

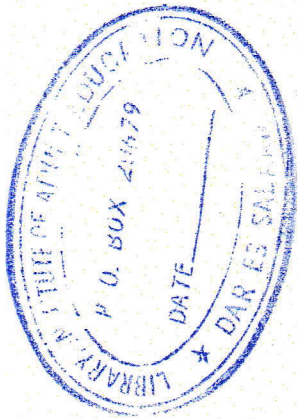
INSTITUTE OF ADULT EDUCATION



**Institute of Adult Education
ICT Steering Committee Charter**

2020

INSTITUTE OF ADULT EDUCATION



**Institute of Adult Education
ICT Steering Committee Charter**

December, 2020

Table of Contents

1. Preamble.....	1
2. Mandate.....	1
3. Purpose of the Charter.....	1
4. Composition and Quorum of Committee..	2
5. Roles and Responsibilities of the Committee.....	3
6. Conduct of Affairs of the Committee.....	4
6.1 Meetings.....	4
6.2 Agenda items for committee meetings.....	6
6.3. Minutes of the committee meetings.....	7
6.4. Communication and reporting responsibilities.....	7
7. Review of the Charter.....	7

1. Preamble

This Charter shall apply to the Institute of Adult Education (IAE). The Charter has been adopted by the IAE Management during its Meeting held on 3rd December, 2020.

2. Mandate

The Institute of Adult Education ICT Steering Committee has been established in accordance with Section 18(1) of the e-Government Act No. 10 of 2019 to provide technical guidance on implementation of ICT initiatives.

3. Purpose of the Charter

In carrying out its roles and responsibilities set out in Section 18(3) of the Act, the Committee shall at all times recognize its overriding responsibility to act honestly, fairly, diligently and in accordance with the law in serving the interest of the Government of the United Republic of Tanzania.

The purpose of this Charter is to describe, roles and responsibilities, composition and

meeting affairs according to which the Committee shall operate.

4. Composition and Quorum of Committee

The committee shall be composed of minimum of six and maximum of seven members in accordance with Section 18(2) of the Act as follows:

- i) Director who shall be the chairperson of the committee;
- ii) Head of ICT Unit who shall provide secretarial duties to the committee;
- iii) Head of Planning Department;
- iv) Head of Procurement Unit;
- v) Chief Internal Auditor;
- vi) Chief Accountant;
- vii) Head of Adult and Continuing Education Studies Department; and
- viii) A member from the Ministry of Education, Science and Technology.

The Director may invite other members of IAE Management in the Committee meetings as may be deemed appropriate.

5. Roles and Responsibilities of the Committee

- i) To review and approve ICT policy and strategy of the Institute, followed by relevant approval requirements, if applicable;
- ii) To ensure alignment of ICT with organisation's business needs so that ICT initiatives and services facilitate achievement of organisation's strategic objectives;
- iii) To review and provide advice on ICT investment portfolio and priorities with a view to attaining value delivery;
- iv) To ensure all ICT related risks are properly managed, this includes reviewing and approving institutional disaster recovery plan and ensure its effective implementation;
- v) To ensure e-Government guidelines and standards are implemented by the

- Institute in order to meet compliance requirements;
- vi) To ensure optimal resource utilization in ICT initiatives implementation, including proper management of infrastructure, human capital and finance;
 - vii) To undertake continuous monitoring and evaluation of institutional ICT projects to ensure anticipated benefits are realised;
 - viii) To approve any other institutional e-Government sub-committee as may, from time to time, be constituted and address specific related matters;
 - ix) To prepare and submit quarterly e-Government progress report to the Authority; and
 - x) To perform such other functions as may be directed by the Accounting Officer or Authority.

6. Conduct of Affairs of the Committee

6.1 Meetings

The Committee shall determine the conduct of its meetings as follows:

- a) To meet once in every three months;
- b) Two third of the members shall form a quorum for meeting;
- c) An ordinary meeting of the Committee shall be convened by the Chairman, and the notice specifying the place, date and time of the meeting shall be sent to each member at their usual place of business or residence;
- d) Where the Chairman is unable to act by any reason, the Vice Chairman, selected amongst members present, shall convene the meeting;
- e) The Committee may review its own decision made under this Charter;
- f) Decision of the Committee shall be decided by the majority of the vote of the members present and in the

event of the equality of the vote the Chairman shall have a casting vote;

- g) The Committee may from time to time co-opt any person whose presence is in its opinion desirable to attend and to participate in the deliberation of the meeting of the Committee and such person shall have no right to vote.
- h) Members may attend meetings of the Committee by teleconference, video conference, or by similar communication equipment by means of which all persons participating in the meeting can communicate to each other.

6.2 Agenda items for committee meetings

Agenda of the Committee may be determined in following manner:

- a) The chairperson of the Committee, in consultation with the Committee Secretary will develop the agenda and circulate to members before due date of the meeting;

- b) A detailed agenda and, to the extent feasible, supporting document and proposed resolutions will be provided to the members at least seven days prior to each Committee meeting.

6.3 Minutes of the committee meetings

The Secretary shall record minutes in proper form of each meeting of the Committee, to be confirmed by the Committee in the next meeting.


6.4 Communication and reporting responsibilities

The Committee shall quarterly report to e-Government Authority ICT implementation issues and progress.

7. Review of the Charter

This Charter shall be reviewed after every two years or at time whenever the need arises.

Issued by the Management of the:
Institute of Adult Education,
P. O. Box 20679,
Dar es Salaam.

Signed: 

Date: December, 2020

Dr. Michael W. Ng'umbi
Director

Printed By: Institute of Adult Education
S.L.P 20679, Dar es Salaam, Tanzania
Tel:+255 22 2150838, Fax: +255 22 2150836
Website:www.iae.tz Email:info@iae.ac.tz