national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

ANNEXURE L

RT15-2016 MOBILE COMMUNICATION SERVICES

GUIDELINE POLICY FRAMEWORK

TABLE OF CONTENTS

Contents

1. DEFINITIONS 4
2. BACKGROUND 5
3. PURPOSE OF THE POLICY 6
4. OBJECTIVES 6
5. APPLICATION AND SCOPE 7
6. QUALIFYING CRITERIA 7
7. GUIDELINE POLICY FRAMEWORK STATEMENT 7
8. BUSINESS RULES 8
   8.1 Transfer of Mobile Communication Service line (Cell phone number) 8
   8.2 Usage Limit 8
   8.3 Personal Usage Reimbursement 8
   8.4 International Roaming 9
   8.5 Devices 9
      8.5.1 Allocation of device per user 10
      8.5.2 Allocation of SIM cards 10
      8.5.3 Device Accessories 10
      8.5.4 Device Refresh per user 10
   8.6 Pool Devices 10
   8.7 Loyalty Program 11
   8.8 Allocation of Numbers 11
   8.9 Management of the Hardware Fund 11
9. DAMAGES, THEFT AND LOSSES OF DEVICES 11
10. SECURITY 12
11. APPLICATION FOR MOBILE COMMUNICATION SERVICES 12
12. OTHER MOBILE DEVICE RELATED SERVICES 12
13. ROLES AND RESPONSIBILITIES 12
   13.1 Financial Management 12
   13.2 Mobile Contract Administrators 13
   13.3 Users of mobile communication services 13
14. MOBILE DEVICE MANAGEMENT (MDM) 13
15. NON COMPLIANCE WITH MOBILE GUIDELINE POLICY FRAMEWORK 13
16. REVIEW, AMENDMENT AND GOVERNANCE 13

List of tables

Table 1: Usage Allocation 16
Table 2: Applicable Legislation 16

List of Acronyms

APN	Access Point Name
CAPEX	Capital Expenditure
CFO	Chief Financial Officer
DPSA	Department of Public Service and Administration
IT	Information Technology
MDM	Mobile Device Management
PFMA	Public Finance Management Act
SAPS	South African Police Service
SCM	Supply Chain Management
SMS	Short Message Service
Vodacom	Vodacom (Pty) Ltd

Document Version

Version	Publishing Date	Prepared By	Status
1	Nov 2016	RT15-2016 Bid Evaluation Committee	Final

This is a guideline policy framework for Accounting Officers and Accounting Authorities to set-up and/or revises the current "Mobile Communication Services including device policy"

1. **DEFINITIONS**

Accountable Manager	A person with overall executive responsibility for the operations of an institution, a division or unit within an institution.
Accounting Authority	Means a body or person mentioned in section 49 of the PFMA.
Accounting Officer	A person mentioned in section 36 of the PFMA.
Bearer or Usage Limit	The allocated monthly limit of either the Voice minutes, the SMS's or the Data within the Enterprise Bundle.
Device Refresh	An issue of a new device either at twelve (12) months or twenty four (24) months.
Enterprise Bundle	A Price Plan option with a shared pool of minutes/SMS/MB which all users can consume where high usage by one user is offset by low usage of another.
Employee	All permanent, temporary and contracted users and other Government users where an employer-user relationship exists as defined in the Labour Relations Act and other applicable legislation, as amended.
Hard Lock	When a monthly limit of mobile communication service (bearer level) usage has been reached. In this regard, the Line Manager concerned will be notified and usage of the service will be terminated for that month.
Hardware fund	A Vodacom device investment to allow maximum flexibility in choosing the appropriate devices consolidated into a hardware fund to be used for the procurement of devices at the discretion of an Organ of State. Where it may be insufficient to cover the cost of the selected devices, a bespoke finance and amortisation pay in option can be calculated over 12 or 24 months to suit an Organ of State or a pay in option from the capex budget. This fund will be accounted by Vodacom and should not be in an Organ of State's books.
Loyalty Program	A reward program offered to the Organs of State which has two (2) membership plans called Onyx and Platinum.
Mobile Contract Administrator(s)	Any person or people who are responsible for managing the mobile communication services within an Organ of State.
Mobile device	Any portable computing device having a display screen with a miniature keyboard or a touch screen which enables a virtual keyboard along with other icons and buttons to be pressed.
Mobile device management	An enterprise mobility management software solution that is the most simple and scalable way to get business-critical data, email, applications and content on to a user's smartphones, tablets and computers. Its main focus is around security and enhanced user experience.
Monetary value	The cost incurred by an Organ of State for any mobile usage made by any user from any mobile device.
Onyx membership	A membership plan that entitles a user to any device refresh at any value every year that the user is in the programme free of charge and any other services as on section 8.7.
Operating System	System software that manages computer (inclusive of cellular phones) hardware and software resources and provides common services for computer programs like Microsoft Windows, Apple and Android.
Organ of State	Means any department of state or administration in the national, provincial or local sphere of government and any other functionary or institution exercising power or performing a duty in terms of the Constitution.
PFMA	Public Finance Management Act 1 of 1999

