

REPUBLIC OF RWANDA



EASTERN PROVINCE
KAYONZA DISTRICT

KAYONZA DISTRICT DISASTER RECOVERY PLAN

0. INTRODUCTION AND PURPOSE

All Organization are susceptible to disasters of all types, which can interrupt their business, or in the worst cases, shyut them down permanently. These disasters may be grouped into three categories:

- Natural disasters(Earthquake, Fire, Flood,Storms)
- Terrorist Acts(Weapons of Mass destruction)
- Power Disruptions, Power failure
- Computer software or hardware failures
- Computer shutdowns due to Hackers, Viruses, etc

Disaster recovery planning is the identification, prior the disaster, of all critical procedures and resources necessary for the organization survival. The purpose of such a program is to anticipate, and plan for thes emergency situations before they arise, thus lessening their effects.

A properly organized plan will ultimately take into consideration of the safety of clients, and employees first, and will also minimize the business interruption, which usually succeeds a disaster.

I.CURRENT SITUATION OF ICT AT DISTRICT

1. Communication Infrastructure

KAYONZA District in partnership with RDB established the pathway of the next generation of fast Internet connection “Optic Fiber” , a the District main Office.

This has enabled very fast communication and Internet facilities within the Institution which speedup the services toward the community.

The Fiber woeks with a string LAN empowed with a Domain Controller. This helps users to share data as well as hardware resources.Moreover LAN facilitates a centralized Network administration and Backup of District Data.

2. Management Information Systems

All services at the District are automized through strong Information Systems.These IS are able to produce adequate information after manipulation various available data .

Information this something that without which an Institution like The District can close the gate.The Information in the District is all we need for a better service derivery.

Below are the current Information Systems that are used by different services at the District.

1) Document Tracking and workflow Management System (DTWMS)

-This system is used to manage Incoming and outgoing mails and automate the flow of mails to different services .

2) Electronic filing (E-filing)

This system is used to digitilize all important district documents and make assure the flow of those document to adequate user.

3) Smart Financial Management System (SmartFMS)

- Financial management

4) Integrated Personal Payment System(IPPIS)

- Human resource management system

5) Health Management System (HMIS)

- Health management

6) INVICTUS

- For a good management of district fixed assets

7) District Websites

Is used to publish district events and other public documents

8) Office automization Systems Applications

These systems support general office work for handling and managing documents and facilitating communication.

- 1) Microsoft Office
- 2) GIS softwares
- 3) Adobe reader (PDF format)
- 4) Internet browsers
- 5) Antivirus etc....

II.TYPES OF BACKUP SYSTEMS ADOPTED AT KAYONZA DISTRICT

1. Internal Backup

The Internal backup is done on information or data produced by Office automization systems. These data are not considered very much critical to the Institution and hence are not considered to need an external backup.

However, these data are well treated at the district level and the backup is done on three device:

- Local machine
- District central server(using E-filing system)
- External storage device(external hard disk & flash memory)

➔ Each division should have an external storage device, to keep regularly the Office data in order to get a copy when a local machine or the domain controller is not working.

➔ The backup on external storage and on the server is scheduled weekly and is performed by users in each division with the supervision of ITC personnel.

2. External Backup

Most of critical information of the District is generated or scanned and used in E-Filing Systems.

At present KAYONZA District is having 5 Information Systems as listed below:

For better disaster recovery, all MIS of the District are supposed to be hosted outside the Institution. Currently most of District MIS are hosted in outside Institutions or in National Data Center .Other few of them are in the process of hosting.

List of Information system hosted outside the Institution

1. Document Tracking and Workflow Management System (DTWMS)

This IS is hosted in National Data Center at RDB. User is also able to download document for

local backup.

2. Smart Financial Management System (SmartFMS)

This IS is hosted in MINECOFIN but District staff can download required documents for local backup.

3. Integrated Personal Payment System(IPPIS)

This IS is hosted in MIFOTRA . User is also able to download documents for local backup.

4. Health management System (HMIS)

This is also hosted outside the District at the Ministry of Health.The backup is also done locally.

5. District Website (www.kayonza.gov.rw)

This is hosted at Broad System Corporation (BSC Ltd)

List of Information system in the process of Hosting

1. Electronic Filing System(E-filing)

We have a physical filing well organized . In addition electronic filing is designed for web based but for starting we have located it on the Server hosted at BSC district center , but we are planning to host using computer clouding system initiated by BSC

III.PREVENTING DISASTERS OTHER THAN LOSS OF DATA

- The Fire Extenguishers systems are Installed.
- 2 powerfull generators are Installed for electricity backup
- A lightining rod(paratonnerre/parafoudre)is Installed at all sensitive equipments .

However the District is planning to go further by Installing other peventing equipments like Water detectors, Fire alarms, smoke detectors and security camera.

IV.CONCLUSION AND RECOMMANDATION

Disaster recovery is a very important matter that need too much attention of Managers to ensure business continuity. Its implementation requires a team work spirit and a basic knowledge of ICT security. The District should engage the time and budget required for Disaster recovery .

ORGANIZED BY

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