UN-Habitat Information and Communication Technology (ICT) Committee

Terms of Reference - December 2016

1. Purpose

The primary purpose of the UN-HABITAT's Information and Communications Technology Committee is to act as an advisory body to the Senior Management of UN-HABITAT to ensure that the organization has the appropriate Information and Communication Technology (ICT) infrastructure and systems to support the achievement of UN-HABITAT's strategic and operational goals and ensure the effective, efficient and coordinated delivery of ICT services.

The Committee will provide support in consolidating requirements from all branches and offices of UN-HABITAT and ensure these requirements are added to the global UN Secretariat ICT strategy in order to provide a coherent vision and approach for delivering ICT solutions.

The Committee also provides a mechanism for articulating the ICT needs and harmonizing and coordinating ICT-related initiatives/efforts across the organization through representation on the Committee of all UN-HABITAT's organizational units in Nairobi and in out-posted offices.

It will also recommend policies and procedures based on UN ICT Global Strategy and international best practices in fostering consistent ICT infrastructure and services throughout UN-HABITAT Headquarters, regional, project offices, and representatives at country level including Habitat Programme Managers.

2. Functions

The Committee will undertake the following functions:

1.1. Approve the organization's ICT strategy to ensure that UN-HABITAT has the appropriate infrastructure to support implementation of strategic goals.

1.2. Approve ICT policies to promote quality standards and establish mechanisms to monitor consistent implementation of these policies across the organization.

1.3. Identify guiding principles for prioritizing ICT initiatives to ensure easy access to up-to-date and reliable information.

1.4. Review the feasibility and recommend the development of corporate systems and consolidated / complementary applications that support the organization's business practices and processes as well as its operational activities to contribute excellence in management.

1.5. Review the consolidated annual ICT budget for endorsement to the Senior Management Board and final approval by the Executive Director.

1.6. Review utilization of ICT financial, human and technical resources both within UNON/ICTS and UN-Habitat and make recommendations towards achieving a more coherent and integrated approach to delivering ICT solutions.

1.7. Monitor progress made towards implementation of the ICT annual work plan taking into account mandates from the United Nations Secretariat, the Governing Council approved work programme and budget and recommendations from oversight bodies, and make recommendations as appropriate.

1.8. Review the provision of all ICT services by service providers in line with Service Level Agreements and make recommendations as appropriate.

1.9. Forward its recommendations and observations, where appropriate, to relevant UN Secretariat wide bodies on strategic issues, notably the UN Office of Nairobi/ICTS and the Information and Communication Technology Committee (ICTC).

3. Membership

To ensure that the whole organization's requirements are taken into account in the development and implementation of ICT strategies, policies and systems, the Committee's members will represent Regions, Branches, and all Divisions so that strategic and policy decisions can be taken at Board meetings, high level membership is required. The Committee's full-time members are listed below.

Chair   Director , Management and Operations Division (MOD)

Secretary   Head of Information and Communication Technology (ICT) unit, MOD

Members
- Programme Division, nominee
- External Relation Division, nominee
- Office of Executive Director, Chief of staff or nominee
- Branch Coordinator or nominee
- Regional Office Director or nominee
- Management and Operations Division; Head or nominees from Resource Mobilization , Finance, and Information Management

4. Frequency of meetings and quorum

The Committee will meet on a six-monthly basis, preferably in January and July. In addition to the full time members listed above, appropriate staff will be called into the meetings depending on the issues under discussion. Likewise, additional meetings will be called as required. Minutes of Committee meetings will be circulated to the whole Senior Management Committee.