

Risi

The Repository of Industrial Security Incidents  
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Repository for Industrial Security Incidents (RISI)

**RISI Advisory Panel  
Organizational and Operational Guidelines**

Revision: 1.0

Issued on: August 07, 2009

## Contributors

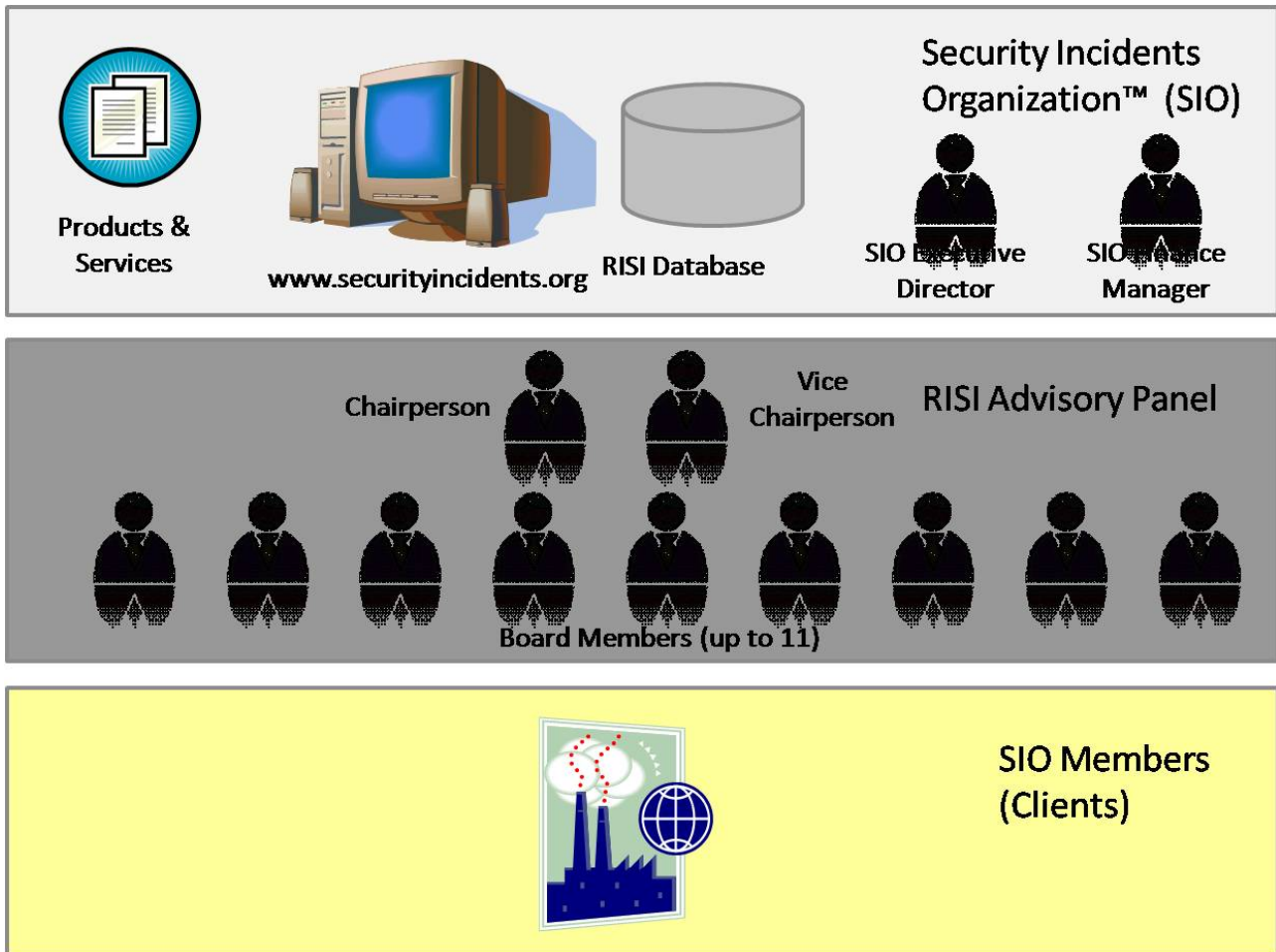
<b>Name</b>	<b>Title</b>	<b>Company</b>
John Cusimano	Executive Director	Security Incidents Organization

