



**HIRSHABELLE STATE OF SOMALIA**  
**Public Financial Management Law, 2018**

Applicable from  
31 March 2019

**Instruction L –  
Management of MiFi Modem units**

## **Management of MiFi Modem units**

### **1. Authority, Purpose & Scope**

1.1 This Instruction is issued pursuant to Section 6 of Public Financial Management Act, 2017, as it relates to the proper functioning of the Public Financial Management System and Article 5.1 (g) of the Act Establishing the Ministry of Finance and Revenue Collection Authority as it specifically relates to establishing and maintaining the proper functioning of the financial management system.

1.2 The purpose of this Instruction is to provide appropriate policy guidelines for MiFi Modems being issued to eligible civil servants for work purposes and accredited training in the Hirshabelle State Of Somalia.

1.3 This Instruction applies to all contracted staff in the Hirshabelle State of Somalia Ministry of Finance, Civil Service Commission and Auditor General's office.

1.4 This Instruction will be implemented, overseen and compliance managed by the ICT Department of the [Ministry of Finance/Ministry of Finance & Economic Development].

1.5 All exceptions to compliance with these Instruction must have written approval of the Minister for Finance.

### **2. Control and Issuing of MiFi Modem Units**

2.1 All MiFi Modems that have been procured must be tagged and a record of the details of each unit entered in the Hirshabelle State of Somalia Asset Management System as soon as the Procurement Department has received the units. The Procurement Director must ensure that this has been done before any Modem is issued.

2.2 All MiFi Modems procured are to be securely stored by the ICT Department after they have been recorded in the AMS.

2.3 The ICT Director is to issue the Modems to eligible staff only after ensuring the following conditions have been met:

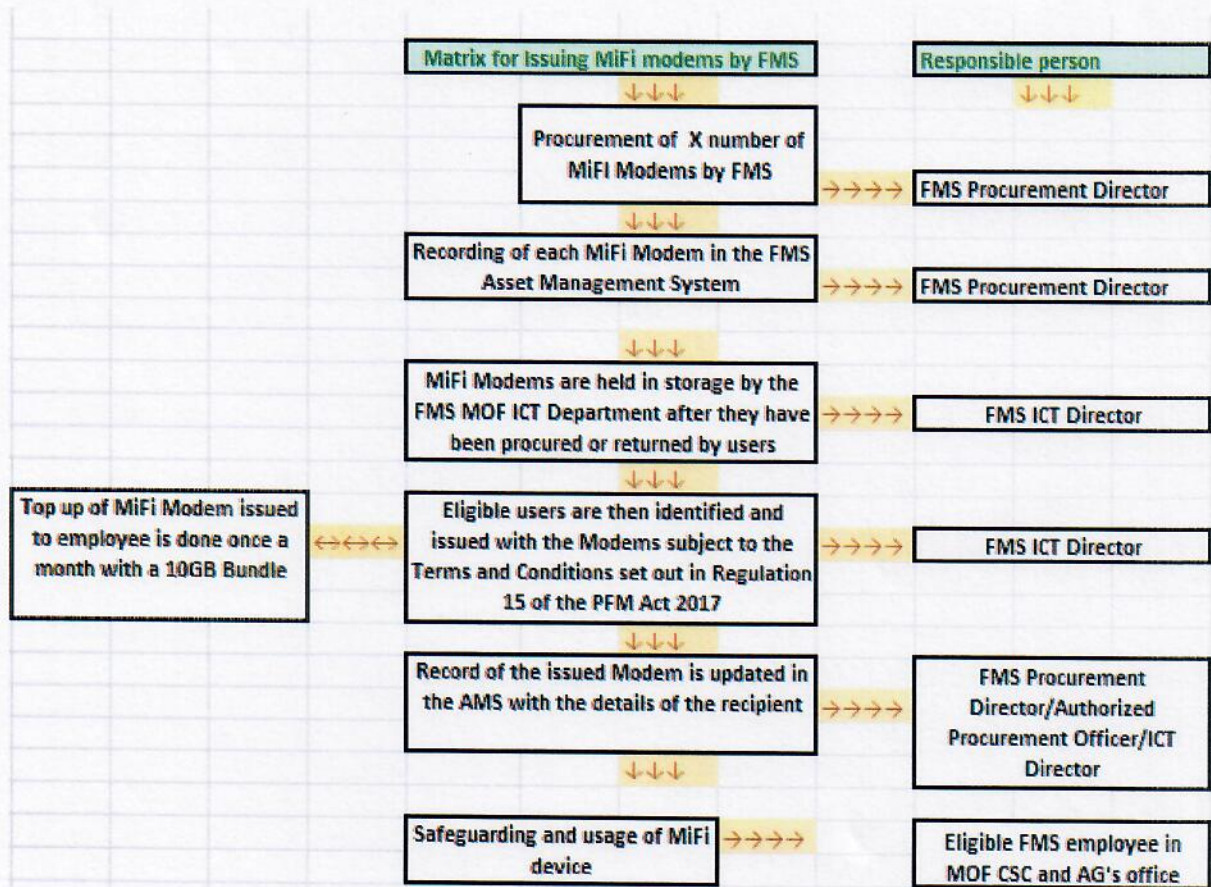
2.3.1 The SIM card in the device has been properly registered before they are used.

