

TERMS OF REFERENCE

This is a template for a general Terms of Reference document. The most important parts are to justify the purpose, define the directives and set the rules for sharing information.

Introduction

<Brief introduction to the document, what it is about and who the authors are>

Purpose

<Justification of the ISACs existence, visions, missions and goals>

Delimitations

<Define what the community is not for, what it should not do>

Directives

<Define what to exchange, how and how to apply security around the operations. Refer to legislation or other policies>

Information management

<Rules for sharing information, levels of confidentiality (e.g. TLP), information management rules, policies for public statements>

Membership requirements

<Define criteria for and procedures for accepting new members into the community>

Personal membership

<Criteria around individual members and substitutes>

Administration

<Define roles and tasks for administration and funding>



Attachments

<Definitions, signatures for commitment, confidentiality explanations, contact lists, agenda template, ISAC service definitions, ISAC brochure/presentation>

Commitment and signature

<Name, title, date, signature>