

AGENDA FOR START-UP MEETING

This agenda template is suitable for the first meeting of the ISAC, or the start-up meeting.

Proposed goal and purpose

Areas of sharing

Basic rules for sharing (TLP, how to share etc)

How often meet

Dates for the coming meetings



Confidential information

<Define what confidential information refers to within you ISAC>

Information protection

<Define the measures of information protection that the member has to agree to>

Levels of confidentiality

<Define the levels of confidentiality that the member has to agree to use when sharing information, e.g. TLP colour coding>

Member information

<Define how to categorize members' information and who decides how it should be treated, e.g. originator is considered the owner of information, giving that member the right to decide how to handle the information>

Third-party information

<Define how to relate to information originated from external parties and how third parties should relate to ISAC confidential information>

Platform and distribution channel access

<Define regulations around access to ISAC platforms and distribution channels, e.g. who should be able to access it, or what information should be accessible>

Legislation

<Define how the NDA relates to applicable legislation>

Violation of agreement

<Outline what a violation of the NDA entails>

Severability

<Define how the members should relate to the agreement in case of e.g. invalidity of any individual parts of the agreement, e.g. all other parts of the agreement still apply>

Waiver

<Define potential regulations and procedures regarding liabilities>

Assignment

<Define procedures and regulations around assignment of rights or obligations to and from successors or predecessors>

NDA modifications

<Define procedures for modifications of the NDA, e.g. validity and need for new signatures when updating the agreement>

Termination

<Define obligations and rights after the NDA has been terminated>

Date and signatures

<Name, title, date, signature>