



**HLCM ICT Network
UN Information Security Special Interest Group (UNISSIG)****Terms of Reference****1. Background**

Recognizing the increasing importance of information security to achieving the mandates of their organizations, in 2011 the ICT Network (ICTN) of the High-level Committee on Management (HLCM) agreed to establish an Information Security Special Interest Group (UNISSIG) dedicated to the critical area of information security.

2. Primary Objective

The UNISSIG is the principle mechanism within the UN system for the promotion of inter-agency cooperation and collaboration on information security-related matters. Its primary objective is the optimization of information security within its member organizations. This objective is pursued through the continuous and collective assessment of the UN system's exposure to (internal and external) threats, in order to reduce exposure to risk on all levels of an organization, particularly the strategic and operational levels.

Member organizations recognise that the effective protection of UN system information assets provides a platform of trust with all stakeholders and thus requires a holistic approach to information security and data protection, in order to safeguard, inter-alia, organizations' integrity, external image and operational effectiveness. The UNISSIG, therefore, addresses the management of organizational risk associated with the confidentiality, integrity, availability and reliability of member organizations' information assets.

A coordinated and consistent approach to information security management within the UN system is furthered by the UNISSIG through its commitment to sharing of knowledge, experiences and solutions, and the implementation of joint projects. Executive Sessions present an opportunity for the group to review and revise the priority and progress of action items appearing on its work-plan.

3. Structure

The structure of the UNISSIG reflects the need to (a) deliver against the work-plan and (b) organize annual gatherings that help further inter-agency coordination and collaboration:

- Management Committee: 1 Chair, 2 co-Chairs (one outbound, one inbound);
- Symposium Committee: time-bound and symposium planning related tasks;
- Membership: Executive Sessions provide the formal platform for CISO decision-making;
- Working Groups: time-bound project groups with a delegated Lead Organization.

The past, present and future Chairs constitute the Management Committee. Chairmanship is of duration one year, after which period the inbound Chair assumes the role. Each member of the Committee, therefore, serves a three-year term, helping to ensure continuity as well as a representative leadership. Each year, therefore, a new member is voted into the Committee by a majority vote of the UNISSIG membership. This inbound member will assume the role of Chair for the following year.

Chairmanship requires membership of the UNISSIG. Members are invited to express their interest in chairing the UNISSIG during Executive Sessions. Proposals received by the UNISSIG Secretary are then submitted to the ICTN for their formal review and selection of a Chair.

The ICTN Secretary functions ex-officio as the UNISSIG Secretary. Responsibilities include the provision of regular reports and, when required, the escalation of issues; Follow-up for actions assigned to lead organizations of working groups as well as the facilitation of correspondence to and from CEB bodies, including the ICTN, HLCM, HLCP & IASMN

4. Membership

Membership of the UNISSIG is restricted to Chief Information Security Officers (CISOs, or equivalent position) from CEB member organizations¹. See Annex for a complete membership listing.

- Membership is managed by organization (Members/Observers) – as opposed to individuals;
- The CISO of each Member/Observer acts as (main) representative of their organization;
- Additional representatives may be invited by their main representative to attend meetings.

Organizations appoint representatives to the UNISSIG based on their position and responsibilities. The CISO function is thus defined here as one embodying the following responsibilities:

- Information security governance;
- Information security strategy formulation;
- Information risk management;
- Information security architecture development;
- Information security operations;
- Information assessment and testing and compliance.

The core membership basis can be extended to include representatives from related or affiliate organisations by the Management Committee in consultation with the UNISSIG membership. These organizations and their representatives serve to support and leverage the expertise of non-CEB member organizations, attending in an Observer capacity.

5. Working Methods

All meeting participants are expected to exercise the utmost discretion and therefore should exercise good judgment regarding disclosure of any information that may be considered sensitive, or that risk violating their agency confidentiality and security policies.

UNISSIG members will represent their respective agency in a manner commensurate with their agency's ICT governing body's instructions and convey UNISSIG recommendations to their respective agency's ICT governing body either directly or using appropriate hierarchical reporting mechanisms. Participation at meetings assumes the understanding that highly sensitive information will not be shared outside the group unless expressly agreed by the group.

¹ CEB membership includes: UN, ILO, FAO, UNESCO, ICAO, WHO, WB, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, UNWTO, IAEA, WTO, IOM, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UNODC, UN-HABITAT, UNWOMEN & UNOPS.

Meetings will be governed by the Chatham House Rule – i.e. “participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed”. The Management Committee will provide an overview of proceedings and topics raised that can be shared with the ICT Directors of member agencies.

