

Information Technology Working Group

Terms of Reference ITP117

1. PURPOSE

The IT Working Group (ITWG) is responsible for the effective and cost-efficient application of information technologies, related personnel resources and funding to the goals and the needs of National Ambulance. The IT working group aims to obtain the greatest value and returns for its use within a well-controlled risk containment IT framework. ITWG provides cooperation, collaboration and consensus-driven IT guidance to both the Information Technology Department and the company.

2. SCOPE

To oversee the continuation, introduction, substitution, maintenance and/or removal of IT equipment, services and software.

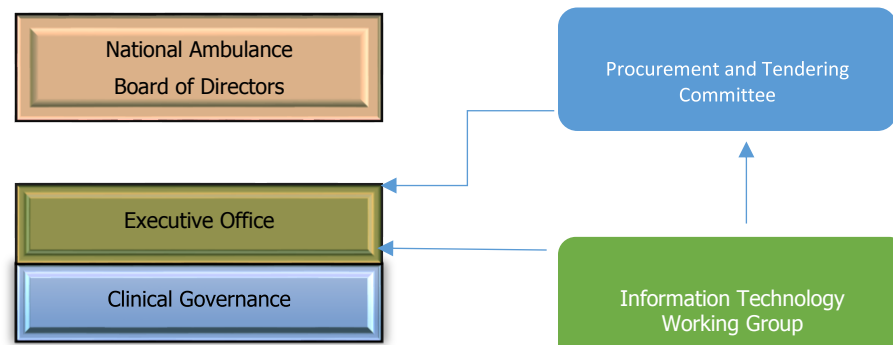
3. OBJECTIVES

The IT working group provides IT related submissions on IT progress and approval seeking from the Procurement and Tendering Committee. This involves:

- Reviewing and recommend major IT initiatives for execution and delivery;
- Ensuring alignment and support of all selected IT initiatives, with the major goals, strategy and direction of the organization;
- Getting organizational acceptance of risks associated with selected IT initiatives, and continuing oversight of these risks to ensure their containment, within governance scope.
- Maintaining continued oversight through the ePMO reporting of all Strategic IT initiatives currently in execution and for ongoing decision making associated with this oversight to approve initiatives' continuation (and continued funding);
- Participating in the annual IT and Corporate goal setting and planning processes;
- Agreeing to a collection of proposed initiatives linked to new/changed goals; and resolving collisions, overlaps and redundancy situations between potential new initiatives and continuing initiatives;
- Complying with ISO14001 in adhering to responsible green and environmental practices;
- Establishing processes for evaluating Information technology purchases before approval for use or purchase;
- Ensuring that the impact of a new, substitute or removal of Information Technology is assessed from both clinical and financial perspectives before being approved for use, purchase or removal;
- Standardising the Information Technology environment best suited to meet the clinical, safety and financial needs of NA, within the scope of the working group
- Reviewing and maintenance of the IT Asset management register;
- Evaluate alignment between IT and Corporate Strategies;
- Ensuring project management and corporate change management and IT change management processes are implemented for IT related initiatives;
- Evaluate IT compliance with all legislative and legal requirements;
- Reviewing the strategy and roadmap for all IT services;

- Reviewing IT projects and classification of strategic/non-strategic;
- Reviewing progress of Strategic project delivery;
- Reviewing key operational issues from current IT service offerings;
- Discussing possible resolutions to non IT projects facing IT issues as identified through other sources;
- Agree on the validity time frame for blanket purchase orders before seeking the approval from ITWG;
- Comply and consider ISO and JCI requirements;
- Reviewing of relevant QHSE incident, near miss and hazard reports related to IT;
- Reviewing of information from external global, federal or local agencies including, current and changing legislative requirements related to IT;
- Ensuring a risk assessment is done on all 'IT' goods and service procurement and where risk management / usage controls are required, this is documented in the appropriate QHSE Risk Assessments.

4. ACCOUNTABILITY AND GOVERNANCE



5. FUNCTIONAL MEMBERSHIP

The Chair will review the membership of the group and terms of reference, annually.

Chair	IT Manager
Member	Director, Operations (Abu Dhabi/Northern Emirates)
Member	Financial Controller
Member	Director, Supply Chain & Facilities
Member	Enterprise Project Manager
Secretary	TBC

Other Expert attendees To be invited by the group as required

The Chair has the authority to co-opt other members, as and when required.

6. PROCESS FOR SUBMISSIONS

Submission will be made to the IT Working Group via process outlined in the policy and procedure.

Product item value will be limited to below AED500,000. Any items exceeding this will first be approved for review by the Procurement and Tendering Committee.

All submissions must be provided in English. If referred to the Board of Directors (over AED999,999) they will be subsequently translated to Arabic prior to submission.

7. CONFLICTS OF INTEREST

For the duration of their membership, members will be required to declare any interests that could reasonably be anticipated to lead to a conflict of interest. Co-opted members will also be required to make this declaration.

A Conflicts of Interest Register will be maintained and updated at each meeting and reported to the Executive Office, where declared.

8. QUORUM

Minimum one representative from each area.

In the event of the Chairperson being unable to attend the meeting or where the Chair registers a Conflict of Interest then a Deputy will be appointed.

9. MEETINGS

ITWG members are to meet no less than a minimum of four times per year with an annual audit and review or when required.

Minutes are to be published and kept in the company shared drive with access only to approved members. The minutes are to be provided in English.

Decisions of the committee are based the majority vote. If the vote is tied the Chair has the deciding vote.

10. URGENT MEETINGS

If an urgent meeting is required and a quorum is unavailable, or where an emergency is declared, members of the ITWG may convene a meeting through email outlining their request and call for action.

Any actions must be reported at the next meeting, along with supporting documentation.

The agenda will be circulated seven calendar days before any meeting along with the previous minutes of meeting

The minutes of meeting with action points will be distributed five working days after the meeting by the Secretary.

The agenda items must include at a minimum:

1. Declarations of Conflicts of Interest
2. Minutes of the previous meeting
3. New business (by work streams)
4. New risks
5. New actions
6. Any other Business

12. MINUTES

The secretary must circulate Minutes of Meetings within five working days to its members and the Procurement and Tendering Committee:

Minutes are to be published and kept in the company shared drive with access only to approved members. The minutes are to be provided in English and Arabic.

13. PROCEDURES AND FORMS

Form Number	Forms relevant to this working group

14. DOCUMENT CONFIGURATIONS CONTROL

Change Brief

Version No.	Date	Changes
1	January 2018	Created by Manager IT and Director, Performance and Evaluation

Review & Approval: Executive Office

Date: