

**NIS Work Plan for Information and Communication Technology Division
(1 January to 30 June 2016)**

Ministry/Division: ICTD		Approved by: Date:			
Activities	Time Frame	Indicator			Unit/Person in Charge
		Baseline No (as of Dec 2014)	Target No	Unit	
1. Institutional Arrangement					
1.1. Reconstruction of Ethics Committee	31.03.2015	06.05.2013	One GO	Date of GO issued	Focal Point, NIS
1.2. Meeting on issues related to Integrity and Good Governance	15.04.2015	22.12.2013	1 meeting	Signed Minutes	Ethics Committee
1.3. Evaluation of NIS initiative at ICTD and its organization	10.06.2015	Nil	1 meeting	Signed Minutes	Ethics Committee
1.4. Problem Identification and Mitigation strategy	16.04.2015		1 workshop	Workshop date	Director (A&F) BHTPA
2. Awareness raising					
2.1. Half day Training of Focal Points and member of Ethics Committee of BCC, DoICT, BHTPA, CCA on NIS	15.04.2015	Nil	20 officers	Officers	Ethics Comm.
2.2. In-house training on NIS Awareness by Focal Points (ICTD, BCC, DoICT, BHTPA, CCA) at own organization	07.06.2015	Nil	Each org 20 staff	Staff	Focal Points ICTD, BCC, DoICT, BHTPA, CCA
2.3. Workshop for Government and Private organization on Digital Signature	30.06.2015	Nil	4200	Participants	CCA
2.4. Ensuring use of Digital Signature Certificate	30.06.2015	Nil	38000	Users	CCA
2.5. Five hours (3+2) NIS training for ICTD officers	30.04.2015	Nil	20 officers	Officers	Focal Point, ICTD
2.6. Two Workshops on NIS with ICT Associations	08.10.2015	Nil	40 Participants	Participants	Focal Points ICTD, BCC, DoICT, BHTPA, CCA
3. Reforms of Rules and Regulations/Ordinance					
3.1. Cyber Security Act/Law 2015	25.06.2015	ICT Act	Gazette Notification	Notification date	ICT Wing
3.2. National E-Service Act	20.05.2015	ICT Act	Gazette Notification	Notification date	ICT Wing
3.3. Formation of DoICT Recruitment Rule	30.04.2015	Nil	Gazette Notification	Notification date	DoICT
4. Capacity Building					
4.1. Establishment of Backbone Network for all Ministries/divisions	30.06.2015	Nil	58 connections	Network commissioned	BanglaGov Net Project, BCC
4.2. Establishment of Secretariat WiFi Network	28.02.2015	Nil	504 access point hooked	WiFi in action	Infosarder Phase-II Project, BCC
4.3. Provide internet Bandwidth	28.02.2015	Nil	700 Mbps provided	Bandwidth availability	BCC
4.4. NESS System and Digital Signature	30.04.2015	Nil	50	Participants	Director (Tech) BHTPA
4.5. E-Governance Assessment	30.03.2015	Nil	1	Seminar	DoICT
4.6. Use of NESS at ICTD	10.03.2015	1	2	Training program	ICT Wing, ICTD
4.7. On the Job Training for all staff on ICTD Module	30.06.2016	Nil	75 person received	Staff of ICTD	Gen. Services Wing, ICTD
4.8. Weekly In-house training day	Each week	Nil	Once a week since	Wednesday	Gen. Services Wing, ICTD

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5. Rewards for all employees					
5.1. Meeting on conceptualizing Rewards for employees	17.06.2015	Nil	1	Meeting date	Ethics Comm
6. Service Up-gradation					
6.1. Website updating	Daily	Daily	Daily	Weekly Updates	ICTD Wing, ICTD
6.2. Internet Phone	30.06.2015	Nil	All 1st class officers were provided	Connection hooked	InfoSarker, BCC, ICTD
6.3. Citizen Charter	April	Last uploaded	Updating	Uploaded the updated version	ICT Wing, ICTD
6.4. Video Conference facilities	30.06.2015	1 per month	5-6 per month	Conferences took place	ICT Wing, ICTD
6.5. Complaint Box	31.03.2015	Nil	Status given on complains at ICTD website	Complains received	Gen. Services Wing, ICTD
6.6. Implementation of reform ideas generated by Class 3 & 4 staff to keep office environment clean	15.12.2015	Nil	List of 20 reforms done and date	Reform initiatives	All Class 3 & 4 employees, ICTD
7. Transparency & Accountability					
7.1. Submission of lists 'Things to do' and 'Things done' twice a month by all Class 1 officers	30.06.2016	Nil	24 lists by each officers submitted	List	All wings, branches, sections, ICTD
8. Innovation Team					
8.1. Formation of Ministry level Innovation team	30.04.2015	Nil	Team formed	GO issued date	Gen. Services Wing, ICTD
9. Right to Information					
9.1. 'Daitoprpto Karmakarta' nomination under RTI	07.01.2015	Nil	DPK nominated	GO issued date	Gen. Services Wing, ICTD
10. Internal Audit and Budget					
10.1. Meeting of Ethics Committee to make strategic plans on NIS Work Plan	05.05.2015	Nil	1 meeting	Minutes of the meeting	Ethics Comm.
11. Monitoring					
11.1. Monitoring the implementation of the work plan	10.04.2015 15.06.2015	Nil	2 meetings	Evaluation reports	Ethics Comm.


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 Information and Communication
 Technology Division