Platinum membership	A membership plan that entitles a user to any device refresh at a maximum value of R13,000.00 every year that the user is in the programme free of charge and any other services as on section 8.7.
Private usage	Mobile usage over and above the allocated for private usage that have no bearing on the business of the Organ of State.
Service provider	Vodacom (Pty) Ltd as a provider of only the services contracted for under RT15.
Soft Lock	When a monthly limit of mobile communication service (bearer level) usage has been reached. In this regard, the Line Manager concerned will be notified, but service consumption will still be allowed.
Spend Manager	Is a medium reporting online tool to manage, control and have visibility of usage across an Organ of State, Department, Cost Centre or User level that gives complete visibility of spend.
User	An employee as defined who has access to the mobile communication services.
Usage amount	Is the allocated amount of minutes/SMS/MB allocated by an Organ of State to a user which is managed using Spend Manager

2. BACKGROUND

The high cost incurred by Government in the use of mobile communication services and associated mobile devices has necessitated the need to negotiate the most cost effective Transversal Contract by the Department of National Treasury (National Treasury) for use by all Organs of State.

In National Treasury's Instruction Note No.2 of 2016/2017 Cost Containment Measures, it is directed that Section 38(1)(b) of the PFMA requires Accounting Officers of departments and constitutional Institutions to be responsible for the effective, efficient, economical and transparent use of their respective institutions resources. Sections 38(1)(c)(iii) and 51(1)(b)(iii) of the PFMA requires Accounting Officers and Accounting Authorities to take effective and appropriate steps to manage the available working capital of their respective institutions efficiently and economically.

Accounting Officers and Accounting Authorities are therefore required to implement control measures to ensure that all expenditure in their respective institutions is necessary, appropriate, cost-effective and is recorded and reported, as prescribed by the relevant legislative framework.

In giving effect to the requirement above, Accounting Officers and Accounting Authorities are responsible for ensuring that all users are mindful of the current economic realities and the need to intensify efforts to improve efficiency in expenditure. In particular, the user must take effective and appropriate steps to prevent, within that user's area of responsibility, any unauthorised, irregular, fruitless and wasteful expenditure.

Accounting Officers and Accounting Authorities are required to implement the cost containment measure set out in paragraphs 4.25 to 4.28 related to telephone, cellular phones and data facilities as stated below:

4.25 Accounting Officers and Accounting Authorities **must implement policies and procedures** to effectively manage and monitor expenses related to telephones, cellular phones and data facilities; including the reimbursement of costs for the private use thereof by users, hence the provision of this guideline policy framework to all Organs of State.

