

eSecretariat

Proposed Terms of Reference for the eSecretariat to 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.

Founder members decided to 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 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 objective of the eSecretariat is:

Develop a proposal to Government to establish a sustainable national ICT organisation while reporting to the Interim Steering Committee for ICT

3 Activities

While reporting to the Interim Steering Committee, the key activities of the eSecretariat in fulfilling its objective are as follows:

- ∩ Prepare terms of reference for both the eSecretariat and the manager:
- ∩ Develop a draft of budget for the year 2001 for the eSecretariat including a sustainable revenue plan, and for establishing the NICTO;
- ∩ To recruit an accountant / administrative assistant;
- ∩ To find and hire suitable office with proper utilities for the eSecretariat, and procure required equipment;
- ∩ To set up the eSecretariat's internet web pages and e-mail accounts;
- ∩ To promote and create awareness of the public through media on existence of ICT initiatives in Tanzania including establishment of the eSecretariat, NICTO and eThink Tank; and
- ∩ Explore whether there are any legal matters that would need to be addressed and make recommendations accordingly.

4 Membership

Members of the eSecretariat 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 David Sawe
eThink Tank – Mr Simbo Ntiro, KPMG
UNDP – Riku Asikainen

The Secretary shall be Simbo Ntiro under the terms of a contract awarded to KPMG.

5 Timing

Scheduled eSecretariat meetings will be each Monday.

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

6 Reporting

The eSecretariat will report regularly and formally to the Interim Steering Committee.

Draft