THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE - PUBLIC SERVICE MANAGEMENT

e-GOVERNMENT AGENCY

Document Tittle

Government Domain Naming Standards

Document Number

eGA/EXT/APA/003

APPROVAL	Name	Job Title/ Role	Signature	Date
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1. INTRODUCTION

1.1 Overview

The e-Government Agency (eGA) is established under the Executive Agencies Act No.30, 1997, Cap. 245 as a semi-autonomous Institution under President's Office Public Service Management. eGA is charged with the mandate of providing coordination, oversight and provision of e-Government initiatives and enforcement of e-Government standards to Public Institutions. In executing its duties, eGA shall implement and maintain a coordinated government operations for Information and Communication Technology (ICT) that include the formulation of standards, technical guidelines and procedures to effectuate the purposes of the Agency.

This document contains standard procedures for naming and operating domains in the Public Sector and clearly indicates the mandatory as well as the optional choices available in naming Government domains.

1.2 Rationale

Government domain naming has been guided by choice and likeness of concerned institution, which resulted in conflicting domain names as well as unrelated domain names for similar Public Institutions, leaving a possibility of misaligning Government online presence, unsecure and exploitable systems and tarnishing Government image. Further, central protection of the Government in the cyber scape is cumbersome and unmanageable in uncontrolled environment.

Also, Government Institutions need to be leading examples in compliance with the Electronic and Postal Communications Act No.9/2010 as elaborated in the Electronic and Postal Communications (Electronic Communication Numbering and Addressing) Regulation 10, 2011;

- Regulation 10 (1), provides that any public or business entity in Tanzania shall register and use domains with country code Top Level Domain (ccTLD), the dot-tz; while

- Regulation 10 (2) provides that dot-tz Electronic Communications shall be used for all official correspondences unless where proved technically not possible.

1.3 Purpose

This document shall address how domain naming is to be addressed and avoid conflicting domain(s). More specifically;

a) Align all Public Institution websites and systems with the official Government domains.

b) To ensure that all Public Institution websites are clearly branded

c) Promote the Tanzania's Government brand for all online services, and present them as the authoritative sources of trusted and accurate content.

d) To enable the creation of effective and easy to remember Uniform Resource Locator (URL).

e) To have accurate and reliable registry of Government cyber presence, and centrally monitor and protect security of Government systems.

f) To guarantee Government's operations in cyberspace and protect Government ICT infrastructures.

1.4 Scope

This document is applicable to domain naming for Public Institutions including Ministries, Independent Departments, Authorities, Agencies, Commissions, Parliament, Judiciary, Boards, Councils, Regional Administrative and Local Government Authorities. Also, it covers the naming standard for Embassies, Consulates and High Commissions of Tanzania abroad.

2. THE DOMAIN NAMING STANDARDS

2.1 Standard for Registration of Government Domain Names

Public Institutions shall have their domains names registered by the Government through eGovernment Agency and declaration of officially registered domains shall be done annually.

Standard Details

i. Any Public Institution wishing to have online presence, shall own domain name that have to be registered by the Government to recognize their ownership;

ii. e-Government Agency (eGA) shall register all Domain Names, for all Institutions in the public sector;

iii. Any Public Institution wishing to register or renew a domain name shall channel the request to eGA;

iv. Any Public Institution that has registered its domain with another company shall to transfer that registration to eGA; and

v. Public Institutions shall annually declare their online presence by disclosing status of their registered domain name(s), subdomains name (s) and their registrars to eGA.

2.2 Standard for Categorisation of Government Domain Names

Public Institution shall have their domains names registered in the categories that are approved for use in the public sector.

