



Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology

Ministry of Transport, Commutations, and Information
Technology
September 2023

the page 1	Approval Date September 2023	Version 1	Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology	Ministry of Transport, Communications and Information Technology
---------------	---------------------------------	--------------	--	--



Indexes :

- Introduction
- Governance Objectives
- Definitions
- Governance Tools
- Law
- Executive Regulation
- Strategy
- Policy
- Standard
- Framework
- Guidelines
- Tasks
- Executive Program

the page 2	Approval Date September 2023	Version 1	Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology	Ministry of Transport, Communications and Information Technology
---------------	---------------------------------	--------------	---	--

Introduction

Government institutions in all sectors and activities have faced great challenges that have imposed on them the need to use modern and advanced technologies, and this has required these institutions to invest in information technologies and systems.

On the other hand, these huge investments and technologies were accompanied by many risks, threats and challenges as a result of not using them according to the goals set for them or to exceed the limits of use or for unsafe or ineffective use, so all this required the existence of governance that regulates the use of these services and technologies to maximize the return on investments directed to them as well as ensuring their safe and effective use. The governance of IT services is based on a set of policies, standards, guidelines and regulatory frameworks that define roles, responsibilities and powers, as well as safe and effective use.

Governance contributes to defining roles, responsibilities and decision-making mechanism to carry out tasks or solve challenges. Therefore, the Ministry of Transport, Communications and Information Technology has issued a set of governance tools that should be understood and realized by government units to be worked on, and these tools include: laws, policies, executive regulations, standards, frameworks and others.

This document provides a definition of the most important governance terms used to govern information technology services, technologies and systems in the units of the administrative apparatus of the state.

the page 3	Approval Date September 2023	Version 1	Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology	Ministry of Transport, Communications and Information Technology
---------------	---------------------------------	--------------	---	--

The objectives of governance are summarized in:

- Provide a clear understanding of the best way and method of managing IT assets within the organization.
- Determine the vision and direction of current and future investments in information technology activities in the organization, whether it is the purchase of new software, service or new information technology devices.
- Tracking, measuring and managing IT risks within a tight environment of rules and regulations.
- Directing senior management in institutions on how to develop and measure key performance indicators to know how IT assets perform periodically.
- Ensure a division of roles and responsibilities across robust organizational structures that enable accountability and accountability.

Definitions

- **Governance**

set of laws, rules and procedures that aim to achieve quality and excellence in institutional performance by choosing the correct and effective methods and practices in order to manage institutions and achieve their goals.

- **IT Governance**

There is no unified definition of IT governance, but it can be described as one or several processes through which the current and future use of information technology is directed and controlled, including evaluating and directing the use of information technology to support the organization and monitoring this use to achieve strategic objectives with efficiency and optimal use of available resources.

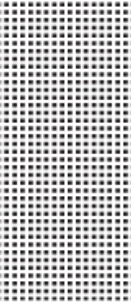
the page 4	Approval Date September 2023	Version 1	Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology	Ministry of Transport, Communications and Information Technology
---------------	---------------------------------	--------------	---	--

Governance Tools

The objectives of governance are achieved through several tools as follows :

	Legal status	Definition	Base ingredients
Law	Mandatory	Legislation or regulation, any Royal Decree, any Royal Decree of a legislative nature and all legislative regulations, rules and orders issued under any law and It shall be binding on all addressees thereof.	<ul style="list-style-type: none"> • Draft version. • General definitions and provisions. <ul style="list-style-type: none"> - Scope of application and exceptions - Transitional provisions • Substantive (and procedural, if any) provisions. • Administrative fines and penalties. • penalties.
Executive Regulation	Mandatory	A set of detailed, complementary and interpreting provisions and texts issued by the executive authority for the purpose of implementing the law and It shall be binding on all addressees.	<ul style="list-style-type: none"> • Draft version. • General definitions and provisions. • Scope of application and exceptions. • Transitional provisions. • Substantive and procedural provisions. • Administrative violations and penalties.

the page 5	Approval Date September 2023	Version 1	Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology	Ministry of Transport, Communications and Information Technology
---------------	---------------------------------	--------------	---	--



Strategy	Not mandatory	The strategy outlines plans to achieve a specific goal in the long term.	<ul style="list-style-type: none"> • Mission and Vision • Environmental Analysis / SWOT • Goals, Priorities and Strategies • Additional components: financial plan, evaluation, staffing / operational plan
Policy	Mandatory	sets clear direction to make certain and processes decisions by respective stake holders for a specific domain.	<ul style="list-style-type: none"> • Goal • Scope of work • Principles • Policy Terms • Roles and responsibilities • Policy Commitment
Standards	Mandatory	A set of mandatory requirements and specifications to ensure acceptable levels of quality for delivered processes or services.	<ul style="list-style-type: none"> • Scope: Describe the scope of the standard • Purpose: Determine the need of the standard • Principles: Provide a foundation against which practices can be tested • Environment: Describe the environment influences, with particular reference, and their impacts • Description of the Standard: Describe Standard in detail • Scope of the Standard document: Set out who needs to be aware of the standard and how they will be informed of its existence or subsequent changes and updates • Review periods of the standard: determines the frequency of revision of this standard to ensure its continuity while providing the mechanism for conducting the audit

the page 6	Approval Date September 2023	Version 1	Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology	Ministry of Transport, Communications and Information Technology
---------------	---------------------------------	--------------	---	--



<p>Framework</p>	<p>Not mandatory</p>	<p>a conceptual model intended to serve as a reference/guide for the building key components and elements within a specific domain based on best practices.</p>	<ul style="list-style-type: none"> • Scope: Establish the coverage of the framework • Purpose: Explain why this framework is needed • Principles: Provide a foundation against which practices can be tested • Environment: Describe the environment influences, with particular reference, and their impacts • Description of the Framework: Describe the framework (model) in detail • Scope of the framework document: Set out who needs to be aware of the framework and how they will be informed of its existence or subsequent changes and updates • Control Objectives and Metrics: Provide control objectives and metrics that can be used for monitoring and evaluation of achievements of goals in the relevant area • Review intervals for the framework: Provide how frequently this framework will be reviewed to ensure that it remains current. If relevant, also provide the mechanism to conduct the review
------------------	----------------------	---	---

<p>the page 7</p>	<p>Approval Date September 2023</p>	<p>Version 1</p>	<p>Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology</p>	<p>Ministry of Transport, Communications and Information Technology</p>
-----------------------	---	----------------------	--	---



Guideline	Not mandatory	a set of recommendations, or administrative instructions to explain the mechanism of implementing or applying policies or initiatives using the best practices.	
Circular	Mandatory	A written statement for the ICT sector which includes mandatory directives on legislatives, procedural or administrative matters.	Requirements of the circular document: -circular number -date of circular -date of entry into force of the circular -exceptions if any
Executive Program Policy Implementation	Not mandatory	A document that includes all the steps and resources necessary to reach the project goal, and it also clarifies the time frame for these steps.	

the page 8	Approval Date September 2023	Version 1	Terminology used for the governance of information technology services in the units of the administrative apparatus of the state issued by the Ministry of Transport, Communications and Information Technology	Ministry of Transport, Communications and Information Technology
---------------	---------------------------------	--------------	---	--