ICT HARDWARE POLICY

<table>
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<tr>
<th>Version number</th>
<th>Review date</th>
<th>Reviewed by</th>
<th>Approval date</th>
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<th>Summary of Changes</th>
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<tr>
<td>1.0</td>
<td>Jul 2012</td>
<td>G. Price</td>
<td>Jul 2012</td>
<td>J. Ilag</td>
<td>Baseline</td>
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<td>2.0</td>
<td>Dec 2015</td>
<td>G. Price</td>
<td>Jan 2016</td>
<td>J. Ilag</td>
<td>Exception clause added in para 9</td>
<td>Jul 2017</td>
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A. Policy objective:

1. This policy provides users with guidelines for the selection and change of UNFPA IT hardware. Changes in technology are so rapid that it is impossible to draft specifications that remain unchanged for an extended period. As a result, the MIS Branch formulates and revises IT standards and specifications quarterly to serve as a rolling benchmark for acquisition of related equipment. The current standards can be found here: [https://www.myunfpa.org/web/ppm/documents/tags/mis](https://www.myunfpa.org/web/ppm/documents/tags/mis)

B. Intended audience:

2. This policy covers all users with UNFPA contracts over 6 months in duration. Users with contracts of less than six months are not assigned permanent UNFPA IT hardware. Users separating from the organization will return assigned IT hardware prior to departure.

3. This policy also covers IT hardware standards of equipment procured for UNFPA programmes, as these are a reflection on UNFPA.

4. Deviations from current standards must be cleared by the MIS Branch Technology Manager. Clearance can be obtained via email.

C. Policy statement:

a. Ownership:

5. UNFPA owns all IT hardware it procures and the information contained therein.

b. Retention:

6. All IT hardware has a replacement cycle of 4 years. Any replacements made prior to 4 years require MIS technical endorsement following provision of justification. The MIS Branch may revise the replacement cycle depending on the rate of technological advancement.

c. User privileges:

7. All UNFPA users with contracts over 6 months in duration are eligible for a computer and access to related resources (e.g. printers). This excludes drivers, who can share units.
8. UNFPA users cannot have more than one computer (e.g. a desktop and laptop). If users have a desktop, they can use a shared laptop for traveling or occasional home use.

9. In consideration of professional staff’s need for mobility, at time of replacement they can select a desktop or laptop (with docking station) as a new computer. This choice is not given to other users at this time, as costing is prohibitive and the need for mobility is less critical. Exceptions for key support staff can be provided by MIS following justification.

10. To address support, and shipping concerns, local procurement of IT hardware is encouraged as long as pricing does not exceed a 50% surcharge of standard headquarters unit cost.

11. Non-networkable printers are not permitted except for senior managers (Directors and higher). Exceptions require MIS technical endorsement following provision of justification.

12. User owned hardware is not permitted to use wired network connections as this poses a security risk. Wireless connectivity is permitted where available.

13. UNFPA is not responsible for the maintenance, support, or reimbursement of user owned hardware.

d. Accountability:
14. UNFPA users are responsible for the reasonable care of the hardware assigned to them. Should the loss or damage of the hardware be attributable to negligence on the part of the user, he/she will incur costs related to the repair or replacement of the equipment. Failure to do so may result in disciplinary action.

e. Security:
15. All UNFPA users are accountable for ensuring the integrity, privacy, and security of assets assigned to them. Laptops and other portable devices must be secured to prevent theft.

f. Ethical behavior and responsible Use:
16. UNFPA provides hardware for business operations and for performing daily work activities. Costs associated with personal use will be estimated by MIS and borne by the individual through issuance of a personal check to UNFPA. Commercial use of UNFPA hardware is strictly prohibited. Users may be subject to disciplinary action if found using hardware contrary to this policy.

D. Policy date:
17. The Hardware Policy (originally approved and issued on 18 July 2012 with subsequent revisions as shown in the beginning of this document) will remain in force without time limit, and will be reviewed annually to ensure relevance.

E. Policy owner:
18. The MIS Technology Services Section Chief is responsible for managing the hardware policy.
F. Change authority:

19. The MIS Chief and Technology Services Section Chief have the authority to change the hardware policy. The MIS Branch Chief and the Technology Services Section Chief can give exception waivers.