



Dipartiment tal-Kunsilli Lokali

Local Councils Department

LCD 13/1994/VI

17 December 1999

To Secretaries & Mayors
Local Councils

Memo 85/1999

Y2K Contingency Plan

Following the Permanent Secretary's (OPM) communication to all Permanent Secretaries, Director Generals and Directors to prepare a Contingency Plan for the Y2K eventually, I am herein outlining the plan of action for this purpose:-

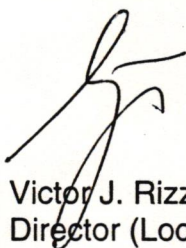
- (a) Where the usual processes are 'electronic', manual systems should be resorted to;
- (b) Backing of ALL DATA must be made on 31/12/1999. MITTS will be taking action to make full backups of Software under its responsibility, where this is required;
- (c) All computers/printers and other electronic apparatus should be shut down on 31/12/1999 for 2 days;
- (d) Councils are to be advised/informed to abide by this plan of action.

(e) Data inputting should be limited during the 'red alert' period - 31/12/1999 to 02/01/2000. Business should be resumed as usual on Monday 3rd January 2000;

(f) All relevant desks are required to make their individual plan of action.

All concerned are strictly advised to abide by this plan of action.

Clarifications or difficulties should be referred to undersigned or Mr Joseph Zammit, Year 2000 Project Manager (MITTS) on Tel: 234710.



Victor J. Rizzo
Director (Local Councils)

cc: Minister for Justice and Local Government
Permanent Secretary, Ministry for Justice and Local Government
President, Local Councils Association
President Local Councils Secretaries Association (Malta)
General Auditor
Mr Joseph Zammit, Year 2000, Project Manager, MITTS