

MIS POLICY APPROVAL PROCESS

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	No change	Jul 2017

The following steps define the process for creating or revising and approving a new MIS policy:

- A.** A policy manager is identified. This is done by the MIS Management Team (MIS Chief, Technology Section Services Chief, and Business Services Section Chief).
- B.** A policy suggestion is made by the policy manager, users, or management mandates.
- C.** The policy manager works with management to determine whether there is a need for a new/revised policy. If the suggestion is rejected, the requestor is notified of the reasons for rejection. Alternatives should be suggested to the person making the request.
- D.** The policy manager researches the requirements for the new/revised policy. This research includes reviewing existing policies, obtaining examples from outside the organization (e.g other UN agencies, Gartner, Forrester, and various PPM frameworks), and conducting interviews with stakeholders affected by the new policy.
- E.** A draft policy is created. The draft policy is reviewed by the MIS Management Team and the policy suggestion originator.
- F.** Revisions are made to the draft, if necessary.
- G.** The revised policy draft is sent to the MIS Management Team for approval.
- H.** The policy is presented to the ICT Board for review and approval.
- I.** The policy is then subsequently reviewed and approved by Legal and the PPM Secretariat.
- J.** The policy is sent to the PPM Secretariat for uploading into the Policies and Procedures Manual (PPM) and issuance.