



# THE 2<sup>ND</sup> BOARD MASTERCLASS

## BOARD PAPERS & MEETINGS

CPA Jones Kimeu, FCCA



Venue: Pullman Deira City Centre Hotel/Dubai  
Date: 30th November, 2021

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How to Conduct effective Board mtgs

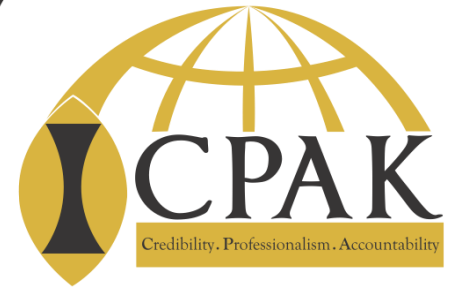
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Sample eBoards.



**Vision:** A world class Professional Accountancy Institute.

Brain Teaser...!



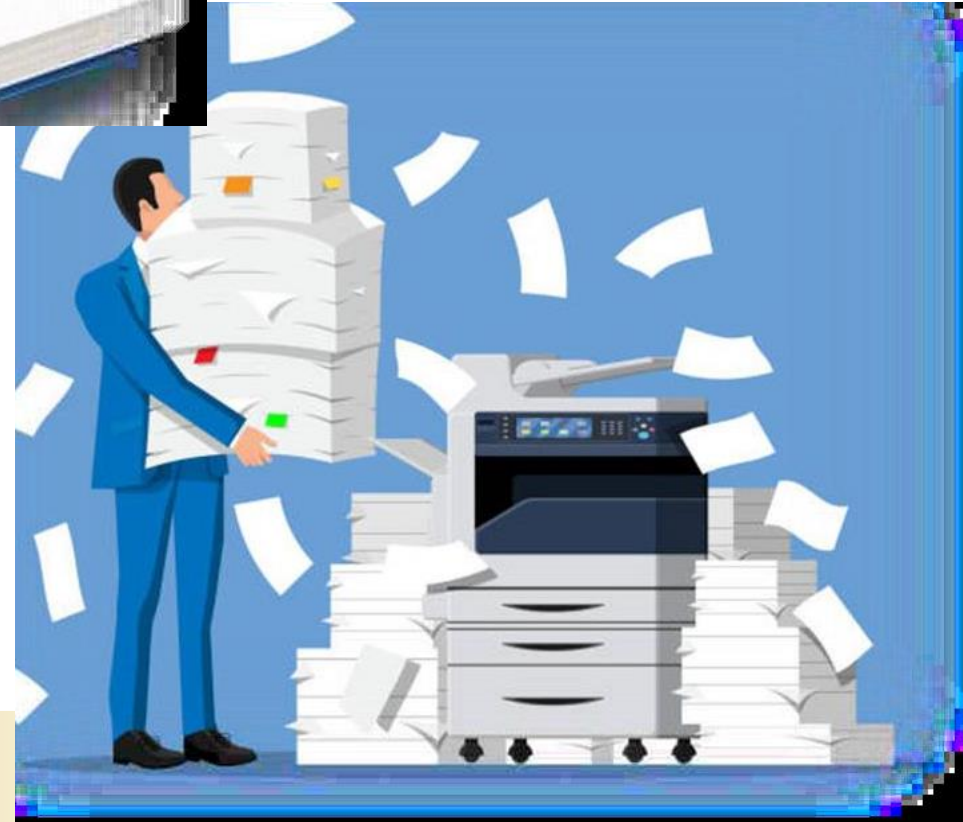
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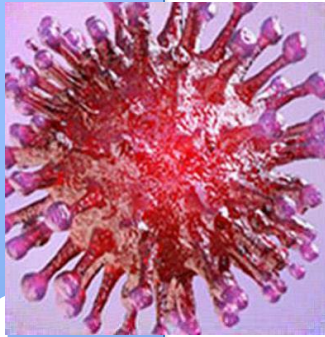
Brain Teaser...!



He's/Himself .

