Groups | ICTA |
| **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 | Take steps to activate tell president service | ICTA/PS |
| Find and facilitate organizational services for citizen engagement  | ICTA |
| **2.J** | Process improvements | Instructions/ guidelines and templates | PS  |
| **3.B(ii)** | eThaksalava | Facilitate for the continuation of eThaksalava | ICTA |
| Provide seamless access to multiple educational materials, Content etcFacilitate Vocational education through portals and platforms | Collaborate with content partners and acquire other available resources to get free content available  | ICTA / Other Partners |
| Government wide continuous education through GeLP | Promote existing courses which is useful for all gov officers (Establishment Code and SLCDL etc)Enhance GeLP with additional course materials | ICTA/SLIDA |
| **3. C(ii)** | Introduce oDOC and Meet for awareness and counseling  | Facilitate adoption  | ICTA |
| **3. D (i)** | Use meet.gov.lk for board meetings | Facilitate adoption  | ICTA |