

Process

1. All institutions are required to establish the valuation committee composed at least by three members: (a) a finance personnel; (b) legal personnel (c) a designated IT staff with the responsibility to report to RISA to facilitate the process as per the LAW N° 50/2008 OF 09/09/2008, Ministerial order n° 007/2009 of 01/12/2009 and the specific guidelines on depreciation and disposal of computer equipment in basic education dated 01/12/2021, jointly done and published by RISA and REB, for schools.
2. In a three-month timeframe, the valuation committee in each government institution or parastatal is expected to produce the report with clear categorization of the IT equipment to be disposed of, including type, period under usage, quantities, state/condition of each device, depreciation value, and proposed disposal options.
3. The Chief Digital Officer or Business Analyst (for sectors whose Digitization Directorates are led by Business Analyst) in the respective sector will revise and validate the valuation report before recommending the execution of the selected disposal option to the Chief Budget Manager of the concerned institution.
4. The Chief Budget Manager will officially write to the Rwanda Housing Authority, copying Rwanda Information Society Authority, requesting for a non-objection to dispose of the assessed IT equipment with a description of the type, quantity and disposal option selected (Repair for reuse purpose, Complete destroy and or public auction).
5. **Exception:** Due to low rate of computer (smart devices) penetration, auction option is not recommended on obsolete computers or computers that can be repaired.
6. The Chief Digital Officer or Business Analyst (for sectors whose Digitization Directorates are led by Business Analyst) in the respective sector and the assigned IT personnel in the institution or parastatal, in collaboration with RISA will establish appropriate collection mechanisms at regional level, and to designated relevant stakeholders namely: Primary and Secondary schools, IPRCs/TVET schools, repair centers, Enviroserve, or other private operators, for the disposal of the equipment.

Ideal Approach

In consideration of the need to increase the smart devices ownership and access gaps, some institutions adopt frameworks to enable their staff members to own laptops, tablets, and smartphones after a defined usage period of about 4 Years.

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