The UNISSIG Management Committee is responsible for leading the management of annual symposiums (including the selection of a host and location for annual symposiums, the selection of topics and invitation of speakers); the management of UNISSIG’s membership and appointment of Symposium Committee members; the updating UNISSIG work-plan; and the overall reporting process, which includes reporting to the ICTN.

Lead Organizations volunteer to manage projects appearing on the UNISSIG work-plan. They are in turn responsible for managing their respective Working Groups; reporting to the Management Committee on the progress and ultimately for the delivery of outputs as defined in the project’s terms of reference.

6. Meeting Frequency

UNISSIG Symposiums are annual gatherings that bring together UN system CISOs to further exchanges on topical information security related issues and to identify opportunities for increased collaboration.

Since symposiums include external speakers and on occasion, participants from other (non-CEB) organizations, one day of the agenda is to be conducted within the format of an Executive Session. Attendance at Executive Sessions excludes external speakers but includes the group’s wider membership: CISOs from CEB organizations and Observer organizations. Voting rights at Executive Sessions are limited to the UNISSIG core membership: CISO representatives of CEB member organizations.

The organization of working group meetings and the timely reporting of status updates (to the Management Committee) remains the responsibility of Lead Agencies. Coordination of this internal reporting function is supported by the UNISSIG Secretary.

On-going dialogue within the larger membership (Members and Observers) is supported on the UNICC hosted information sharing and collaboration platform. It is the responsibility of each organization’s representative to ensure that their organization’s representation is up-to-date on the UNICC system.

7. Reporting and Accountability

The UNISSIG receives direction from and reports to the ICT Network. Under the guidance of HLCM, priorities and initiatives of the UNISSIG are subject to plenary review by the UNISSIG’s formal membership during Executive Sessions.

Priorities expressed and commitments made by the UNISSIG are to be reflected on an updated work-plan, which serves as the principle instrument of internal coordination and reporting to the ICTN. Decisions made on priorities (and the establishment of working groups required to pursue them) are founded on the principle of opt-in, opt-out. Each working group is assigned a Lead Organization, responsible for its membership and delivery against the work-plan.

Annex**UNISSIG Membership**

UNISSIG membership is restricted to the CISO function from CEB member organizations:

UN	UNITED NATIONS
ILO	INTERNATIONAL LABOR OFFICE
FAO	FOOD AND AGRICULTURE ORGANIZATION
UNESCO	UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
ICAO	INTERNATIONAL CIVIL AVIATION ORGANIZATION
WHO	WORLD HEALTH ORGANIZATION
WB	WORLD BANK GROUP
IMF	INTERNATIONAL MONETARY FUND
UPU	UNIVERSAL POSTAL UNION
ITU	INTERNATIONAL TELECOMMUNICATIONS UNION
WMO	WORLD METEOROLOGICAL ORGANIZATION
IMO	INTERNATIONAL MARITIME ORGANIZATION
WIPO	WORLD INTELLECTUAL PROPERTY ORGANIZATION
IFAD	INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT
UNIDO	UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
UNWTO	WORLD TOURISM ORGANIZATION (UNWTO)
IAEA	INTERNATIONAL ATOMIC ENERGY AGENCY
WTO	WORLD TRADE ORGANIZATION
IOM	INTERNATIONAL ORGANIZATION FOR MIGRATION
UNCTAD	UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT
UNDP	UNITED NATIONS DEVELOPMENT PROGRAMME
UNEP	UNITED NATIONS ENVIRONMENT PROGRAMME
UNHCR	UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNRWA	UNITED NATIONS RELIEF AND WORKS AGENCY FOR PALESTINE REFUGEES
UNICEF	UNITED NATIONS CHILDREN'S FUND
UNFPA	UNITED NATIONS POPULATION FUND
WFP	WORLD FOOD PROGRAMME
UNODC	UNITED NATIONS OFFICE ON DRUGS AND CRIME
UN-HABITAT	UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME (UN-HABITAT)
UN Women	UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN
UNOPS	UNITED NATIONS OFFICE FOR PROJECT SERVICES

Observer Organizations

The participation of non-CEB member organizations (as Observers within the plenary and Executive Sessions), currently extends to include (CISO) representatives from the following organizations:

UNICC	UNITED NATIONS INTERNATIONAL COMPUTER CENTER
UNJSPF	UN JOINT STAFF PENSION FUND
PAHO	PAN AMERICAN HEALTH ORGANIZATION
ADB	ASIAN DEVELOPMENT BANK
IADB	INTER-AMERICAN DEVELOPMENT BANK
OPCW	ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS
OECD	ORGANISATION FOR ECONOMIC CO-OPERATION & DEVELOPMENT
ICC	INTERNATIONAL CRIMINAL COURT
ESM	EUROPEAN STABILITY MECHANISM
ICT-ILO	INTERNATIONAL TRAINING CENTRE OF THE ILO