GENERAL SECRETARIAT

ADMINISTRATIVE MEMORANDUM No. 113

SUBJECT: Administrative Procedures and Policies Related to Services Provided by the Office of Information Technology Services (OITS)

CONSIDERING:

That Executive Order No. 05-03 Corr.1 assigned to the Office of Information Technology Services ("OITS") responsibility for all administrative matters related to the plans, policies, procedures, and standards governing the utilization of technology resources at the General Secretariat ("GS-OAS"), as well as responsibility for the operation of those assets and services;

That OITS plans for, acquires and manages the GS/OAS's technology-infrastructure, including wireless, local, system-wide area networks, central computing and data communication (point-to-point, Internet), telecommunications¹, multimedia, voice, data, and video communication;

That OITS has the responsibility for ensuring that all information technology resources and networks are adequately protected against misuse, damage, loss, unauthorized access or other threats, and for determining security requirements;

That OITS is responsible for the implementation of the Information Systems Security Policy set out in Administrative Memorandum No. 90;

That the Department of Administration and Finance has established the post of Information Security Officer ("ISO") to report directly to the Data Security Manager referenced in Administrative Memorandum No. 90, to assure that information technology services requested are compatible with network standards and do not prejudice security, and to perform other functions related to information security as assigned; and

That it is necessary to establish additional guidelines and procedures for implementing more effective supervision, coordination, and security, in the delivery of information technology services, pursuant to the functions assigned to OITS under Executive Order No. 3-05:

DECISION:

1. To adopt, effective upon the signature date of this Administrative Memorandum, the following procedures, guidelines, and requirements:

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¹ The following covers telecommunications: regular phone lines, high speed data lines (ISDN), videoconference, teleconference, Internet connectivity (i.e. DSL lines), other means of communication.
a. No system (software or hardware), data base for multi-user network access, or change in connectivity may be installed, removed, or materially changed or upgraded on the networks administered by OITS without OITS' coordination and prior approval.

b. No alternative network or system that is not supervised by OITS shall be established, operated, or modified by any GS/OAS dependency at GS/OAS Headquarters without OITS' coordination and prior approval.

c. Any GS/OAS dependency requesting services from OITS must submit an authorized purchase order for those services and otherwise comply with the Performance Contract Rules, the Procurement Rules, and the special guidelines for obtaining those services as published on GS/OAS' Intranet2.

d. When a GS/OAS dependency requires additional network services (database, online conference, teleconference, network application, etc.), the Director, Chief, or Administrative Officer of that dependency shall consult with OITS for technical recommendations and obtain the necessary approval.

e. No internal or external voice and data connections may be installed on the GS/OAS network without a written business justification submitted by the Director, Chief, or Executive Officer of the requesting GS/OAS dependency and approved by the OITS Director. The Information Security Officer shall keep business justifications on file.

f. The OITS, through the ISO, shall vigorously enforce information security policies and procedures, and may terminate any network connection, license, or activity when a security concern arises.

g. All dependencies of the General Secretariat shall comply with the guidelines, requirements, and policies implemented by OITS pursuant to Executive Order No. 05-03 Corr.1 and its policies in effect.

2. To revoke, effective upon the signature date of this Administrative Memorandum below, any and all provisions contained in prior administrative GS/OAS issuances that are inconsistent with this Administrative Memorandum.

SIGNED this 9th day of September, 2005.

Frank Almaguer
Director of the Department of Administration and Finance

2 Please find reference information in the following URL, http://oasintranet/OITS/communications.asp