

DPE035/004/2012

24 May, 2012

## **Circular 5/12: Arrangements for eGovernment**

A Dhuine Uasail,

I am directed by the Minister for Public Expenditure and Reform to advise of new arrangements for enhancing and monitoring progress with eGovernment in keeping with the Public Service Reform Plan and Government Decision S180/20/10/1566A of 3 April 2012 which approved the eGovernment Strategy, *eGovernment 2012-2015*. The arrangements are applicable to all civil service Departments and Offices and all non-commercial public bodies, agencies and authorities. Each Department and Office is required to bring this Circular to the attention of all bodies and sectors under its aegis and ensure appropriate steps are taken to implement it.

This Circular has immediate effect and supersedes the requirements of **Department of Finance Circular 6/09: Arrangements for eGovernment**.

### **1. Relevant References**

The Department of Public Expenditure and Reform has established a website, with full details of *eGovernment 2012-2015* at <http://egovstrategy.gov.ie>. This link also provides access to the previous strategy, *eGovernment 2010*.

### **2. Arrangements**

The arrangements require all Departments, Offices, Agencies, and all non-commercial public bodies and authorities to –

- (i) engage with the Department of Public Expenditure and Reform on eGovernment matters and to provide requested information in a reasonable timeframe. Initially, the focus will be on implementing *eGovernment 2012-2015* and agreeing actions to be progressed and reported on. Officials responsible for policy and operational units within each organisation, and organisations under their remit, where appropriate, are to participate to ensure that relevant personnel understand the requirements under the new Strategy;

- (ii) appoint a member of staff as the primary liaison with the Department of Public Expenditure and Reform for eGovernment matters;
- (iii) provide a list of ongoing and planned eGovernment projects and submit outline project plans for each of these. Organisations should also prepare a short, plain-English narrative of each online service<sup>1</sup> that is already in operation, under development, or planned. The narrative should describe the service, how it benefits the public body, and how it benefits the customer.
- (iv) ensure that all eGovernment proposals and projects comply with the terms and conditions of ICT approval as set out in Department of Public Expenditure and Reform Circulars 2/09 and 2/11 or any future superseding Circular; and
- (v) provide the Department of Public Expenditure and Reform with the URL details of online services for inclusion on the Government website [www.gov.ie](http://www.gov.ie).

### **3. Reports to Government**

The Department of Public Expenditure and Reform will provide regular eGovernment progress updates to the Cabinet Committee on Public Service Reform and to the Government. The Government may, at its discretion, choose to publish all or part of any progress report submitted to it by the Department of Public Expenditure and Reform.

### **4. Enquiries**

Enquiries concerning this Circular should be made to the eGovernment Policy Unit, Department of Public Expenditure and Reform (7th Floor, Lansdowne House, Lansdowne Road, Dublin 4), telephone 01 6767571 ext 5132, DDI (01) 604 5132, or e-mail [egov@per.gov.ie](mailto:egov@per.gov.ie).

Mise, le meas,

**Tim Duggan**  
**Assistant Secretary**

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<sup>1</sup> "Online Service" refers to digital delivery of services; this includes websites, web services, and mobile technologies such as SMS and mobile applications ("apps").