4.26 The **allocation** of cellular phones and data facilities and the reimbursement of communication related expenses must **be managed in accordance with the requirements associated with a user's responsibilities** rather than levels of occupational positions.

4.27 Accounting Officers and Accounting Authorities **must**, subject to paragraph 4.28 below, participate in the transversal term contract (RT15) arranged by the National Treasury for the acquisition of mobile communication services. Documents related to this transversal term contract can be downloaded via the following web link:

http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx

4.28 If Accounting Officers and Accounting Authorities decide not to participate in the transversal term contract referred to in paragraph 4.27 above, the Accounting Officers and Accounting Authorities concerned **must report** to the National Treasury, the discounts that will be achieved by their respective institutions **prior** to the conclusion of their mobile communication contracts. This information must be submitted to the National Treasury via e-mail to transversal.contracting@treasury.gov.za.
The National Treasury's initiative in enabling employees to perform their work efficiently by being given access to the mobile communication services makes a device to be **no longer a personal tool subsidized** by an Organ of State but it is adopted as a tool of trade.

3. PURPOSE OF THE POLICY

This guideline policy framework is aimed at serving the following purpose:-

3.1 Allocation and use of mobile communication services including devices by all qualifying members of an Organ of State.
3.2 Provides the procedures related to the effective, efficient and economical use of the mobile communication services as a tool of trade.
3.3 Outline and formalise the procedures to be followed in each of the activities relating to the allocation, usage, custody and possession of the mobile communication service inclusive of devices.
3.4 Standardisation of the mobile communication devices for an Organ of State.
3.5 Define principles and rules that are necessary to govern the usage, custody, procurement and possession of mobile communication services inclusive of devices.
3.6 Organs of State are to adopt the guideline policy framework as a minimum standard in finalising more stringent Organ of State policies, instructions and standard operating procedures where applicable.
3.7 Provide the State with a single point of view of mobile communication usage and spend.
3.8 Provide visibility of spend against budget on the various contract elements that are available on RT15.
3.9 Provide guidelines on the accounting for assets procured for mobility.

4. OBJECTIVES

To ensure the following:-

4.1 Efficient and effective utilization of Organ of State mobile devices as a tool of trade including procedures that will maximise value to the Organ of State.
4.2 Responsibilities of the user towards safeguarding of mobile devices.
4.3 Prevent abuse and ensuring accountability of the mobile communication services and devices.

4.4 Foster a working environment that respond positively and proactively to the communication needs of its users.
4.5 Real-time monitoring and management of mobile communication usage and spend with a view to optimise utilisation thereof.

5. APPLICATION AND SCOPE

This guideline policy framework applies to all users of an Organ of State who have access to mobile communication services inclusive of mobile devices. The mobile communication services system for an Organ of State is meant solely for business purposes. However, to assist users, a limited private use of the mobile communication service is permitted. On exceeding the limited private use, the Organ of State must recover the cost from the user concerned.

To ensure effective control and management of this resource, it is necessary to introduce additional controls as set out in this guideline policy framework document. The efficient, effective and economical utilisation of the mobile communication services will be monitored live using Spend Manager.

This guideline policy framework applies to all permanent, temporary and contracted users and other Government users where an employer-user relationship exists as defined in the Labour Relations Act and other applicable legislation, as amended.

It applies to all mobile devices, whether owned by an Organ of State or owned by users that have access to corporate networks, data and systems. This includes any device that could be a standard mobile handset; smartphone handset; mobile broadband device; mobile tablet and others.

6. QUALIFYING CRITERIA

A user's actual working conditions will determine whether he/she may be allocated a mobile device and or access to the mobile communication services. The following are guidelines:-

a) A user who needs to be contacted at all times.
b) All managers to ensure their availability.

The usage allocation in Annexure 1 serves as a guide to an Organ of State policy for the first six (6) months into the Enterprise Bundle migration of the Transversal Contract in which usage patterns will have been established. Thereafter usage allocation will be based on the pattern spend per user's job requirements through Spend Manager.