# The Burden of Paper





# Automation of Board papers/Reviews



# DIGITAL GOVERNANCE

- **Mwongozo-Digital Strategy & Policies**
- **Global ICT Standards**
- **System Ownership & Controls**



# Who's in Charge of Board Papers?

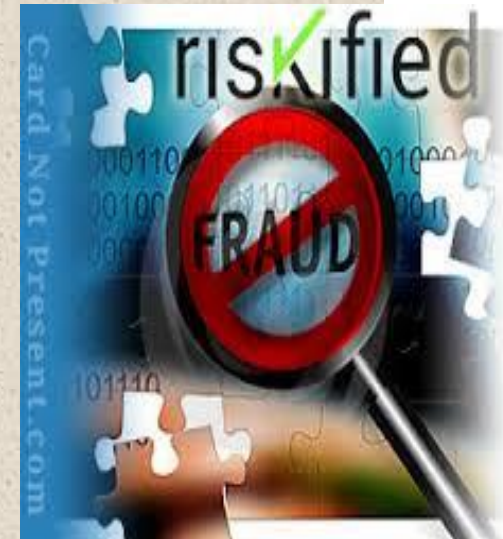


- Limited collaboration
- Limited Controls
- Inefficient Storage
- Difficult Retrieval

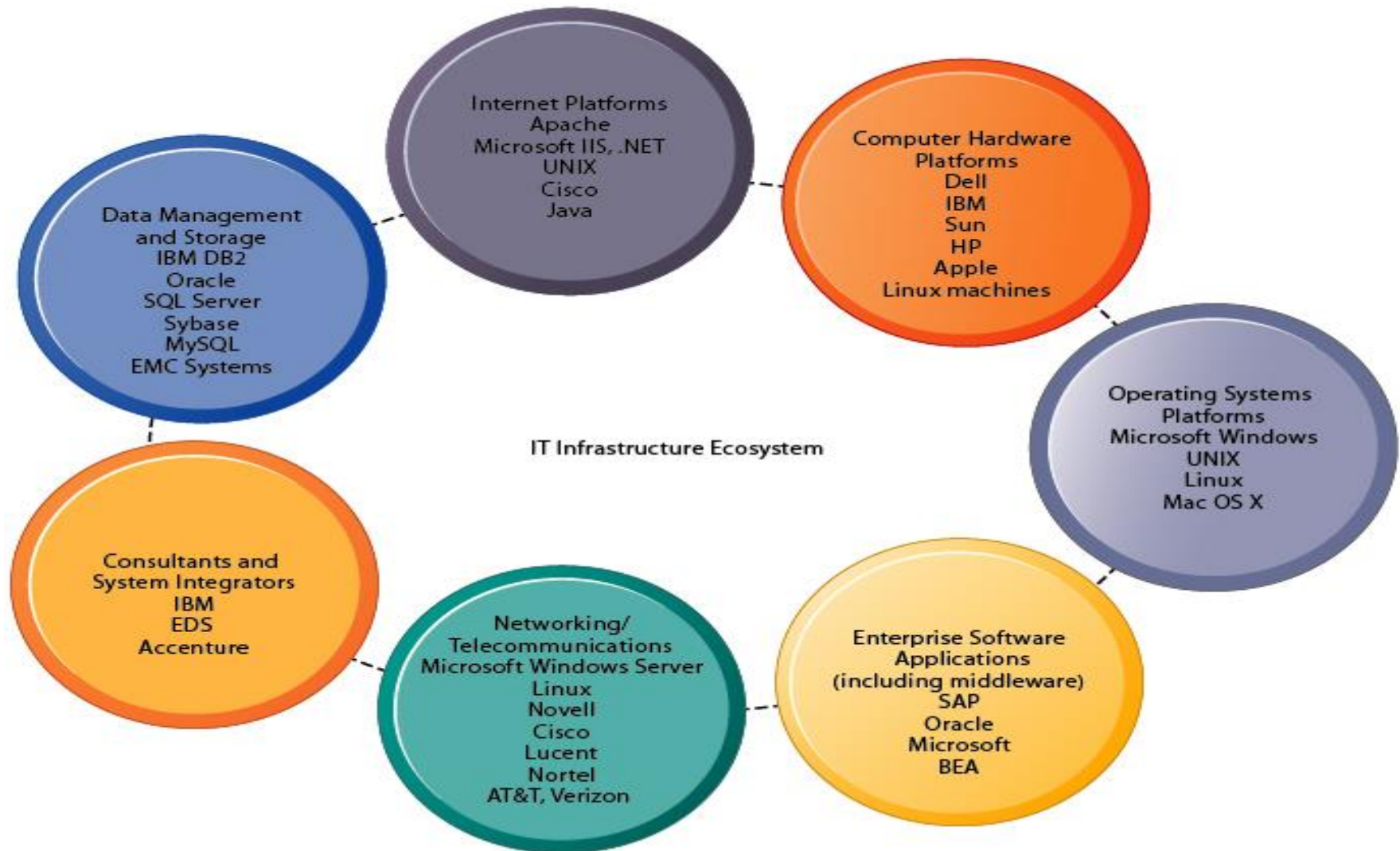




- .....the application of **risk management** methods to information technology in order to **manage IT risk**, i.e.: The business **risk** associated with:
  - the use,
  - ownership,
  - operation,
  - involvement,
  - influence and
  - adoption of **IT** within an enterprise or organization.