2.3.2 The default SSID and all login credentials on the modem have been changed to ensure that they are properly secured.

2.3.2 The records of the MiFi unit being issued is updated in the Hirshabelle State of Somalia AMS with the details of the recipient of the Modem.



**Matrix for Issuing MiFi and Top ups of Data Bundles by Hirshabelle State of Somalia**



**3. MiFi Modem for Official/Business Use Only**

3.1 The following instructions relate to individual usage of the internet using the MiFi Modem. Employees' activities on the internet, including content of their emails, are not subject to systematic monitoring. However, justified suspicions of misuse may cause Hirshabelle State Of Somalia ICT Department to investigate a given users' internet and email activities

3.2 The use of the Modem should always be work related only. Examples of internet usage that are not work related and thus not permitted are listed below (these are examples only and not a complete list, however are given to provide a broad framework against which the ICT Department will use when applying policy):

- 3.2.1 Accessing, uploading, downloading, or distributing pornographic or sexually explicit materials
- 3.2.2 Facebook (and other social media sites)
- 3.2.3 Job searching
- 3.2.4 Looking for or listening to music
- 3.2.5 MSN
- 3.2.6 Twitter
- 3.2.7 YouTube
- 3.2.8 Searching for or downloading software
- 3.2.9 Reading Sports results
- 3.2.10 Looking at, uploading or downloading photos
- 3.2.11 Looking at or downloading videos



- 3.2.12 Posting status on social media sites (e.g. Facebook, Twitter, Google+)
- 3.2.13 Streaming: Internet radio/TV and streaming of other live media (e.g. music sites, YouTube, BBC online, Vimeo, etc.) are bandwidth intensive and congests the network. Such services are not allowed and shall only be used when it is necessary for work related.

#### 4. Monthly Replenishment of Data Bundles for the MiFi Units

- 4.1 MiFi Modem top up is to be done only by the ICT Director and/or other authorized ICT Personnel
- 4.2 This is to be done once a month for each Modem assigned to an employee without any further top up for the rest of the month.
- 4.3 A top up of a maximum of 10GB is to be made ONLY for MiFi modems that have been issued to end users following the Instruction L Section 3 above, done once a month
- 4.4 Modems that have not been assigned to any user is NOT to be topped up.

#### 5. Entry into Force

- 5.1 This Instruction is deemed to have entered into force on date issued of **31 March 2019**.

**Mr. Mohamed Mohamud Abdulle**  
Minister of Finance and Economic Development  
Hirshabelle State of Somalia





**Appendix 1 – Terms and Conditions of Usage MiFi Modem Issued by Hirshabelle State of Somalia**

**Agreement of Compliance to be signed by MiFi Modem Recipient**

I \_\_\_\_\_ Payroll /ID/Passport number \_\_\_\_\_ on this day \_\_\_\_\_ confirm that I have read and understood the contents of the terms and conditions below of usage of MiFi modem issued to me by (HIRSHABELLE STATE OF SOMALIA MoF), prior to being issued with MiFi modem Serial/Tag number \_\_\_\_\_ (Tag/Serial number)

I understand the MiFi Modem is assigned to me for work purposes and accredited training only. It also has a maximum of 10GB data assigned each month. No further data bundles will be provided to me for the month.

**1. Instructions for safeguarding and usage of the MiFi devices**

- 1.1. Ensure that the default SSID and password of the MiFi modem is changed at the first instance and the details shared your Line Manager and ICT department for safe-keeping.
- 1.2. Ensure that the SIM cards are properly registered with the service providers and that they are not misused
- 1.3. Ensure that the MiFi modem is tagged and registered as an asset in the AMS to make it easy to track and identify
- 1.4. Turn off the devices whenever they are not in use as this reduces the chances of attempted malicious attacks
- 1.5. If possible, avoid using the devices in public places as it could expose your data to likely breaches
- 1.6. DO NOT leave the Modem exposed – store them away when not is use
- 1.7. Do NOT share the Modem, also do not give the Modem password away to others, and do not write the password on the device
- 1.8. Immediately report any cases of theft, loss, or breach of the assigned MiFi modem to your line manager and/or ICT department in the Hirshabelle State Of Somalia
- 1.9. Always ensure that the Modem is shut down and laptop is locked when not in use, as this can expose the password of the MiFi modem.

I confirm that I will abide by the s set out above and in Instruction L – Management of MiFi Modem Units on Internet as a resource provided for my work.

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**Signed**

**Date:**