7. GUIDELINE POLICY FRAMEWORK STATEMENT

7.1 The total amount to be paid by an Organ of State towards the mobile communication services and mobile devices should not exceed the budgeted line item expenditure for the Organ of State, taking into consideration the approved adjusted budget.
7.2 This guideline policy framework regards a mobile device as a tool of trade which will assist users in performing their duties for which they have been appointed and not as a status symbol or fringe benefit. Mobile communication services and devices are issued to qualifying users to enable them to make use of the service in execution of the work requirements.

7.3 Mobile communication services participation agreement and devices will be entered into with the service provider authorised by the Accounting Officer of the Organ of State.

7.4 The contract will be in the name of the Organ of State. No individual capacity contracts will be permitted.

7.5 The usage amount to be allocated per user shall be determined by the type of work required and not the level of appointment.

7.6 The usage amount may change over time as demanded by the work execution and this should be communicated to the mobile contract administrator on approval by the relevant Accountable Manager for adjustment of the limit in the system.

7.7 The mobile communication services are provided for the exclusive official use; however, management recognises the need to use the services for personal use from time to time at an approved usage limit. Private calls are permitted with reimbursement being required from the staff member where apparent misuse or abuse of the services is confirmed.

7.8 Where a pool device is issued, the usage limit allocated shall be in line with the Organ of State allocation policy and work requirements.

8. BUSINESS RULES

8.1 Transfer of Mobile Communication Service line (Cell phone number)

The mobile communication service line in the Enterprise Bundle and device remains the property of the Organ of State. In the event that an employee is set to leave the employ of the Organ of State the mobile communication service line (cell phone number) will be transferred to the user who will be leaving the employ of the Organ of State. The CFO may approve the transfer provided it is at no cost to the Organ of State. The employee requesting the transfer will be responsible to pay any applicable fees.

8.2 Usage Limit

The Organ of State shall, using Spend Manager, allocate MB (data bundles), voice and SMS minutes per user as a monthly limit. Once the limit has been reached for either data, voice or SMS, the line will not allow access for the reached limit and be locked according to the rules on Spend manager. Any application to uplift the lock must be approved by the Accountable Manager and then submitted to mobile contract administrator for implementation.

The three (3) months review of spend pattern will allow the optimum usage allocation per user per month that will inevitably derive the monthly subscription. Based on the nature of the work requirements, users may be soft-locked or hard-locked.

Taking into consideration the work requirements the Accountable Manager may approve the change from hard-lock to soft-lock and vice versa. At month end a detailed usage report per user will be produced and distributed to the Accountable Manager or as it will be required within an Organ of State for oversight. Monthly usage for the users is to be reviewed by the Accountable Manager and deviations are to be signed off formally.

8.3 Personal Usage Reimbursement

Where a recovery from a user has to take place, mobile contract administrator shall send through to the salaries section in Human Resources Management a list of amounts to be recovered from users' salaries in this regard.

Where a user prefers to pay cash, the user must pay the amount deemed to be in excess at the cashier's office and submit proof of payment to the mobile contract administrator.

Users will be entitled to a monthly allocation of personal use as follows:- (The limits to be determined by an Organ of State)

R____ worth of voice minutes;

R____ worth of SMS minutes and;

R____ worth of data bundles.

Users will be charged by the Organ of State an amount in respect of private usage in excess of the allocation above per month. The Accountable Manager concerned has a discretion to allow the over personal usage if it is justifiable.

Failure to declare private usage will constitute fraud and will be dealt with in terms of the disciplinary code and procedures.

8.4 **International Roaming**

By default all roaming must be de-activated unless users obtain written approval from the Accountable Manager for the pre-defined trip, prior to travelling to activate roaming for business outside of the borders of the Republic of South Africa. All users travelling outside the borders of South Africa are required to familiarise themselves using the traveller's guide available from the mobile contract administrator. Once the user has returned from abroad the roaming service is to be deactivated until a new approval has been issued.