# IT Infrastructure Components



# Multi-Device Platforms



- Google Chrome**
- Mozilla Firefox**
- Apple Safari**
- MS-Edge**



- iOS**
- Android**
- PC (Mac or Windows)**

# Collaborations



## Directors

- Online/Offline Access to Board Information
- Notifications (Email/Push or SMS)
- Annotations, Chatroom, Audio Briefing
- Voting/Resolutions/Approvals
- Document Signing
- Evaluations/Surveys
- Videoconference/Audioconference



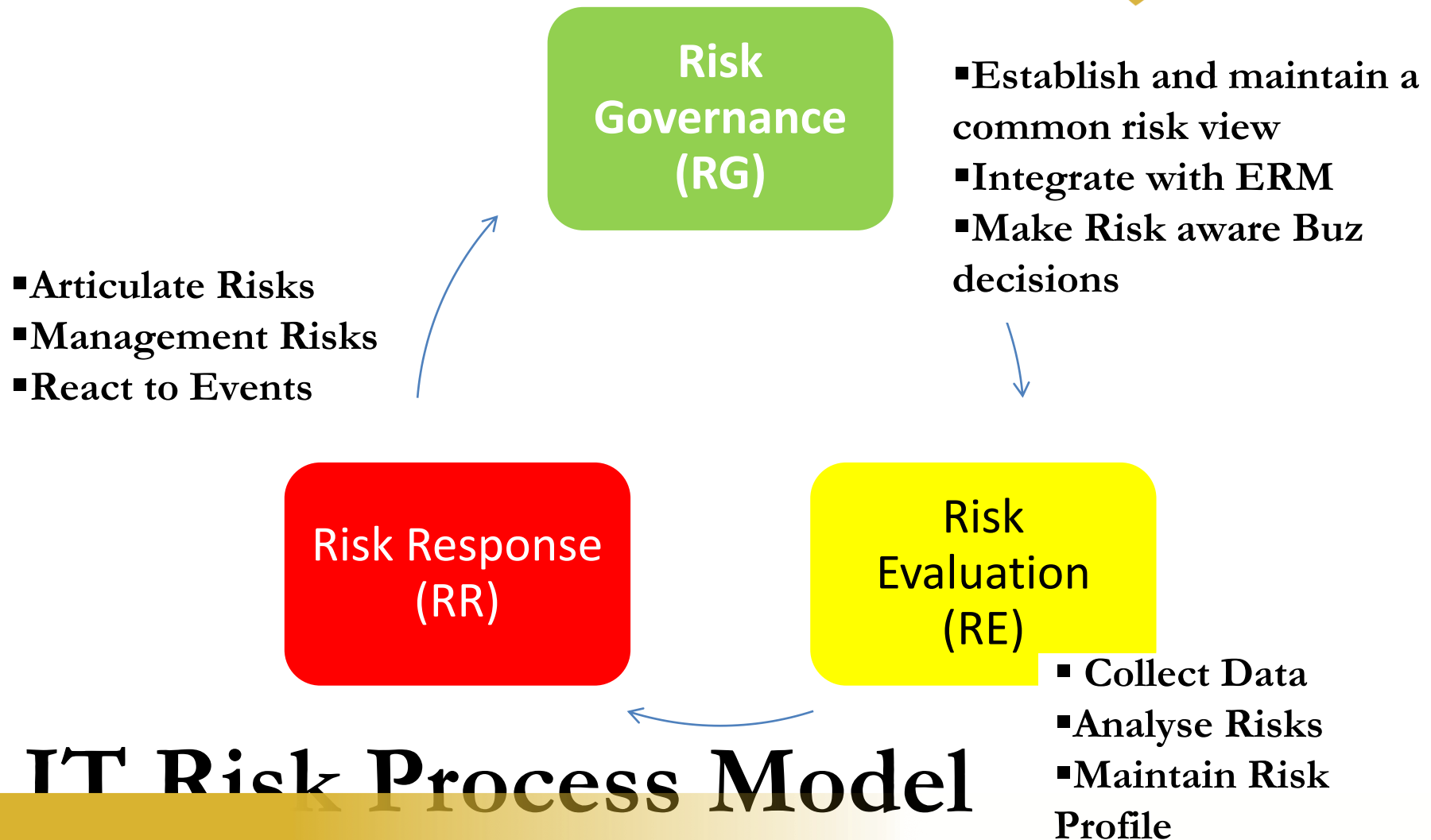
## Secretariat

- Meetings
- Resolutions & Approvals
- Evaluation/Surveys
- Repository
- Notice Board
- Actions/Deliverables

