**DPER - Circular 02/16: Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service**

**End of Year (EOY) Submission**

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| ***Part 1: To Be Completed by the President of the Higher Education Institution*** ***under the Aegis of the Higher Education Authority*** |

**To**: The Higher Education Authority

**From**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Higher Education Institution)

Attached is a breakdown of the actual ICT-related expenditure by the above named body during 20\_\_\_\_ in respect of new initiatives, existing initiatives, and non-project expenditure. Total expenditure was €\_\_\_\_\_\_\_\_\_.

The expenditure adhered to the requirements of DPER - [*Circular 02/16: Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service*](http://circulars.gov.ie/pdf/circular/per/2016/02.pdf). Accordingly, I confirm that:

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| **Confirmation Checklist** | 🗸 |
| The actual expenditure has been reviewed by the Senior Management Team of the HEI. |  |
| The expenditure aligned with relevant strategies and strategic objectives including an overarching ICT/Technology Strategy for the organisation. |  |
| Governance arrangements for the management of ICT expenditure were maintained throughout the year. |  |
| Expenditure was informed by the Public Service ICT Strategy, the Reform and Renewal Agendas, the Action Plan for Education and initiatives with regard to Shared Services. |  |
| Centrally developed procurement arrangements will be utilised where suitable. |  |
| From 28th February 2018, specific prior approval was obtained from the Department of Education and Skills prior to commencing any new initiative with a potential value of €25,000 or greater, excluding VAT, and prior to initiating a procurement exercise or entering contract negotiations in respect of qualifying expenditure. |  |

**Actual ICT Expenditure 20\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | New Projects / Initiatives | Existing Projects / Initiatives | Non-Project Expenditure | Total |
| Expenditure Category |  |  |  |  |
| Hardware | € | € | € | € |
| Software, Licensing, proprietary Support & Maintenance | € | € | € | € |
| Telecommunications | € | € | € | € |
| Licensing | € | € | € | € |
| Third Party (non-proprietary) Support/Maintenance | € | € | € | € |
| Hosting | € | € | € | € |
| IT-Related Training | € | € | € | € |
| Externally Acquired Resources[[1]](#footnote-1) |  |  |  |  |
| IT-Related Consultancy | € | € | € | € |
| Contractors | € | € | € | € |
| External Service Providers | € | € | € | € |
|  |  |  |  |  |
| **Total** | **€** | **€** | **€** | **€** |

Reason(s) for Significant Variation (variation equal to or greater than + / - 10% of the planned expenditure for each Expenditure Category) in Actual versus Planned Expenditure.

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

President: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DPER Circular 02/16: Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service**

**End of Year Submission**

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| ***Part 2: To Be Completed by the Head of System Funding within the HEA*** |

**To**: The Digital Governance Oversight Unit, Department of Education and Skills

**From**: Head of System Funding, The Higher Education Authority

Attached is a breakdown of the actual ICT-related expenditure by the above named body during 20\_\_\_\_ in respect of new initiatives, existing initiatives, and non-project expenditure. Total expenditure was €\_\_\_\_\_\_\_\_\_.

I am assured that the expenditure adhered to the requirements of DPER - [*Circular 02/16: Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service*](http://circulars.gov.ie/pdf/circular/per/2016/02.pdf) and:

* the actual expenditure has been approved by the Senior Management Team of the Higher Education Institution;
* the expenditure aligned with relevant strategies and strategic objectives including an overarching ICT/Technology Strategy for the organisation;
* governance arrangements for the management of ICT expenditure were maintained throughout the year;
* expenditure was informed by the Public Service ICT Strategy, the Reform and Renewal Agendas, the Action Plan for Education and initiatives with regard to Shared Services;
* centrally developed procurement arrangements were utilised where available;
* From 28th February 2018, specific prior approval was obtained from the Department of Education and Skills prior to commencing any new initiative with a potential value of €25,000 or greater, excluding VAT, and prior to initiating a procurement exercise or entering contract negotiations in respect of qualifying expenditure.

Head of System Funding: ­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DPER Circular 02/16: Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service**

**End of Year Submission**

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| ***Part 3: To Be Completed by the ICT Liaison Officer within the Department of Education and Skills*** |

**To**: The Digital Government Oversight Unit, Department of Public Expenditure and Reform

**From**: The Digital Governance Oversight Unit, Department of Education and Skills

Attached is a breakdown of the actual ICT-related expenditure by the above named body during 20\_\_\_\_ in respect of new initiatives, existing initiatives, and non-project expenditure. Total expenditure was €\_\_\_\_\_\_\_\_\_.

I am assured that the expenditure adhered to the requirements of DPER - [*Circular 02/16: Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service*](http://circulars.gov.ie/pdf/circular/per/2016/02.pdf) *and*:

* the actual expenditure has been approved by the Management Board of the Department of Education and Skills;
* the expenditure aligned with relevant strategies and strategic objectives including an overarching ICT/Technology Strategy for the organisation;
* governance arrangements for the management of ICT expenditure were maintained throughout the year;
* expenditure was informed by the Public Service ICT Strategy, the Reform and Renewal Agendas, the Action Plan for Education and initiatives with regard to Shared Services;
* centrally developed procurement arrangements were utilised where available;
* From 28th February 2018, specific prior approval was obtained from the Department of Education and Skills prior to commencing any new initiative with a potential value of €25,000 or greater, excluding VAT, and prior to initiating a procurement exercise or entering contract negotiations in respect of qualifying expenditure.

ICT Liaison[[2]](#footnote-2): ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please refer to section 1.1 of the [Guidelines for the Engagement of Consultants and other External Support](http://etenders.gov.ie/Media/Default/SiteContent/LegislationGuides/6.%20Guidelines%20for%20the%20Engagement%20of%20Consultants%20by%20the%20Civil%20Service.pdf) for a definition of Consultants, Contractors, and External Service Providers. [↑](#footnote-ref-1)
2. Official, of rank equivalent to or higher than the rank of Principal Officer in the civil service, who has been nominated as the ICT Liaison by the Accounting Officer of the Department of Education and Skills and is submitting the return on behalf of the Accounting Officer. [↑](#footnote-ref-2)