

FORM DGA-DTO-01

[Official Letterhead of the Public Body]

(e.g., Department/Agency Name, Address, Contact Details)

Date: [Insert Date]

STEVEN MATAINAHO

Secretary

Department of Information and Communications Technology

P. Box 784

Vision City

WAIGANI

National Capital District

Dear Secretary,

SUBJECT: NOMINATION FOR DIGITAL TRANSFORMATION OFFICER (DTO) APPOINTMENT

In accordance with **Section 9 of the Digital Government Act 2022**, and following the **DTO appointment process**, I hereby nominate a Digital Transformation Officer (DTO) for [Name of Public Body].

Nominee Details:

- **Full Name:** [Nominee's Name]
- **Current Position:** [Position Title]
- **Contact Details:** [Email Address & Phone Number]
- **Qualifications & Relevant Experience:** [Brief Summary]
- **Justification for Nomination:** [Provide reason for selection and relevance to ICT/Digital Transformation]

Upon appointment, the nominee will:

- Coordinate with DICT on ICT and digital transformation matters.
- Facilitate system integration and interoperability.
- Support the delivery of digital services by the public body.
- Manage electronic data within the public body.
- Provide quarterly ICT reports to DICT or as requested by the Secretary.

We kindly request DICT's confirmation of this appointment. Additionally, should there be any future changes in the DTO designation due to resignation, termination, or reassignment, we will formally notify DICT.

We look forward to your confirmation and further collaboration in advancing digital transformation in Papua New Guinea.

Sincerely,

[Department/Agency Heads Full Name]

[Title]