8.5 **Devices**

A device is a tool of trade. Organs of State are requested to standardise devices. The standardisation can be across an Organ of State or per categories of users based on work responsibilities. On standardisation of devices, the service provider will negotiate further the device prices and stock availability will be guaranteed.

Where an Organ of State decides not to standardise devices, there will be inability to negotiate further the device prices as the quantities will be unknown. There will also be no stock reservations that can be guaranteed for the procurement of the unknown quantities of devices and user support for mobile device management may be impacted.

In terms of cost containment measure Organs of State are required to standardise on one of the proposed standardising options to unlock the potential savings, improved support emanating from volume purchases.

As standardisation set by the Organ of State has a financial impact this can result in the hardware fund being insufficient to provide the requirement. The hardware fund can be supplemented by the Organ of State from the approved budget for telecommunications. This implies that careful consideration should be taken when setting standards and allocations on Spend Manager to include the impact it may have on the overall budget allocation as rolled down for an Organ of State.

8.5.1 **Allocation of device per user**

A device being a tool of trade means it is capable of multi functions including access to the Internet, read email, make calls and a number of other functions. Calls can be made over the mobile network or via over-the-top Internet based services (e.g. video-on-demand, Skype and WhatsApp) and therefore a user will be allocated one (1) device for the execution of the user's work responsibilities. In instances where a user is required to have more than one (1) device based on work requirements, the CFO must approve that exception.

A user will be issued a mobile device as per the need of the type of work he/she is appointed for. Should a user prefer any other make or device other than the allocated, the user will be responsible for the entire device cost involved, will under no circumstances be refunded and will be treated as per the bring your own device policy of the Organ of State.

8.5.2 **Allocation of SIM cards**

SIM cards will be issued to users based on the business functions they perform. As such users may be issued a SIM card for permanent fitment in a particular device such as a Laptop, Tablet and or handset. These may be managed within the Enterprise Data Bundle account to accommodate for DATA only being available on the SIM card installed in the user's laptop and locking this to use over the APN.

8.5.3 **Device Accessories**

The Organ of State will not pay for the purchase and or installation of accessories such as hands free car kits. It is the responsibility of each user to ensure that he/she operates within the law when travelling and using a mobile device for official and/or private purpose.

8.5.4 **Device Refresh per user**

An Organ of State will not reimburse users for use of mobile communication services costs incurred using a private mobile device. Due to the standardisation of devices, devices can be used beyond the normal 24 months' cycle without being refreshed. Where it is proven that a device cannot be used beyond the normal 24 months, device refresh should take place. However, a refresh policy per device is to be available from each Organ of State indicating how depreciation of these assets will be accounted for.

All mobile devices must be returned to the mobile contract administrator based on the refresh policy and replaced. Refreshed devices should be disposed of in accordance with the normal policy on disposal of assets or be sold back to the service provider. Loyalty Program users are excluded from the standard refresh program as this is determined by the rules defined by the relevant program.

8.6 **Pool Devices**

Organs of State may establish and maintain a buffer pool of mobile devices for loan or temporary allocation to users. Any user who has a need for a temporary mobile device may apply for this service via the Accountable Manager through the relevant Organ of State's protocols. The number of pool mobile devices must be kept to a minimum.

All devices from the loyalty program members after the device refresh period of twelve (12) months do not become the member's property but are recycled by the user to be a pool device for that Organ of State. The device depreciates as per the device standard.

8.7 **Loyalty Program**

The loyalty program is a program that must be qualified by an Organ of State for inclusion based on work responsibilities and not occupational position. An Organ of State will qualify for the loyalty program based on one (1%) percent of the number of users. The 1% is split in half for Onyx and Platinum.

The seats on a loyalty program belong to an Organ of State and not the user. A user who is leaving the employ of an Organ of State leaves behind the seat for the successor.

