



ADIB – Procedure

# **Delegation of Authority**

## **PRC-ITD-511**

Version: 7.0

Date: 30<sup>th</sup> April, 2023



Dept./ Unit: Technology / GRC  
Procedure: PRC-ITD-511 Delegation of Authority

Issue Date: 30<sup>th</sup> April, 2022  
Version: 6.0

## Version Control & Change Management

Version	Issue Date	Details of Change	Reason for change
7.0	30 <sup>th</sup> April, 2022	Updated frequency of updating Succession plan	As per best practices
6.0	30 <sup>th</sup> April, 2022	Updated; Succession plan shall be updated on annual basis	Align with current practices
5.0	30 <sup>th</sup> April, 2021	Removed "Compliance Documentation" section	Not applicable to process objective.
4.0	Publishing Date	Modified document ownership	To align with organization structure
3.1	Publishing Date	Document republished with no change required	Process review cycle
3.0	Publishing Date	Document updated in New template	Document Review
2.1	Publishing Date	Re-published document with no update	Document review
1.2	Publishing Date	Minor Changes – format changes done	New Procedure template being practiced

Prepared by	Approved by	Reviewed by
Governance Team	Head of OCIO	IT Governance Manager



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## 1 Purpose & Scope

This Procedure is established to define the limits of authority designated to specified positions of responsibility within the ITD and to establish the types of obligations that may be approved by individuals.

This procedure is applicable to all ADIB ITD Staff with defined responsibilities and non-financial approval authorities.

## 2 Process Owner

Head of OCIO

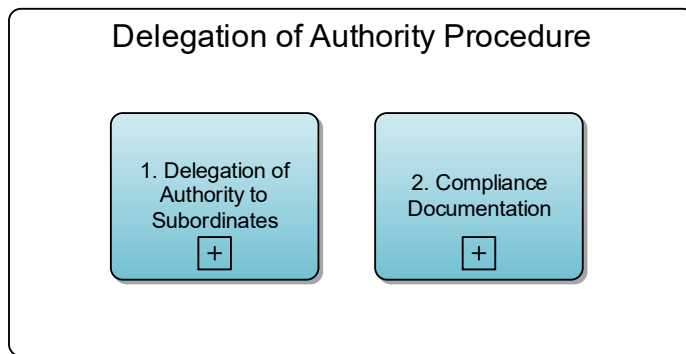
## 3 Other stakeholders

ITD Leaders

## 4 RACI Matrix

Roles / Activity	Authority Delegator	Delegate
Delegation of authority to subordinates	A	R
Compliance documentation	I	A

### 4. Delegation of authority – High Level Process Diagram





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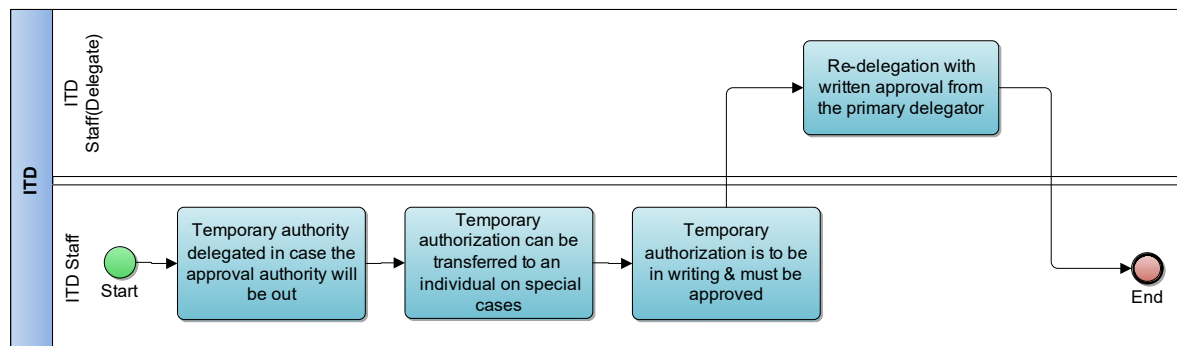
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## 5 Detailed Process Description and Workflows

### 5.1 General Statements

Sr. No.	Process Step Description
1	Delegation of Authority shall always be as per the updated succession plan template (Appendix-A)
2	Any changes proposed to the succession plan shall be approved by the line manager and the department head and then sent to Technology Governance for updating and consolidating of the succession plan.
3	On an Annual basis, Technology Governance shall get the succession plan updated.

### 5.2 Delegation of Authority to Subordinates



Sr. No.	Process Step Description	Responsibility	Document (Record, WI) / Tool Reference
1	Temporary authority may be designated whenever an individual with approval authority will be out of the office for more than one business day	Individual (Authority Delegator)	Appendix – A Succession Plan
2	On special cases (for e.g.: in case the backup person is also on leave) temporary authorization can be transferred to an Individual (who can be an Individual not even as per the backup plan) as deemed fit by the delegator.	Individual (Authority Delegator)	-



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Sr. No.	Process Step Description	Responsibility	Document (Record, WI) / Tool Reference
3	The temporary authorization shall be in writing (e.g.: email) with the details of effective length of time of delegation, the details of delegate (name, designation, contact details etc.) and it shall be approved by the reporting manager of the individual who is delegating authority.	Individual (Authority Delegator)	-
4	A delegate who has already been delegated with responsibilities can only re-delegate the said responsibilities to another person with written approval from the primary delegator.	Delegate	-

## 6 Key Performance Indicator (KPI)

Sr. No.	Key Performance Indicator	Target	Source	Reporting to	Frequency	Formula
1	% Adherence to the updated Succession plan	95%	Succession plan	ITD Leaders	Annual	(Number Delegations given based on succession plan/Total number of delegations to Sub ordinates) * 100

## 7 Risks and Controls

Risk	Controls	Reference (section number in the procedure)
Risk of delay in ITD operations and deliverables in the event of absence/ unavailability of responsible individual for decision making; due to inadequate identification and assignment of decision-making responsibility and/ or delegating responsibility to subordinates.	ITD Succession plan is prepared, updated and maintained on semiannual basis.	5.1 General
	Delegation of authority is done as per the approved succession plan and changes are updated and approved.	5.2 Delegation of authority to sub ordinates

## 8 Appendixes

PRC-ITD-511 Appendix A Succession Plan