# SECURITY



- **Secretarial Controls**
- **System Ownership**
- **System Security**



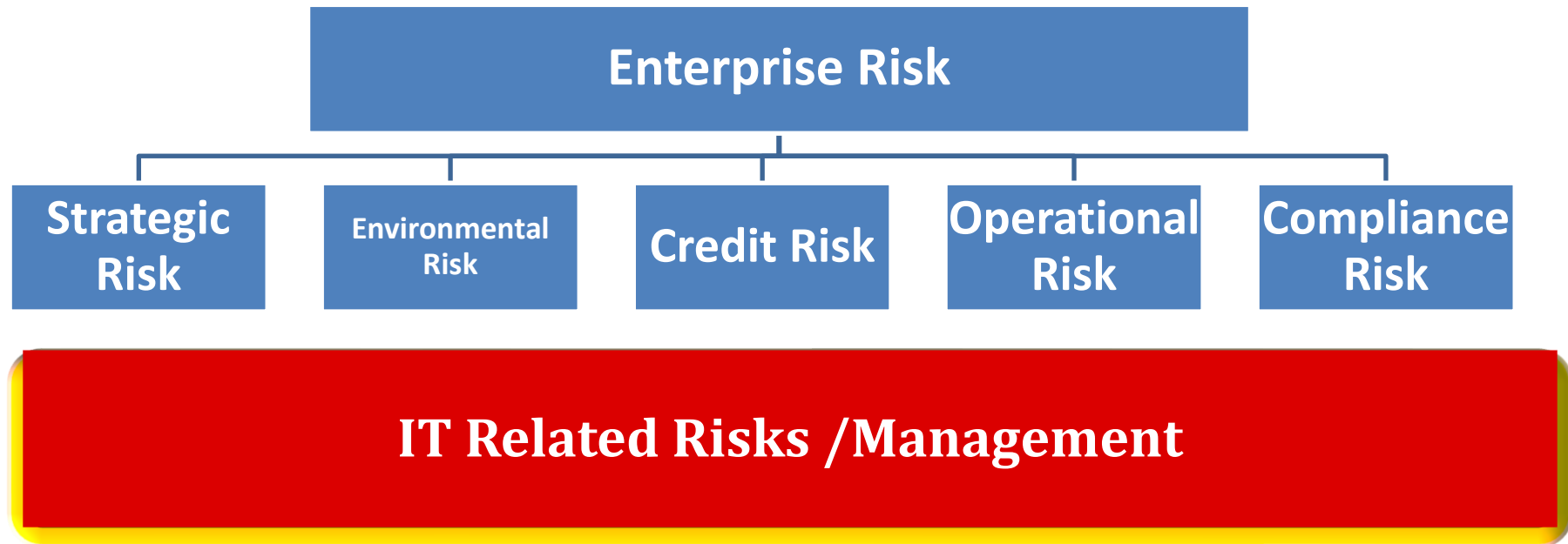
# IT Risk Process Model



- Fewer operational surprises and failures,
- Increased information quality,
- Greater stakeholder confidence,
- reduced regulatory concerns, and
- Innovative applications
- Supporting new business initiatives.

## What are the Benefits ?

# ICT Risk# Overall Risk Hierachy



**IT Benefit/ Value Enabled Risks**

**IT Program/Project Delivery Risk**

**IT Operations & Service Delivery Risk**

- **A strategic level** requirement for the ISMS:  
**“Ensure systems are available at all times to those who require it, and minimise downtime”**

- **Tactical Level:** **“System uptime shall be maintained at 95% availability over the year, and systems shall be fully restored within 4 hours”**



## The IS objectives shall:

- a) be consistent with the information security policy;
- b) be measurable (if practicable);
- c) take into account applicable IS requirements, and results from risk assessment and risk treatment;
- d) be communicated; and
- e) be updated as appropriate.





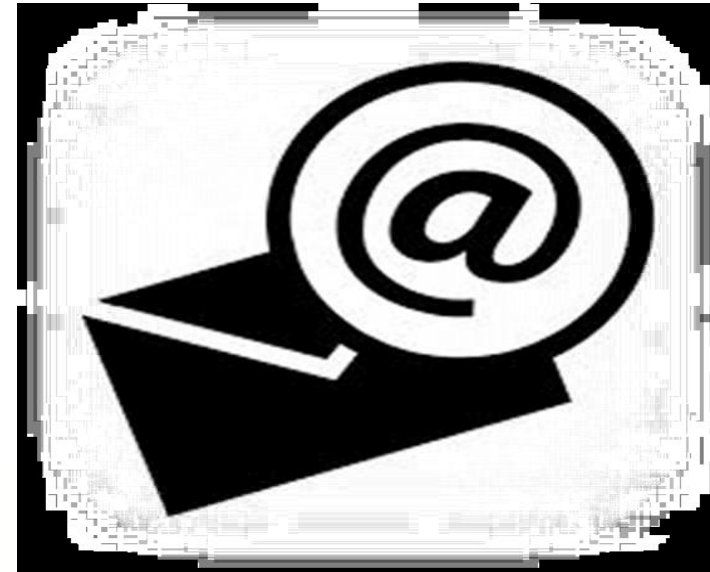
- **Protected Information -Access to Content by invite only**
- **Permission based repository or enforce Passwords**
- **Segregated information for committees**
- **Validation of file content against file name extension**
- **Convert Closed resolutions to read-only non-editable**



# Secretarial Controls (Cont.)



- **Control rights to print, export, download, forward**
- **Impose Date & Timestamp for signed documents**
- **Mask a document**
- **Configure archival/disposal**
- **Impose Authentication for votes cast**
- **Security watermark**
- **Versions management**
- **In-built PDF Converter**



## User Management

- Role Based Rights/Privileges
- Password Policy & Expiry
- Password Entry Limit
- Disable Access upon resignation
- Audit trail of User Activities
- AD/LDAP Integration
- Basic Customization
- Floating License Guest Users



## Device Security

- Restricted Access to Admin Portal
- Limited devices per user
- Purge Data from Lost Devices
- Purge Data from Inactive Devices
- Lock Users after Max Password Attempts
- Allow/Disallow Offline Access
- Biometric/Face Login



## Device Security

- Session Timeout
- Multi-Factor Authentication
- Two Factor Authentication (SMS)
- Enable Screen Overlay Detention from Other Apps –Android
- App will not run from rooted Androids for Security
- Live meeting on single device per user only



# Brain Teaser...!



AID



AID

AID



.....?

- **Physical Security**
- **ISO27001**
- **SOC3 -Security Trust Audit**
- **Independent Penetration Tests**
- **Quality Control**
- **Servers OS hardening to close the gaps in/out of config of OS**
- **Real-Time Server/Nnetworks monitoring to detect attempted attacks**
- **Monitor Security news feeds/Bulletin**
- **Data Privacy (Authentication & Control)**
- **Data Extraction upon contract end**
- **GDPR Compliance**

.....?

- **Encryption Integrity**
  - TSL/SSL2048 data in transit
  - Documents Encryption
  - Secure On-the-Fly Decryption
  - Password Encryption



.....?

- **Hosting & Backup**

- Multiple Geographical “AZ” Standby DB 99%
- Daily Backup/Snap DB Non-Peak Hours
- 7+ Days obsolete destruction –Integrity
- Transaction Logs captured help recovery
- Cloud Simple Storage (S3) in multiple facilities & Devices to detect & repair lost redundancy

.....?

- **Capacity (Space & Speed)**
  - Cloud Infrastructure Low Latency & high bandwidth internet connection
  - Cloud High Speed/Elastic Computer Cloud
  - Offline Access
  - Sync Offline data & Annotation