Onyx benefits include a device of any choice and of any value. Lost, stolen or damaged device including any SIM card is replaced for free.

Platinum benefits include a device of any choice up to a maximum value of R15,000.00. For a lost, stolen or damaged device the user will be provided with a loan device for 30 days. Any SIM card is replaced for free.

8.8 **Allocation of Numbers**

Numbers can be allocated to the Organ of State or a user can request to have a personal number ported to his/her Organ of State' device. In this case the number remains with the user when leaving the employ of the Organ of State.

8.9 **Management of the Hardware Fund**

When issuing new devices, the value of the device is subtracted from the available balance in the hardware fund. The Organ of State has the option to supplement the fund based on the budget allocation. This implies that the total budget requested should provide for all the services anticipated for use from the Service Provider.

9. DAMAGES, THEFT AND LOSSES OF DEVICES

9.1 Users should ensure safety of the mobile devices at all times. Users issued with a mobile device by an Organ of State will be liable for all costs of replacing the device if such a device is lost, stolen or damaged due to negligence.

9.2 All devices are to be configured as per the Organ of State's policies regarding mobile device management. As a minimum all devices are to be locked by a pin code and where possible are to be set to enable tracing the location of the device.

9.3 In the event of a lost or stolen mobile device, it is incumbent on the user to report the incident to the SAPS immediately within twenty four (24) hours of the incident then inform the mobile contracts administrator to blacklist the mobile device.

9.4 An SAPS case number together with the sworn affidavit in which the circumstances under which the Organ of State mobile device has been lost /stolen must accompany a claim to the loss control officer of the Organ of State.

9.5 The loss control officer will then provide written confirmation that all documents were received to the mobile contract administrator/legal services for consideration.

9.6 If liability can be determined, the CFO must recover the value of the loss or damage from the user responsible, failing which the loss/damage may be written off if it is found that the loss/damage is irrecoverable.

9.7 The Organ of State shall only provide the user with a loan mobile device when the mobile device has been lost, stolen or damaged on condition there is such available.

Replacement cost to be obtained from the service provider by the mobile contract administrator.

9.8 Legal services, losses or damage through acts of crimes against users shall be investigated and if the user is judged not be a fault, no penalty will be imposed.

9.9 Loss or damage of Organ of State mobile devices for the second (2nd) time will result in the user forfeiting the mobile device facility and will result in investigation which may lead to disciplinary action.

9.10 The device will be remotely wiped of all/corporate data and locked to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re-provisioning. The remote wipe will destroy all data on the device, whether it is related to official business or personal. IT should ensure that the user understands that personal data may be erased in the event of a security breach. Users must agree in writing to a device being managed by IT before connecting any the device to corporate resources even where the model in an Organ of State is bring your own device.

10. SECURITY

Any mobile device that connects to the Organ of State's network will be subjected to the applicable IT security policy.

11. APPLICATION FOR MOBILE COMMUNICATION SERVICES

All applications for the allocation of mobile communication services must be made on an application form from Supply Chain Management. Accountable Managers must support the application for users by signing the application form and attaching a motivation in that regard. All mobile communication services application forms must be approved by the Chief Financial Officer and noted by the Accounting Officer of the Organ of State. All new mobile devices received by the mobile contracts administrator must be recorded and signed over to the user as soon as delivery has taken place. Authority to approve the mobile communication services allocation is vested with the Accountable Manager on recommendation to the Chief Financial Officer.

12. OTHER MOBILE DEVICE RELATED SERVICES

12.1 Organs of State are encouraged to use the other mobile communication services within the transversal contract in improving processes for service delivery by modernisation and automation.

13. ROLES AND RESPONSIBILITIES

13.1 Financial Management

13.1.1 Ensure monthly reconciliation of invoices received in respect of the Organ of State mobile communication services.

