**Survey - Implementation of Work-from-Home (WFH)**

Ministry/Department/Local Authorities/Parastatal Bodies/State-Owned Enterprise: **…………………………………………………………………**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Section/Division** | **Nature of duties performed \*** | **Whether WFH can be implemented**  **Yes/No** | **If Yes, whether WFH can be implemented during** | | **If No, reasons why WFH cannot be implemented** | **Remarks** |
| **Crisis period** | **As a normal work feature** |
|  |  |  |  |  |  |  |  |

**\* (Technical, Administrative, Finance, Project based, Research work, etc)**

**2. Where WFH can be implemented, answer the following questions:**

**During Crisis period**

* What activities could be carried out remotely during Crisis period as part of a Business Continuity Plan?

**……………………………………………………………………………………………………………………………………........**

* What are the grades of officers who would be required to work from home?

**…………………………………………………………………………………………………………………………………………**

* What percentage of officers in each grade would be required to work from home during Crisis period?

**…………………………………………………………………………………………………………………………………………**

**As a normal work feature**

* What activities could be carried out at home?

**…………………………………………………………………………………………………………………………………………**

* What are the grades of officers who would be required to work from home?

**…………………………………………………………………………………………………………………………………………**

* On what frequency the officers would be required to work from home?

**…………………………………………………………………………………………………………………………………………**

**3. What are the facilities which need to be provided to the officers for the implementation of WFH? (Please tick as appropriate)**

**(Please tick as appropriate)**

1. Replacing Desktop PCs in a phase manner with laptops
2. Email access to every officer eligible to work from home
3. Secure VPN access if applicable to digital platforms
4. Collaborative platform to share document, chat and video conferencing
5. Others **…………………………………………………………………………………………………….…**

**4. What are the obstacles/challenges that make it difficult to work from home?**

**…………………………………………………………………………………………………………………………………………**

**5. What should be done to make the WFH Scheme more effective?**

**…………………………………………………………………………………………………………………………………………**

**6. What improvement/amendments which could be brought to the Work-from-Home Protocol to make it more acceptable to all stakeholders?**

**…………………………………………………………………………………………………………………………………………**