Digital government toolkit

Digital Government Strategies: Good Practices
🔴 **Japan: Standardized Guideline on Promoting Digital Government**

The OECD Council adopted on 15 July 2014 the Recommendation on Digital Government Strategies. The Recommendation provides a set of 12 principles structured around 3 pillars. The OECD Secretariat is developing a Digital Government Policy Toolkit to support OECD member countries and non-member adhering countries with the implementation of the Recommendation. This practice was submitted by the government of Japan to be considered as a good practice in the implementation of one or more of the principles contained in the Recommendation.

Description of the practice:

Organisation:

National Strategy office of Information and Communication Technology, Cabinet Secretariat

Administrative Management Bureau, Ministry of Internal Affairs and Communications

https://cio.go.jp/en/index.php

http://www.soumu.go.jp/english/index.html

Name of the practice:

"Standardized Guideline on Promoting Digital Government" (Revised by the CIO Council of March 30, 2018)

Principles implemented:

Principle 7 – Effective organisational & governance co-ordination framework.
Principle 10 – Reinforced project management capacities

Description:

The Japanese government aims to realize a digital government responsive to the changing digital society through the improvement of convenience, efficiency, and transparency within the administration by thoroughly utilizing IT, along with reviewing administrative services. In order to successfully transform into this digital government, it is necessary to strengthen IT governance of individual ministries in addition to that of the government as a whole under "common rules," and is important for the Government CIO, along with CIOs of each ministries, to take the leadership role.

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This guideline was formulated as systematic common rule of the government, defining the roles of each organization within the government as well as basic policies and underpinnings for the procedures and processes regarding services, business process reengineering, and the maintenance and management of the government information system accompanying them. The points are as follows;

・Strengthen the Governance of Each Ministries

(To further ensure the effectiveness of strengthening IT governance in each ministries, clarify the roles of each Ministry CIOs, Deputy CIOs, and Executive Advisors to CIOs, together with the roles and functions of PMO (Program Management Office))

・Reflect the contents of Digital Government Strategy and Government Digital Transformation Plan

 (Revise in particular the items necessary for the implementation of the Strategy and the Plan such as "IT governance that creates value" "service design thinking" "Digital Government Medium to Long-Term Plan of Individual Ministries" "strengthen management and process" etc.)

・Position of the Digital Government Medium to Long-Term Plan of Individual Ministries

(Revise and expand the Digital Government Medium to Long-Term Plan of Individual Ministries at least once a year, taking the progress of various measures into account, while pursuing digital government in a structured manner.)

・Enhance and Establish group of standard guidelines

(After defining the "Standardized Guidelines on Promoting Digital Government", Guidelines for various different systems have appeared. In order to clarify the relationship with related documents, we will aim to facilitate its use in the future by rearranging them as the document system of the group of standard guidelines.)

・Establishment of Technology Committee for Digital Government

(Specify the establishment of a meeting body, consisting of delegates of the Executive Advisors to CIOs, which investigate or deliberate on technical and cross-sectional content in promotioning fields related to digital government such as data standards and technical standards, and make proposals based on the conclusion to the CIO Council.)

This guideline is a revised version of "IT Governance and Management Guideline for Central Government Information Systems" (decision by the CIO Council of December 3, 2014.).

Although no major revison has been done for 3 years since the formulation with the exception of formal revisions, taking into account the knowledge gained so far and good practices of each

ministries, decision was made for a major revision bearing in mind the current application situation. This time the revision was mainly made on strengthening IT governance based on the decision of the Government Digital Transformation Plan.

Results

It is specified in the revised version of "IT Governance and Management Guideline for Central Government Information Systems" to strengthen the function of PMO (Program Management office) within IT governance of the ministries.

Specifically, the existing abstract functions were broken down and refined based on good practices of each ministries, and clarifications were made on both newly required functions and functions already performed. Furthermore, after the development of the "Standardized Guidelines on Promoting Digital Government," Guidelines for various different systems have appeared. In order to clarify the relationship with related document, we will aim to facilitate its use in the future by rearranging them as the document system of the group of standard guidelines. Also, it specifies the establishment of a meeting body, consisting of delegates of the Executive Advisors to CIOs, which investigate or deliberate on technical and cross-sectional content in promoting fields related to digital government such as data standards and technical standards, and make proposals based on the conclusion to the CIO Council. Currently, Technology Committee for Digital Government has been established as such meeting body.

Development

Design:

It is designed at the "Guide TF" within "Digital Government Technological Task Force" (herein referred to as "TF") composed of Executive Advisors to Government CIO under the CIO Council.

Furthermore, Executive Advisors to Government CIO are, from the viewpoint of realizing digital government, predominantly employed from the private sector, so that they can provide necessary support and advice from professional and technical standpoint in order to promote sophistication, efficiency and rationalization of services and operationswhile allowing for the whole-of-government IT Governance to function.

Testing:

Although there is no particular pilot version, this guideline is a revised verion of "IT Governance and Management Guideline for Central Government Information Systems" (decision by the CIO Council of December 3, 2014.).

Implementation:

N/A

Resources:

Seven Executive Advisors to Government CIO are participating in the "Guide TF" and are responsible for deciding and revising this guideline in cooperation with several staff members of National Strategy office of Information and Communication Technology,
Cabinet Secretariat and Administrative Management Bureau, Ministry of Internal Affairs and Communications.

Diffusion and scaling:

The Guideline is available on the government CIO portal (https://cio.go.jp/ Jananese page) managed by National Strategy office of Information and Communication Technology, Cabinet Secretariat, as part of a group of standard guidelines. In addition, personnel in charge of information systems within each ministries are notified of the above in the meetings and training sessions related to digital government.

This guideline has been decided by the CIO Council and is widely used by each ministries. Preliminary consultations took place with personnel in charge within each ministry when formulating the guideline in order for it to be widely utilized.

Partnerships:

Administrative Management Bureau, Ministry of Internal Affairs and Communications

Lessons learned

Conditions required:

policy, leadership, supervision

Additional information: