

The Institute of Chartered Accountants of Pakistan
Term of Reference for IT Committee

1. Formation:

- 1.1 The term of the committee so formed will be for a period of two years. Upon resignation or cessation of any member from the committee, the President will fill the casual vacancy in consultation with the Vice Presidents and the member so appointed will serve the Committee for its remaining term.
- 1.2 The Committee will comprise of such number of members but not more than ten members including Executive Director Corporate and Legal Affairs as the ex-officio members.
- 1.3 The Head of IT will attend all the meetings of the Committee and act as its Secretary.
- 1.4 With the permission of the Chairman IT Committee any person with requisite experience may be co-opted on the committee for a period of six months.

2. Reporting:

- 2.1 The Committee will report to the Executive Committee of the Council on half yearly basis.

3. Role and Responsibilities:

- 3.1 To ensure that the strategic objectives of the IT department are aligned with the overall Strategic Objectives of the Institute.
- 3.2 To ensure availability of suitable IT resources, skills and infrastructure to meet the strategic objectives
- 3.3 To ensure that all the developments in IT are relevant from a business perspective.
- 3.4 To continuously review progress on major IT projects and suggests means to overcome any impediments in the progress.
- 3.5 To provide phased plan for automation of the entire operations / functions in paperless environment.
- 3.6 To monitor project plans for delivery of expected value and desired outcomes on time and within budget.
- 3.7 To identify exposure to risks associated with IT and devise strategies to overcome those risks including compliance risks.
- 3.8 To provide direction to the Council relating to overall IT strategy.
- 3.9 To assign priorities to different IT projects.
- 3.10 To recommend budget relating to the IT every year.

- 3.11 Provide guidance to the IT department in developing documentation, necessary for enhancing IT governance, such as IT Strategy, IT Operational Policies and Procedures, IT Security Policies and Procedures etc.. the review of such documentation as well as ensuring their implementation by the IT department.
- 3.12 Review Backup policies / BCP arrangements and recommend improvements.
- 3.13 Review of licensing arrangements with vendors and recommend any modifications or changes required for such arrangements.
- 3.14 Propose guidelines for classification of confidential information for sharing of such information by various categories/levels of people within and outside the Institute.