TERMS OF REFERENCE
INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) STEERING COMMIITTEE

Establishment

The Information and Communication Steering Committee (ICT Steering Committee) has been establish to ensure that the Institute of Chartered Accountants of the Caribbean's (ICAC) investments in Information and Communication Technology are aligned with ICAC strategic goals and coordinated to eliminate duplication.

Mandate

The ICT Steering Committee will:

1. develop a strategy for the management and sharing of information between ICAC and its stakeholders;

2. ensure that the ICT infrastructure* is in line with ICAC's strategic goals;

3. monitor the implementation of major ICT investment projects, and report on performance of project to the ICAC Board of Directors as required;

4. monitor benefits arising from ICT investments and ensure their full realization;

5. monitor and make recommendations on risks associated with ICT investments;

6. monitor arrangements with ICT service providers and outsourced vendors to ensure performance baselines are met.

Responsibilities

The Committee's responsibilities are to:

1. Develop a comprehensive information and Communication Technology Strategy and Plan;
2. ensure that significant Information and Communication Technology projects meet business requirements;

3. review project initiation requests, ensuring a valid business case exists; commission reviews and feasibility studies where appropriate to establish viability or preferred approaches to investment;

4. ensure that effective project methodology is used in the execution of significant Information and Communication Technology projects;

ICT Infrastructure includes all network and application resources utilized by ICAC. Including email, financial applications, website and network application and hardware.

5. monitor and report on post-project value/benefit realisation for significant Information and Communication Technology projects;

6. monitor and make recommendations on risks associated with significant Information and Communication Technology investments;

7. review and approve arrangements with ICT service providers and outsourced vendors;

8. monitor ICT performance and recommend changes to the ICT infrastructure to improve efficiency;

9. ensure all ICT resources and infrastructure are properly managed and protected.

Members

Committee members will consist of the Chairperson designated from the ICAC Board of Directors, Chief Executive Officer (representing internal stakeholders) and a nominated representative from each member body of the ICAC (representing external stakeholders).

Meetings and Agenda

Meetings are to be held quarterly and must be initiated by the Chairperson of the Committee. Meetings may be in person to person setting or by teleconference at the discretion of the Committee.

Meeting agenda must be within the scope of Committee's terms of reference outlined herein.

The Committee may call special meetings based on urgent needs of ICAC.

Conflict of Interest

Committee members are required to bring to the attention of the Chairperson any conflict of interest or potential conflict they may have with any item on the committee's agenda.

ICT Infrastructure includes all network and application resources utilized by ICAC. Including email, financial applications, website and network application and hardware.