

Interim Steering Committee

Proposed Terms of Reference for the Interim Steering Committee for Information and Communications Technology

1 Background

A group of Tanzanians in various walks of life have been concerned for some time at the lack of coordination on information and communications technologies (ICTs) as they impact Tanzania and its development. A number of key drivers prompted this group to create an informal association called the eThink Tank. The Information Document sets out clearly the vision, mission, and goals of the eThink Tank, and the steps it needed to take as at 22 June 2000.

KPMG decided to host and facilitate the eThink Tank, inviting potential partners in the public and private sectors to engage in dialogue. The first meeting was held on 8th February 2000 at KPMG's offices in Dar es Salaam. Since then scheduled meetings have been held on Thursday evenings at a number of locations. Currently the eThink Tank has over 90 members, mostly senior executives and managers from a wide range of public and private organisations, who have voluntarily chosen to take ownership of the eThink Tank initiative. The mission of the eThink Tank is summarised below.

Offer ICT leadership by catalysing policy changes and by supporting related developments aimed at enabling Tanzanians to participate effectively in the modern Internet-based global economy, benefiting their Nation and partners.

The Tanzania eThink Tank intends to fulfil its vision via the following phased goals:

Phase I: To catalyse urgently the creation of a formal National ICT Organisation (NICTO) with mandate from the Government of Tanzania as a public – private partnership. This Forum can become the ICT focal point for Tanzania by remaining in the public domain while bringing together diverse stakeholders to contribute to ICT policy development at national and international levels.

Phase II: To educate, support, and advise the NICTO in all its ICT activities at the national and international level for the benefit of Tanzanians, while assisting in the formation of working groups focused on ICT development.

In order to address Phase I it was decided to establish a secretariat that would then go on to establish the NICTO. Following an exchange of letters between the Civil Service Department (CSD) and the United Nations Development Programme (UNDP), UNDP has now contracted KPMG to establish the eSecretariat under the oversight of an Interim Steering Committee. It was also agreed that the Interim Steering Committee would be comprised of representatives of CSD, UNDP, and the eThink Tank.

The context of the assistance from UNDP in this regard is the Management Information Systems (MIS) component of the ongoing Public Service Reform Programme (PSRP). PSRP has been mainstreamed into CSD and is an integral part of it. Therefore the key stakeholders in the Interim Steering Committee are the eThink Tank, the Government as represented by CSD, and the UNDP.

2 Objectives

The objectives of the Interim Steering Committee are therefore to:

- Submit to Government a proposal to establish a NICTO;
- Supervise the activities of the eSecretariat that will develop the proposal; and
- Ensure that the proposal to Government is sustainable, and is acceptable to the stakeholder universe.

3 Activities

The key activities of the ISC in fulfilling its objectives are as follows:

- Having oversight over the parties engaged in establishing the eSecretariat by:

Providing high-level direction;

Approving outputs / documents submitted for approval;

Providing quality control;

Resolving issues; and

Ensuring progress is made to plan;

- Ensuring the requirements of key stakeholders are incorporated at all stages in developing the proposal to Government;
- Being responsible for approvals of all documentation and any commitments;
- Engaging interested donors in dialogue draw upon support and resources as appropriate for activities that are required to establish the NICTO;
- Being accountable for expenditure on eSecretariat activities;
- Making a formal proposal to Government to establish the NICTO; and
- Supporting implementation of the Government's response to the proposal to establish the NICTO.

4 Membership

Members of the Interim Steering Committee will represent the entities that have nominated them. Those entities are CSD, UNDP, and the eThink Tank. Each entity has named its own member as follows:

Civil Service Department – Mr Joseph Rugumyamheto, PS CSD

eThink Tank – Mr Ali Mufuruki, CEO Infotech Investment Group

UNDP – Mr Oddvar Jakobsen, Deputy Resident Representative, UNDP

Members shall select a Chairperson from among themselves, and the Secretary shall be Simbo Ntiro under the terms of a contract awarded to KPMG. Members shall not be paid any emoluments for their services on the Interim Steering Committee.

Members can request technical advisors to provide technical support and guidance during any meeting.

5 Timing

Scheduled ISC meetings will be monthly with the venue and date being agreed among members at the preceding meeting. The Secretary will issue reminders and any briefing documents at least 5 working days in advance of a scheduled meeting. Any member can call a special meeting that is not scheduled.

The expected life of the Interim Steering Committee is approximately 3 months. This is judged to be sufficient time to generate proposals to Government to establish the NICTO.

6 Reporting

The Interim Steering Committee will keep the eThink Tank apprised as to progress and issues from time to time.

The Interim Steering Committee will keep key stakeholders informed of progress by appropriate methods, including stakeholder conferences, through the media, or via other appropriate means.

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