**QUESTIONNAIRE**

**IT Asset Management and Procurement: Best Practices**

1. To what extent is the IT asset management and procurement system **centralised** in your country? What proportion of the public sector procures IT assets via your country’s central procurement agency? Is it compulsory or voluntary?
2. How is your country’s central procurement agency **financed** (e.g. charges service fees, centrally financed)? Does the procurement agency or the given public organisation pay for the procured IT assets?
3. Who is responsible for maintaining the **registry** of IT assets in the public sector? Is it used for procurement planning (e.g. anticipating IT assets approaching the end of their lifecycle)?
4. What is the **communication strategy** of your country’s central procurement agency to highlight benefits stemming from co-operation with them (e.g. publishing success stories)?
5. Does your country’s central procurement agency provide **any support** (e.g. consultation) to public institutions and organisations when determining their IT asset procurement needs? Can the agency influence / have a say in their needs?
6. Has your country’s central procurement agency made conscious efforts towards **homogenising** the types of procured IT assets?
7. How is the **lifecycle** of public IT assets managed in your country (e.g. sustainable and secure disposal of end-of-life assets, moving used IT assets across public organisations etc.)?
8. To what extent is the procurement process **digitalised** in a user-friendly way (e.g. webshop / webcatalogue solution) in your country?