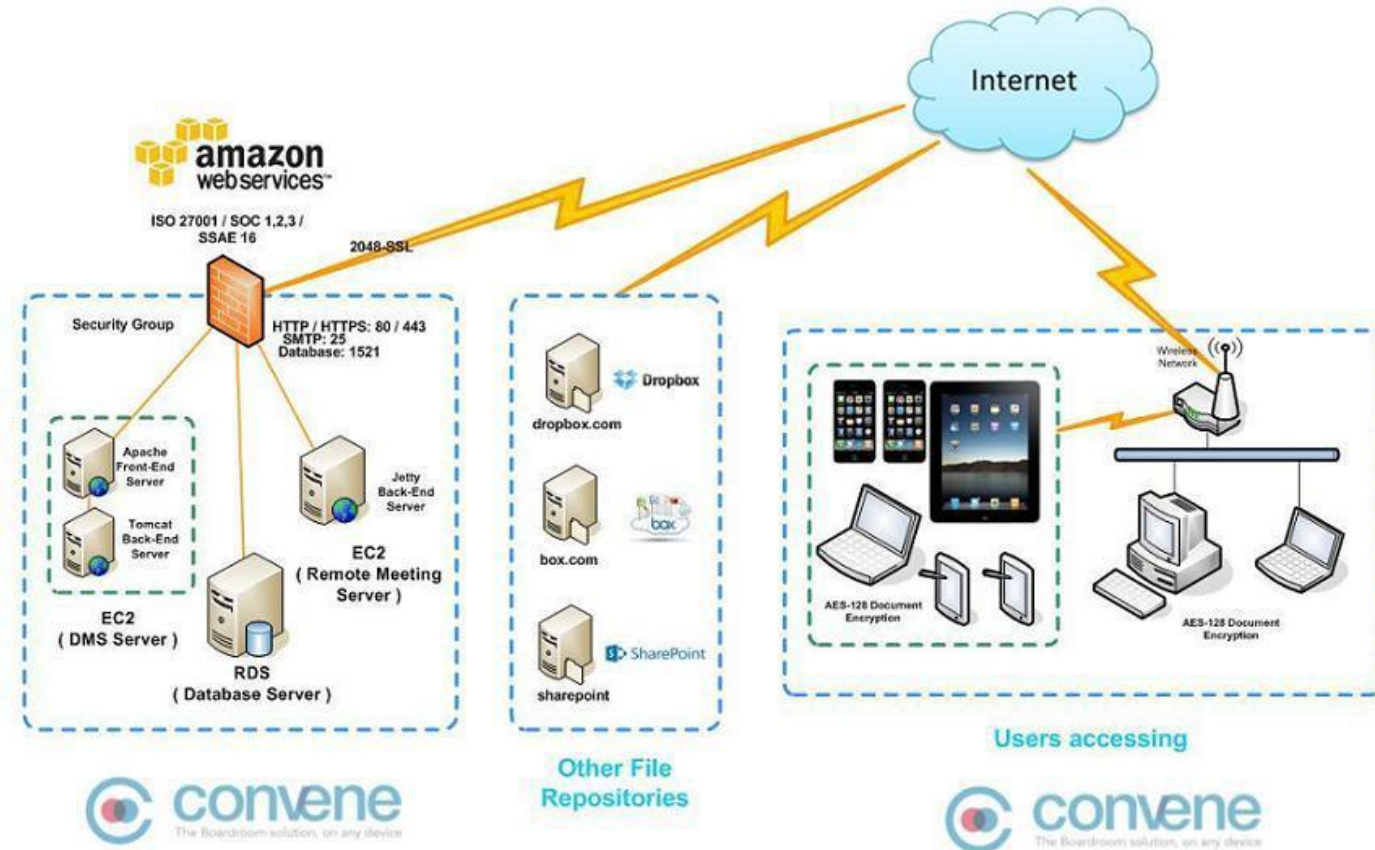


- **DocuSign**
- **SMS**
- **Outlook & Other Email**
- **Inbuilt or External AVC (Teams or Zoom)**
- **SharePoint/One-Drive**
- **AD/LDAP**

# HOSTING OPTIONS - 1



## CLOUD SASS



Data Center  
Certified ISAE 3402/SSAE16

## Infrastructure

- ❑ **Hard Disk:** min 100GB free space
- ❑ **CPU:** Intel Quad Core 2.66GHz/higher
- ❑ **Memory :** 8GB or higher
  
- ❑ **OS (Options)**
  - Windows Server 2008 R2x64,
  - Windows Server 2012 R2x64
  - Linux Cent OS7
  
- ❑ **Database (Options)**
  - Oracle 11G R2 Express or above Oracle 12c Standard Edition 2 or above
  - MS SQL Server 2014 or above



**On-Premise**



# Sample eBOARDS

# eBOARDS.



Nasdaq Boardvantage<sup>®</sup>



# Sample...



The meeting materials for the Amref Health Africa in Kenya Board Papers for the Meeting to be held on 26th November, 2021 are now available in your BoardEffect platform.

**To sign in using your computer's browser:** Click the link in the footer below to navigate to the login screen. Enter your user name and password, scroll down to the appropriate Meeting Event, then click on the Meeting Book link to open your materials.



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# Sample...



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Thank You

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