Draft Minutes PV

Meeting:	Information Security Council – Meeting # 6
Date & Time:	Friday, January 17, 2020 (10:00 – 12:00 p.m.)
Location:	The President's Boardroom # 132 1st Floor, Simcoe Hall (SH) 27 King's College Circle

CHAIR

Ron Deibert

ATTENDEES:

Alan Aspuru-Guzik, Luke Barber, Heidi Bohaker, Sam Chan, Rafael Eskenazi, Sian Meikle, Zoran Piljevic, Bo Wandschneider,

REGRETS:

Leslie Shade, C.J. Woodford

BY INVITATION:

Sue McGlashan, Marden Paul, Alex Tichine, Mike Wiseman, Carrie Schmidt

NOTE TAKER:

Andrea Eccleston

Item

Welcome - Ron D

The meeting of the ISC convened at 10:00 a.m. with Committee Chair Ron Deibert presiding. The Chair welcomed the ISC members, in particular new members, Professor Alan Aspuru-Guzik and Mr. Luke Barber who were attending an ISC meeting for the first time. This was followed by around the table introductions.

Approval of Agenda - Ron D – All (FOR APPROVAL)

The Chair invited comments from the Council regarding the meeting agenda. No changes were tabled. The agenda was adopted without any further modifications.

Approval of Minutes of January 17, 2019 (Public and Full)/ Minutes of April 30, 2019 (Public and Full)   Ron D (FOR APPROVAL)

The approval of the Minutes of September 9, 2019 deferred. The Chair requested that the Minutes be distributed after the meeting for review and feedback.

CISO update

Isaac S provided the following update on current information security initiatives:

- It was noted that some departments (KPE/UTSC/Pharmacy/SciNet) are now in the process of hiring their own security leads and the IS department is currently working on building indirect reporting relationship with these offices. It was also noted that other departments are also exploring having their own security position as well.
- In terms the budget discussion, it was noted that given the absence of an institutional approach to funding the divisions are covering the cost themselves and this appears to be the model that is panning out. Isaac S suggested that it would be helpful if we took a more strategic approach to funding. It was also noted that with respect to the issue of job description and position classification it would be worthwhile in discussion with HR to proceed as a group.

In his update on the CanSSOC project, it was noted that the project team is currently located at McGill, Calgary and UofT and this includes two full-time staff at the UofT. He said that plans currently underway to onboard more dedicated full-time staff.

Issac S also updated the Council on a number of tri-campus outreach activities which occurred during Cyber Security Awareness Month noting the rebranded theme of "one team, one goal". He said that there is a need to improve coordination across tri-campus as we evolve and mature.

In terms of the external security assessment, Isaac S noted that the draft report has been completed. The goal is to have the finalized report for presentation to the Council at the March 2020 meeting for a more substantive discussion on assessments, controls and the review cycle.

Isaac S also provided an update on the DAC budget process.

The Chair commended Isaac S on the amount of progress made to date.

Recent Incidents – Incident Workgroup AlexT/Isaac S
Isaac S also walked the Council through a deep dive of two recent security incidents.

IN CAMERA

Risk Workgroup: Sue M
- **Discuss: Pilot Group report**
- **Discuss: Reporting format for future update**

Endorse: Plan for self-assessment roll-out.

Sue M provided a brief overview of the Risk Assessment program. It was noted that the reason for requesting that units complete the self-assessment is to ensure that they understand their risk landscape and to ensure that they actively manage their info risk. She also recapped the activities from the previous year, 2019 noting that 30 units participated in a pilot and the results have revealed good progress with a 75 percent success rate. Sue M also reviewed the data points with the Council.

During the discussion the following points were raised:
- It was suggested that this should form part of the basic training for all incoming staff and faculty with respect to where to find the required resources.
- Also noted that could use data to drive changes regarding resources and funding.
- In terms of the report this would provide information to individual units on how they compare to other units.

Sue M asked the Council for guidance with respect to:
- The business continuity planning/server related risk.

She also asked the Council to provide feedback on the reporting format. The following points were noted:
- Given that the charts are intensive, suggestion made to include in the appendix and summary data.
- The Council would like to see the correlation between the key gaps and the key priorities and how action items are addressed.

Sue M requested the Council to review the questions in the handout and provide feedback.

Q: With respect to external audit useful to make it more transparent regarding budget request.
A: Yes, process not worked out yet.

Q: Is there a way to separate the survey from the enhanced survey?
A: Already done.

MOTION by Heidi B to endorse the Plan for self-assessment roll-out, Seconded by Sian M and carried without dissent.

Any other business - Ron D
Workgroup membership: Ron D noted that it is important to have faculty representation on the ISC and there is a need to do a better job of recruiting faculty members to the Committee. It was updated that Ron D and Isaac S have started a process of reaching out to faculty to submit recommendation for consideration. The Chair requested the Council's input and suggestion in this process.

AGENDA ITEM:
The following should be added to the Agenda of the next meeting:
- **Discuss: Faculty representation**
- **Approve: Formalize the Chair's term and rotation schedule**

Adjournment- Ron D
There being no further business to come before the Council, the meeting was adjourned at 4:02 p.m.