Standard Details

The following are approved categories of domain names to be used by Public Institution:

i.   State owned commercial companies and Institutions as per Tanzania laws should use *.co.tz* Examples: ***ttcl.co.tz*** | ***tanesco.co.tz*** | ***twigabancorp.co.tz*** | ***muwasa.co.tz;***

ii. Non-profit making state organizations should use *.or.tz*. Examples: ***psssf.or.tz*** | ***tirdo.or.tz*** | ***tasaf.or.tz;***

iii. Government entities such as ministries, independent departments, authorities, agencies, commissions, parliament, judiciary, boards, councils, regional administrative and local government authorities should use *.go.tz*. Examples: ***tanapa.go.tz*** | ***tanroads.go.tz*** | ***nbaa.go.tz;***

iv. Tertiary academic or technical institutions with accreditation should use *.ac.tz*. Examples: ***udsm.ac.tz*** | ***udom.ac.tz*** | ***mzumbe.ac.tz*** | ***mweka.ac.tz;***

v.   Tanzania Military entities should use *.mil.tz*. Examples: ***zanzibar.mil.tz*** | ***tpdf.mil.tz;***

vi. Schools should use *.sc.tz* (e.g. secondary). Examples: ***kiboshogirls.sc.tz*** | ***kikaro.sc.tz*** | ***azania.sc.tz;*** *and*

vii. Informational sites such as museum should use *.info.tz*. Examples: ***museum.info.tz*** | ***makumbusho.info.tz.***

2.3 General Standard for naming Domain Names in Public Sector

A Public Institution shall register **ONLY ONE (1)** *unique and simple domain name for all its business operations, and all other domain requirements shall be captured by a subdomain under its officially registered domain.*

Standard Details

i.   Domain names should be unique and not conflicting with other network registration and naming conventions;

ii. Public Institution's domain names must reflect the name of the Institution to which it is legally assigned. In this case the domain names should be;

    a. Telegraphic names of the Institution as assigned by President's Office, Public Service Management (POPSM), e.g. IKULU, UTUMISHI, TAMISEMI, HAZINA, AFYA, MAWASILIANO etc,

    b. Abbreviation of the Institution as defined in the Institution's establishment order, e.g. TRA, BOT, TANESCO, TTCL, DAWASCO, NSSF etc, or

    c. Where both telegraphic names and abbreviations are applicable, then telegraphic names should prevail.

iii. In case of changing the existing domain name, the old domain name should exist for the period of at least eight (8) months with a redirection page to the new domain name and with notification to the users of the new domain; and

iv. URLs should contain lowercase characters.

2.4 Specific Standard for naming Domain Names in Public Sector

Public Institutions that are in categories of Regions, Districts and their Councils together with Ministry responsible for foreign affairs shall use approved standards domains names.

Standard Details

The following are approved standards to be used by Ministry responsible for foreign affairs, Regions, Districts, District Councils, Town Councils and City Councils.

    i. Ministry of Foreign Affairs, East Africa, Regional and International Cooperation shall use the domain name ***foreign.go.tz***;

    ii. Region name shall be used as a domain name. Example ***dodoma.go.tz;***

iii. District name shall be used as a domain name. *"dc"*. Example *mvomero.go.tz;*

iv. City name shall be appended with the word *"city*. Example *mbeyacity.go.tz*;

v. Municipal Council name shall be appended with letters *"mc"*. Example *ilalamc.go.tz;*

vi. Town Council names shall be **appended with letters "tc". Example, makambakotc.go.tz;** and

vii. District Council names shall be **appended with letters "dc".** Example, *kasuludc.go.tz.*

2.4. Standards for Creation of Subdomains Names in the Public Sector

A Public Institution shall create subdomains for valid causes, and Administrative Authorities such as Embassies, High Commissions, Consulates, Divisions, Wards, Villages/Streets (Mitaa) and Various Service Delivery Points shall be given subdomain within respective higher Authority.

