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

**Start of Year Submission (for information)**

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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 anticipated ICT-related expenditure by the above named body during 20\_\_\_\_ in respect of new initiatives, existing initiatives, and non-project expenditure. Total anticipated expenditure for the current year is €\_\_\_\_\_\_.

The proposed expenditure is in line with, and will adhere 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 can confirm that:

|  |  |
| --- | --- |
| **Confirmation Checklist** | 🗸 |
| The proposed expenditure has been approved by the Senior Management Team of the HEI. |  |
| The proposed expenditure aligns with relevant strategies and strategic objectives including an overarching ICT/Technology Strategy for the organisation. |  |
| Governance arrangements for the management of ICT expenditure are formalised; |  |
| Expenditure is 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 available. |  |
| From 28th February 2018, specific prior approval will be obtained from the Department of Education and Skills prior to commencing a 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. |  |

**Anticipated ICT Expenditure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | New Projects / Initiatives | Existing Projects / Initiatives | Non-Project Expenditure | Total |
| 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** | **€** | **€** | **€** | **€** |

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

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

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

**Start of Year Submission (for information)**

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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, Higher Education Authority

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

I am assured that the proposed expenditure is in line with, and will adhere 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 proposed expenditure has been approved by the Senior Management Team of the Higher Education Institution;
* the proposed expenditure aligns with relevant strategies and strategic objectives including an overarching ICT/Technology Strategy for the organisation;
* governance arrangements for the management of ICT expenditure are formalised;
* expenditure is 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 available;
* From 28th February 2018, specific prior approval will be obtained from the Department of Education and Skills prior to commencing a 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**

**Start of Year Submission (for information)**

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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 anticipated ICT-related expenditure by the above named body during 20\_\_\_\_ in respect of new initiatives, existing initiatives, and non-project expenditure. Total anticipated expenditure for the current year is €\_\_\_\_\_\_.

I am assured that the proposed expenditure is in line with, and will adhere 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 proposed expenditure has been approved by the Department of Education and Skills Management Board;
* the proposed expenditure aligns with relevant strategies and strategic objectives including an overarching ICT/Technology Strategy for the organisation;
* governance arrangements for the management of ICT expenditure are formalised;
* expenditure is 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 available;
* From 28th February 2018, specific prior approval will be obtained from the Department of Education and Skills prior to commencing a 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)