

Handbook on Implementing e-Government

With Basic Introduction to e-Commerce

Prepared for Government Officials



Developed by

D.Net (Development through Access to Network Resources)

Sponsored by

Academy for Planning and Development



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Introduction

This handbook has been developed to supplement the training course on “Overview of e-Government and e-Commerce” held on 1-14 June, 2004, organized by Academy for Planning and Development (APD) with technical collaboration from D.Net - *Development through Access to Network Resources*.

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Introduction to Academy for Planning and Development

The Academy for Planning and Development (APD) started as a development project in 1980. In 1985, the Government declared the academy as a "Body Corporate" and the overall supervision and management responsibilities were vested upon a 15-member Board of Governors. The Academy receives financial assistance from the Government for carrying out its normal training, academic activities and developmental programmes. The objectives of the Academy are to:

- organize institutional in-service training programmes for officers of the Planning Commission, Economic Relations Division (ERD), Implementation, Monitoring and Evaluation Division (IMED), planning cells and projects under different ministries/agencies and divisions;
- arrange pre-service and functional training for new entrants in BCS (Economic) cadre and foundation training for other cadres during their probationary period as required under the recruitment rules;
- conduct special training courses for officials of other organizations as and when called upon to do so;
- provide consultancy services to the ministries/ agencies in preinvestment feasibility studies and in the formulation, appraisal, monitoring and evaluation of development projects;
- facilitate dissemination of knowledge and experiences in planning, development economic, project management and other related subjects through publications, documentation services, seminars and workshops;
- conduct research and evaluation studies on issues pertaining to development;
- maintain liaison with similar organizations at home and abroad;

Since September 1981 the Academy has been conducting training courses regularly in pursuance of its assigned responsibilities in the areas of project planning and management, economic development and administration. Till April, 2004 its different training programmes have covered about 14000 officers of various cadres and public and private agencies. API has assumed the role of developing a group of professionally trained project management executives and administrators.

Introduction to D.Net

D.Net is a non-profit organization, which envisages to use information and communication technology (ICT) for economic development of Bangladesh. Incepted in January 2001, D.Net obtained legal status under the Societies Act 1860 with the Registrar of Joint Stock Companies and NGO Affairs Bureau, Bangladesh. D.Net vision is to build a knowledge society, which leads Bangladesh towards prosperity and mission is to integrate information and communication technology with development process of Bangladesh.

It's main objectives are:

- To work for development of the ICT network through out Bangladesh.
- To disseminate knowledge among the poor and SMEs of Bangladesh for using ICT to participate actively.
- To work for using ICT for agriculture, health, education, legal right, awareness building and capacity building for development.
- To organize different activities to develop resource pool which can be shared over the Internet and other ICTs.
- To conduct action and policy oriented research on ICT for development mainly in the context of Bangladesh.
- To function as an agency for undertaking and promoting study, research and dissemination of knowledge in development economics and others related fields to planning for national development and poverty alleviation through use of ICTs.
- To provide information and offer advice on modern research techniques and methodology in economics and other social sciences.

It's current major programs are:

1. BORN: (www.bdresearch.org) "Bangladesh Online Research Network"
 2. PALLITATHYA (www.pallitathya.org) "Sustainable Rural Livelihood Information Network"
 3. BOBIN (www.bobin.info) "Bangladesh Online Business Information Network"
 4. Gunijan: Building a Proud Heritage (www.gunijan.org)
 5. Consultancy and Research Work: D.Net conducted several research and study for government and non-government organizations. The major research include
 - a. A desk study on "Status/Strategies of the Leather Sector of the Competing Countries" for Ministry of Commerce and German Technical Cooperation.
 - b. Management Information System (MIS) development for Ain-O-Solish Kendra, a reputed human right organization in Bangladesh.
 - c. IT auditing of Mercantile Bank.
 - d. Study on "Web based information services: A preparatory Study"
 - e. Study of "Making National Policies Working for Creating Female Employment"
 - f. System Study on PKSF Credit Bureau Database
-

Preface

This handbook is an output derived from some of the most eminent experts and practitioners in the field of e- Government and e-Commerce in the country, who gave their inputs mostly through lectures and handouts at the training course on “Overview of e-Government and e-Commerce”. This course was organized by Academy for Planning and Development (APD) – a prominent training institute for government officials – with technical collaboration from D.Net (Development through Access to Network Resources) – a leading non-profit organization dedicated to improving lives of citizens through the effective use of information and communication technologies (ICTs). This course has been the first of its kind organized in Bangladesh and is expected to pave the way for similar courses in APD and other training institutes. The role of ICTs in positive reform of governance is a topic much talked about but little understood. APD and D.Net are proud to provide the foundation for formal training on e-Government in Bangladesh.

Use of this Handbook

The handbook is the first of its kind aimed at providing a broad overview of the issues involved in e- Government and e-Commerce from policy and implementation stand-points. The handbook is mainly targeted for government officials who want to get an idea about the steps involved in implementing e-Government and also about the potential role of the government in promoting e-Commerce in Bangladesh. The handbook is intended to serve as:

- An introductory text for overview of concepts of e-Government and e-Commerce
 - A manual for getting aware about the opportunities and challenges of e-Government
 - A manual for do's and don'ts in implementing e-Government
 - A reference guide for technical terms of e-Government and e-Commerce
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List of Contributors

This handbook is largely based on the lectures and handouts given by lecturers at the training course on “Overview of e-Government and e-Commerce”.

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