

**MIS POLICES INTRODUCTION**

Version number	Review date	Reviewed by	Approval date	Approved by	Summary of Changes	Next review date
1.0	Jul 2012	G. Price	Jul 2012	J. Ilag	Baseline	
2.0	Dec 2015	G. Price	Jan 2016	J. Ilag	Added para 2 in Preamble	Jul 2017

**A. Preamble:**

1. In compliance with the organizational policies and mandates, and generally accepted industry best practices, the Management Information Services Branch (MIS) provides for the security and privacy of the data stored on, redirected through, or processed by UNFPA technology resources. MIS encourages the use of these technology resources; however they remain the property of UNFPA. Technology resources refer to the hardware, software, networks and networking capability, staff, and context which together can be used in the implementation of a technology solution. Throughout this policy, the term “users” identifies full- and part-time staff members, contractors, consultants, interns, volunteers, and other users who access technology resources due to their job responsibilities. Management expects users to comply with these and other applicable organizational policies and procedures. Failure to abide by these conditions may result in forfeiture of the privilege to use technology resources, disciplinary action, and/or legal action.
2. MIS is committed to protecting UNFPA and its staff from illegal or damaging actions by organizations and individuals, either knowingly or unknowingly. Its systems are to be used for business purposes serving the interests of the organization during the course of normal operations. It is the responsibility of UNFPA users to know MIS policies and conduct their activities accordingly.
3. MIS will regularly review this and Information Technology (IT) related policies to reflect changes in industry standards, legislation, technology and or products, services, and processes in the organization.

**B. MIS Branch:**

4. The purpose of the MIS is to enhance the organization's ability to meet its mandate and its goals by providing tools and facilities that impact the improvement of administrative and managerial efficiency and ability to deliver, monitor and evaluate programmes and projects. This is achieved by creating an enabling environment through: increasing transactional speed, eliminating duplicate data entry, increasing communication speeds and functionalities, achieving centralized data storage and decentralized access to data, maintaining one version of data truth, increasing data and transactional security, and providing of operational reports. MIS

also aims to increase the productivity of users and facilitate an accessible and coherent flow of information, thereby enhancing the decision-making process.

5. The MIS Branch develops and is responsible for facilitating and implementing the Information Technology strategy of the organization. The MIS Branch defines and revises systems, hardware, software, networks and communications standards for UNFPA in order to ensure compatibility between its many offices and other agencies with whom it collaborates. The MIS Branch oversees the acquisition of all computer hardware and software and related services. All information technology (IT) purchases must adhere to requisite guidelines (e.g. lifetime and specifications). Following these guidelines, field office and headquarters units may independently purchase computer equipment not exceeding authorized amounts. The MIS Branch is also responsible for overseeing any systems development efforts undertaken on behalf of the organization.
6. At the field office level, a focal person is entrusted with the responsibility of implementing UNFPA's standards while managing the automation needs of the office and maintaining liaison with other United Nations agencies to coordinate automation efforts. Under the decentralized approach, each field office should provide its own ICT support for the maintenance of its equipment and should schedule and supervise the training of its users in office automation skills. The MIS Branch provides the technical assistance needed to ensure compatibility between field offices and headquarters and is responsible for enforcing standardization of Information and Communications Technology (ICT) platforms in the organization.