

# Draft Minutes

Meeting: Information Security Council – Meeting # 4 (PV)

Date & Time: Friday, May 29, 2020 (10:00 – 12:00 p.m.)

VIRTUAL MEETING

## CHAIR:

Ron Deibert

## ATTENDEES:

Luke Barber, Heidi Bohaker, Sam Chan, Rafael Eskenazi, Alán Aspuru-Guzik, , Sian Meikle, Andrew Petersen, Zoran Piljevic, Leslie Shade, Isaac Straley (Co-Chair), Michael Stumm, Bo Wandschneider

## BY INVITATION

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

## NOTE TAKER:

Andrea Eccleston

Item #	Item	Discussant			
1	<p><b><u>Welcome, Approval of Agenda, Minutes and business arising:</u></b></p> <p>The meeting of the ISC convened at 10:02 a.m. with Chair Ron Deibert presiding. He welcomed all attending members and guests.</p> <p>The Chair invited comments from the Council regarding the meeting agenda. No changes were tabled. The agenda was adopted as pre-circulated.</p> <p>The Chair also invited comments from the Council regarding the Public and Full versions of the Minutes of Monday, September 9, 2019 and Friday, January 17, 2020. No changes were made and the Minutes were approved as presented.</p> <p><b><u>ACTION ITEM:</u></b> <b>Carrie S to publish the approved Public Minutes of September 9, 2019 and January 17, 2020 on the ITS website, on the ISC page.</b></p>				
2	<p><b><u>Introduction of new member – Andrew Peterson:</u></b></p> <p>In introducing this item, Isaac S said that part of the commitment to the Council is to ensure that there is adequate faculty representation on the ISC. He asked new member Professor Andrew Petersen to introduce himself.</p>				

	<p>In his introduction, Professor Petersen provided a brief bio, noting that he is an associate professor in the department of mathematical and computational sciences at the University of Toronto Mississauga.</p> <p>Isaac S also introduced guest/observer, Kiren Handa, the Executive Director, Institutional Research and Data Governance in the Planning and Budget Department. In her introduction, Kiren H noted that she is working closely with the CISO and other key partners within the organization to look at establishing a roadmap for governance practices across the university.</p>
3	<p><b><u>Committee members &amp; chair term - Ron D</u></b></p> <p>The Council discussed at length a number of governance issues with respect to term limits, succession planning, selection process and the skills matrix required for ISC membership. There was consensus to set a term limit of 3 plus 2 term to be done on a rotation basis to ensure broader engagement and the injection of new perspectives. A member also suggested the need to stagger renewal in order to avoid having a fresh base and to ensure continuity.</p> <p>The Council also discussed the need to review the current Terms of Reference noting that this should include adding language with respect to the criteria for representation in the membership to help guide the rotation.</p> <p><b><u>ACTION ITEM:</u></b> <b>Bo W and Isaac S to take offline to flesh out and provide recommendation to the Council for review and approval.</b></p> <p><b>Council members to provide a list of 5 skills that they contribute to the skills matrix of the ISC.</b></p> <p>The Council also discussed the succession planning and the role of the faculty co-chair role. Bo W suggested that in terms of process, the CISO should engage and consult with the community to find an appropriate candidate and then bring forward a recommendation to the Council for approval. The Chair said that he would be happy to extend his term given the current environment.</p>

<p>4</p>	<p><b><u>CISO update:</u></b></p> <p>Isaac S updated the Council on a number of recent internal and external noteworthy security incidents in the IS space. The Council discussed the issue of containment, responsiveness and controls. A suggestion was made to provide curated information to the wider community as it would be beneficial for Business and Financial Officers to be aware of this issue.</p> <p>Isaac S also announced that the Policy on Information Security and the Protection of Digital Assets was adopted by the Governing Council. He added that under the presidential designation, the CISO shall have overarching responsibility for the protection of the University's Digital Assets.</p> <p>The Council was also updated on the recent IS team reorg. It was noted that Mike W has assumed a new role as Associate Director of Security Strategic Initiatives with a focus on the governance process to support the ISC and all the work being done on national initiatives. It was also noted that recruitment for the Associate Director, Security Operations position is now underway.</p> <p>Isaac S also provided an update on the Palo Alto and the MFA projects. In reviewing the Annual Security Report with the Council, it was noted that this will be presented to the Governing Council Planning and Budget Committee and the Audit Committees. He also provided an update on the various initiatives currently being undertaken by the various ISC Working Groups.</p> <p>The Council held a discussion on the challenges faced in the recruitment of information security managers.</p> <p><b><u>ACTION ITEM:</u></b>  <b>Ron D, Bo W and Isaac S to draft a document for the Council review and endorsement which is to be sent to HR.</b></p>
<p>5</p>	<p><b><u>COVID-19 Risk Report</u></b></p> <p>Isaac S provided the Council with a high-level summary of some of the key risks resulting from the changes made to both technology and work processes due to COVID-19 as we move people out of the office to their remote work spaces.</p> <p>The Council held discussion around remote working and the use of personal devices and available resources. It was noted that the university is currently exploring options to address this issue. The issue of budgetary implementation was also raised with respect to impact on faculty. A suggestion was made to have the ISC advocate for a mobile workforce strategy for the University.</p> <p>There was also discussion on remote instruction and the increase in un-vetted third party services. It was suggested that there is a need to flag this issue to senior administrators.</p>
<p>6</p>	<p><b><u>Security Control Standard:</u></b></p>

	<p>Mike W walked the Council through the set of baseline controls mapped to the data classification. These were endorsed by the ISC. He noted that as we move forward, there is the need to be able to articulate the security posture of the university to help frame the programs and processes that we want. He said that the goal is to integrate the standards with other external controls so that control usage can be a one-stop shop to provide assurance that our standards are covered for most applications or most information security protection that they need.</p> <p>It was noted that work currently underway to draft an implementation plan. He added that plans are being worked on for educating and training the community by providing tools and further documentation that is specific on how to implement the controls. It was noted that this work will culminate in a formal launch in October 2020 during Cyber Security month.</p> <p>The Chair congratulated the entire Working Group on this accomplishment.</p> <p>The Council asked about the budgetary implication. It was noted that currently the IRSA process takes 5 hours with some amount of expertise so the assessment would be comparable, except in the case of more complex instances which would require expertise such as the divisional security managers. It was also noted that a reporting tool is being developed to assess and to figure out areas where gaps exist.</p> <p><b><u>DECISION:</u></b>  <b>Following the presentation and discussion, the Council moved to endorse the Security Control Standard proposal put forward by The Procedures, Standards, and Guidelines working group. All in favour.</b></p>
7	<p><b><u>External Assessment:</u></b></p> <p>Isaac S provided an overview of the final Information Security assessment Report. He noted that work to commence on building strategic models and will be looking to the ISC for guidance and feedback.</p> <p>The Council held discussion about governance and decision making in terms of defining the CISO and the ISC authority. It was the general agreement that there is a need to address how to move from point A to B.</p> <p>The Chair thanks Isaac S for the excellent report.</p>
8	<p><b>Any other business - Ron D</b> None</p>
9	<p><b>Adjournment - Ron D</b> There being no further business to come before the Council, the meeting was adjourned at 12:00 noon</p>