

INFORMATION SECURITY GOVERNANCE COMMITTEE

TERMS OF REFERENCE

COP422

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1. Introduction

This committee is mandated by DoH Abu Dhabi Healthcare Information and Cyber Security Standard (DoH ADHICS) and provides management oversight and direction for the information security program and monitor its performance to continuously meet DoH ADHICS.

2. Scope

This committee will oversight the information security program and all its involved activities, policies, and processes.

3. Purpose

The purpose of this committee is to ensure that the information security program is in place, effective, and produce the required outcomes. This is done by relying on feedback and reports received from the Health Information Infrastructure Protection Working Group, internal audit, risk management.etc.

4. Members

Chair	CFO (Chief Information Security Officer)
Vice Chair	Medical Director
Member	CAO
Member	COO
Member	IT Manager
Secretary	Executive Coordinator
Other Expert attendees	To be invited as required

5. Key Functions

Key functions of the committee include:

- Provides direction and recommendations to the entity's HIIP - Workgroup on the overall strategic direction and priorities in support of the Government's interest, public trust and NA's objectives concerning Information Security and Technology.
- Enforces DoH ADHICS standards and policies, and monitors compliance;
- Recommends and allocates adequate budget towards entity Information Security initiatives;
- Acts appropriately on HIIP team reports concerning Information Security performance metrics, security incidents, investment requests etc. 1

¹ Abu Dhabi - Healthcare Information and Cyber Security Standard February 2019

6. Quorum

There must be a quorum of at least 4 members; this must include the Chief Information Security Officer and one member from the IT department.

7. Meeting Frequency

The committee shall hold meetings twice a year, or more frequently as required. Between meetings, updates and requests can be sent electronically to all members by the Chair/Vice chair.

8. Reporting

The minutes of the meetings will be stored in the N drive; members will be notified of the relevant folder, minutes must be made available to attendees and CEO as requested.

9. Lifecycle and Evaluation

The committee has an ongoing lifecycle with a review of its purpose and functions at least annually.

DOCUMENT CONFIGURATIONS CONTROL DATE

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this document such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	October 2020	New document
2	May 2021	Change frequency of holding meetings twice a year, or more frequently as required

CEO Approval

Board Member Verification