13.1.2 Ensure settlement of all monthly Organ of State mobile communication services accounts within 30 days of receipt of invoice from the Service provider.

13.1.3 Manage the Loss Control report.

13.1.4 Ensure the reimbursement of any amount due by or from a user for expenditure incurred by the Organ of State as a result of transgression of this guideline policy framework.

13.2 **Mobile Contract Administrators**

13.2.1 Reconcile the register of Organ of State mobile devices on a monthly basis.

13.2.2 Control movement and usage of loan and pool devices.

13.2.3 Use Spend Manager to administer allocation of usage.

13.2.4 Ensures that all Organ of State mobile devices are captured on the Organ of State asset management system.

13.2.5 For new applications, ensure the application forms are completed in full, recommended by the Accountable Manager and approved by the CFO.

13.2.6 Ensure daily management of all mobile communication services entered into with the recognised service provider.

13.2.7 Authorise software applications and access to corporate resources for use on a device or user.

13.3 **Users of mobile communication services**

13.3.1 Ensure effective, efficient and economical utilization of the Organ of State mobile communication services for the purpose it is intended for, namely, official purpose.

13.3.2 Ensure that all necessary precautionary measures are taken to keep the mobile devices secure and in working order.

14. MOBILE DEVICE MANAGEMENT (MDM)

Organs of State are advised to manage the administration of devices as a tool of trade by utilising a mobile device management product that has management features. MDM is a way to ensure users stay productive and do not breach corporate policies. An Organ of State will control activities of its users using MDM products/services. MDM primarily deals with corporate data segregation, securing emails, securing corporate documents on device, enforcing corporate policies, integrating and managing mobile devices. MDM implementations may be either on-premises or cloud-based.

15. NON COMPLIANCE WITH MOBILE GUIDELINE POLICY FRAMEWORK

Any disciplinary action arising from breach of this guideline policy framework will be referred to the user's Accountable Manager and referred to the Risk Management Office.

Where a user is suspected of breaching the guideline policy framework, an internal investigation will be undertaken, depending on the outcome, withdrawal of the mobile device and revoke of access to the mobile communication services or disciplinary action or both could be instituted against the user.

16. REVIEW, AMENDMENT AND GOVERNANCE

This guideline policy framework shall be reviewed by the Accounting Officer on recommendation by the Chief Financial Officer.

No amendment(s) may be made to any section of this guideline policy framework without consultation with all relevant and recognised stakeholders within the Organ of State and approval by the CFO.

Any user who breaches any clause contained in the guideline policy framework shall be subjected to Organ of State's disciplinary procedure.

national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

ANNEXURE 1

RT15-2016 MOBILE COMMUNICATION SERVICES

USAGE ALLOCATION

Position Held	Voice Limit	Data Limit	SMS Limit	Device Type
Minister				
Deputy Minister				
Director General (DG)				
Deputy Director General (DDG)				
Chief Director (CD)				
Director				
Deputy Director (DD)				
Assistant Director (ASD)				
Levels below ASD				
Personal Assistants				
Administrators				
Premier of Province				
Provincial Director General (PDG)				
Member of Executive Council (MEC)				
Head of Department (HoD)				
Senior General Manager (GM)				
General Manager (GM)				
Line Manager				
Manager				
Levels below Manager				
Media Liaison Officer				
Field Workers				
VIP Protection				

Table 1: Usage Allocation

The usage allocation in the above table serves as a guide for the first six (6) months into the Enterprise Bundle migration of the Transversal Contract in which usage patterns will have been established. Thereafter usage allocation will be based on the pattern spend per user's job requirements through Spend Manager.

1. Public Finance Management Act, Act 1 of 1999 (As Amended) 2. Cost Containment Instruction Note 2 of 2016/2017; 3. DPSA Guideline for adoption of policies on the official utilisation of cellphones in the public service, Annexure A Option 1 of 2002

Table 2: Applicable Legislation