**Liverpool School of Tropical Medicine
Information & Communication Technology (ICT) Committee
Terms of Reference**

Terms of Reference:

- Advise the School's Management Committee on ICT matters;

- The Minutes of the ICT Committee will be passed to the LSTM Senior Management Committee including an Executive Summary requesting the appropriate actions;

- Working within the framework of the School's strategic plan, to devise an information strategy for implementation across the School;

- Oversee the implementation of the information strategy;

- Taking into account the existing links with the University of Liverpool's Library and Computing Services, advise the Management Committee on ICT provision to support Teaching, Research and Administrative functions;

- Advise on priorities and resources for ICT provision, taking into account best value, resilience and scalability;

- Support the commissioning of ICT projects, receive reports on these and make recommendations accordingly;

- Ensure that relevant news and events relating to ICT are publicised to staff;

- The Committee will meet at least two times a Term.

Membership and Quorum:

- Director (Ex officio)
- Information Services Coordinator (Chair)
- Director of Administration & Support Services
- Director of Education
- Research representative
- Clinical Trials (Patient Data) representative
- Communications representative
- Staff representative
- Database management representative
- Educational Technology representative

In addition: Ad hoc advisers can be invited by the Committee as required and there will be a secretary present to record the minutes.

Quorum: A Committee meeting is only valid with 4 or more members present.

Circulation and distribution of records:

- The current membership of the Committee is to be advertised on the School Intranet;
- Minutes to be placed on the School Intranet when they have been agreed;
- Minutes also to be stored according to the current records management practices in place in the School.