Standard Details

i. Public Institution should use sub domain in case;

   a. Information or service provided on that domain is short term, e.g. a six months project,

   b. Institution has a need for a second domain name, or

   c. Institution need to present information, service, application and systems within the context of a topic or "brand" name. e.g. helpdesk.ega.go.tz, tancis.tra.go.tz, portal.ajira.go.tz, support.hcmis.utumishi.go.tz etc.

ii. Public Institution should be guided by the following standards in using subdomains;

a. The principal domain name for the Institution is a second level domain e.g. "instutition.go.tz". An institution will have sub-domain names at level three or four of the type "xxx.institution.go.tz" and "xxx.yyy.instutiton.go.tz"; where xxx or yyy should conform to section 2.4 part i (c).

b. For subdomains with multiple words in the form of a phrase, hyphens will be used to separate the words. *e.g. Electronic Government can be Electronic-Government or e-Government*

c. All subdomain will be given standard non-www subdomain and it will be the role of the Public Institutions to promote and market the non-www URL. In addition, users will automatically be given the "www" subdomain with a permanent redirect to their content at the non www subdomain.

iii. All embassies/high commissions/consulates are under the Ministry of Foreign Affairs, East Africa, Regional and International Cooperation which uses the domain name ***foreign.go.tz***. This domain shall be used for naming embassies, high commission and consulates as subdomains.

a. The permanent diplomatic missions of Tanzania abroad classified as **Embassies** or **High Commissions** shall use the respective country's name/abbreviation of the country appended to ***foreign.go.tz (i.e. "country's name".foreign.go.tz)***. Examples of embassy and high commission domain naming scheme are; ***usa.foreign.go.tz*** and ***zambia.foreign.go.tz*** respectively.

b. The diplomatic missions of Tanzania abroad classified as **Consulates** shall use the country's region/city (where the consulate is situated) name appended to ***foreign.go.tz***. ***(i.e. "region/city name".foreign.go.tz)***. Example of consulate domain naming scheme is ***mombasa.foreign.go.tz***.

c. Administrative Authorities such as Division, Ward, Village/Street (Mitaa) and Service Delivery Point shall be given subdomain within respective higher Authority. Example, ***kariakoo.ilalamc.go.tz.***

3. IMPLEMENTATION, COMPLIANCE AND REVIEWS

3.1. This document shall be effective upon being signed on its first page.

3.2. This document shall be subjected to review at least once every three years or whenever necessary changes are needed.

3.3. In case of any exceptions to these standards, authorization should be obtained from same authority which authorized this document or the owner of this document.

4. GLOSSARY AND ACRONYMS

4.1. Glossary

- **Domain Name** is the name that identifies and locates an Institution or other entity on the Internet space. Domain names are an important component of the Tanzania Government's online presence, to provide a better service to the citizens, business partners and other organization, and to ensure a consistent approach to communication of Government initiatives and services.

- **Sub Domain Name** is a domain that is part of a larger domain. Sub domains are used for Public Institutions with multiple goals under the umbrella of the same brand that want to provide a popular product or service, but want to develop a multi-faceted community area and still tied to the brand's domain/URL.

4.2. Acronyms

- POPSM – President's Office Public Service Management and Good Governance

- eGA – e-Government Agency

- URL – Uniform Resource Locator

- EPOCA - Electronic and Postal Communications Act

- ccTLD - country code Top Level Domain

5.   RELATED DOCUMENTS

- eGovernment Guidelines, 2017.

- eGovernment Application Architecture - Standards and Technical Guidelines *(eGA/EXT/APA/001)*.

- eGovernment Security Architecture - Standards and Technical Guidelines *(eGA/EXT/ISA/001)*.

6.   DOCUMENT CONTROL

VERSION	NAME	COMMENT	DATE
Ver. 1.0	eGA	Creation of the Document	March, 2016
Ver. 1.1	eGA	- Clarity provided on a) Public Institutions must have only one domain and b) Domain names of Public Institutions, must be registered by the Government. - Requirement for annual declaration of ownership or non-ownership of domain (s) by Public Institutions introduced.	November, 2018