

**HLCM Digital & Technology 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 Digital & Technology Network (DTN) 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 principal 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: 2 Co-Chairs. Co-Chairs represent two different member organizations and are primary UNISSIG members;
- Symposium Committee: volunteers from community pursuing time-bound and symposium planning related tasks;
- Membership: UNISSIG membership reflects CEB membership. Executive Sessions provide the formal platform for CISO decision-making;

- Working Groups: time-bound project groups with a delegated Lead Organization.

### Co-Chairing

Co-Chairs are members of the UNISSIG and serve a term of 2 years. Gender parity within the chairmanship is encouraged. Applicants are invited to indicate their interest with the current Chair(s) and UNISSIG Secretary. New Co-Chairs are formally appointed by the UNISSIG membership at symposiums.

The DTN 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 DTN, HLCM, HLCP & IASMN

### **4. Membership**

Membership of the UNISSIG is restricted to Chief Information Security Officers (CISOs, or equivalent position) from CEB member organizations<sup>1</sup>. 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.

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

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<sup>1</sup> 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.

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 DTN.

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 Teams. It is the responsibility of each organization's representative to ensure that their organization's representation is up-to-date on the UNISSIG Membership list (maintained on Teams).

#### **7. Reporting and Accountability**

The UNISSIG receives direction from and reports to the DTN. 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 principal instrument of internal coordination and reporting to the DTN. 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:

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

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