

MEMORANDUM

To: ALL Staff

Reference:

Through: Mr. Joerg Weich
OIC, Corporate Services

Date: 26 March 2019

From: Kamal Naim
Head ICT Unit, UN-Habitat

Subject: **Tablet Device Policy**

Please find attached a guiding policy for tablet devices at UN-Habitat Headquarters, Offices Away from Headquarter (OAHs), and Project Offices.

Thank you.

Policy on Tablet Devices

A. Purpose of the official tablet¹ device policy

The purpose of this note is to clarify the procedures relating to issuance and use of official tablet devices by staff members at UN-HABITAT.

B. Allocation of official tablet devices

- a) Official tablet devices are provided to eligible staff members from a list of UN-Habitat standard devices attached in Annex 1. This list will be reviewed on annual basis.
- b) Eligible staff who wish to use different models than those provided under the standards list, may purchase their own devices, at their own cost, as long as these devices are among the list of supported devices by UN Secretariat.
- c) A staff member is eligible for an official tablet device if he/she is at D1 level or where it is required for work exigencies as designated by ED or DED. In addition, the Division or Branch to which the staff member reports must have sufficient funds to cover the cost of these tablets
- d) Allocation of tablet devices assigned for a staff member may be revoked in cases where:
 - i. Duties and responsibilities change and the criteria for allocating a device are no longer fulfilled
 - ii. Funding is not available
 - iii. There is misuse of the device and/or service

C. Responsibilities of users and procedures on the use of tablet devices

Users allocated tablet devices must:

¹ A tablet computer, commonly shortened to Tablet, is a mobile device, typically with a mobile operating system and LCD touchscreen display in a single thin, flat package. e.g. IPAD, Samsung Galaxy Tab, Microsoft surface ,..etc

- a) Not connect the tablet using a SIM card data while roaming as respective roaming data charges will be deducted from the staff member's personal account.
- b) ensure the safekeeping, care and custody of the device
- c) Return the official device to their respective Division or Office, or transfer to ICT Unit, upon termination of employment with UN-HABITAT, or when the tablet is no longer required.
- d) ensure that the official tablet issued to them is not passed to any other user or employee without the authorization of the respective Head of Division/Office.
- e) Use the official equipment handover form to transfer device to another staff member

D. Mandatory Security Settings

- a) Tablet devices must be configured with a secure password of a minimum 4 numeric characters;
- b) Tablet devices will be completely "Erased" after 10 incorrect unlock attempts
- c) Tablet devices will be automatically locked after 5 minutes of inactivity;

E. Loss and Damage

In the event that an official tablet device is lost or damaged, staff member must immediately report the incident to the below offices so that appropriate action can be taken:

- i. UN-Habitat ICT Unit in the Office of Management
- ii. Security Service (UNON Security in Nairobi)

F. Replacement of tablet devices

Office tablet devices will be due for replacement after 3 years Lifecycle. Before that, the tablet device can only be replaced if it is malfunctioning and can no longer be used for the purpose it was provided.

A. Technical assistance

1. All technical questions regarding the use of mobile communication devices can be directed to the UNON/ICTS Helpdesk email icts.servicedesk@un.org or telephone +254 20 762 6065 in Nairobi. For personnel in out-posted offices, please contact the appropriate technical support provider.

Annex 1. List of Standard Tablets (Year 2019)

1. 11-inch iPad Pro

- Wi-Fi + Cellular models
- 256GB
- Liquid Retina display
- 11-inch (diagonal) LED-backlit Multi-Touch display
- Smart Keyboard Folio