## Revision History

<b>Revision</b>	<b>Date</b>	<b>Author(s)</b>	<b>Description</b>
0.1	July 23, 2009	John Cusimano	Initial draft
0.2	July 27, 2009	RAP Members	Modifications from 07/27/09 Advisory Panel Meeting
1.0	Aug. 07, 2009	RAP Members	Modifications from 08/06/09 Advisory Panel Meeting

### 1 Overview

The advisory board for the Repository of Industrial Security Incidents (RISI) Advisory Panel (RAP) is a key communications vehicle to facilitate the open flow of information between the Security Incidents Organization (SIO) and its member base. The RISI Advisory Board RAP shall be a diverse assemblage of leaders and subject matter experts across the industrial automation field spanning a range of technologies, industry sectors and geographic regions.



## 2 Charter

The Panel's charter is to:

- Represent the viewpoint of members on current and future SIO policies, products and services.
- Act as an advisor to SIO on general matters arising from professional, governmental, or regulatory requirements.
- Collect and communicate consensus member needs to SIO and qualifying them by their business value to members.
- Be an advocate for SIO and use its influence to help solicit new members and future Advisory Panel members
- Interface with relevant national and international standards organizations regarding standards for incident reporting
- Engage in public policy advocacy

### 3 Structure of the Advisory Panel

The RAP will consist of 2 Officers (Chairperson and Vice-Chairperson) and up to a total of 11 Members.

Advisory Panel members shall represent the following Subject Matter Experts (SMEs) and industrial sectors:

<b>Subject Matter Experts</b>
Cyber Security Researchers
Industrial Automation & Control - Safety & Security Consultants
Industrial Automation & Control - Commentator, Analysts
Industrial Automation & Control - System Integrators

<b>Industrial Sectors</b>
Oil & Gas
Chemical
Transportation
Electric Power
Water/Waste Water
Food & Beverage / Pharmaceuticals
General manufacturing

## 4 Panel Member Responsibilities

RAP members shall:

- Sign a non-disclosure agreement (NDA) to maintain the confidentiality of private discussions of the RAP and unannounced SIO technology and plans
- Abide by all the terms of this charter and act in a professional manner
- Publically advocate the value of RISI
- Agree to allow SIO to publish their name and brief bio on the security incidents website
- Represent their constituency and seek input to be brought back to the RAP for processing.
- Be an active member of the Panel and participate as necessary.
- Panel members agree to be contacted by members with comments or suggestions concerning SIO's products and services or to offer practical advice.

## **5 Chairperson Responsibilities**

The Chairperson shall:

1. Abide by all of the responsibilities of RAP members listed in section 4
2. Preside at meetings of the RISI Advisory Panel.
3. Appoint committees and assign tasks to them, as may be deemed necessary by the Panel and SIO Executive Director.
4. Perform other duties commonly associated with the position of Chairperson.

The Vice-Chairperson shall:

1. Abide by all of the responsibilities of RAP members listed in section 4
2. Preside in the absence of the Chairperson.
3. Succeed to the office of Chairperson for the unexpired term in the event of a vacancy in that office.
4. Perform other duties commonly associated with the position of Vice-Chairperson.

The Executive Director of the SIO will fulfill these duties in the absence of a Chairperson or a Vice-Chairperson.

## **6 Advisory Panel selection process**

In order to quickly establish a working Panel the initial RAP members were appointed by the SIO Executive Director prior to the launch of RISI on 20 July 2009. Refer to Appendix A for a current list of RAP members.

Subsequently, the RAP will use the following process for filling vacant RAP positions:

- a) The SIO will solicit nominations via the website when RAP positions are available
- b) Nominees may accept or decline the nomination. If they accept, they will send a letter to the Advisory Panel outlining their qualifications, benefit to the organization, and reason for desiring a Panel member position
- c) To insure the overall integrity of the Panel, particular care will be taken to insure there is no appearance of any conflict of interest on the part of the candidate
- d) The RAP Chairperson will facilitate a brief discussion of each nominee (each Panel member gets 2 minutes to argue for or against the candidate)
- e) The RAP Chairperson will call for a vote. A majority vote is required to be accepted.

## **7 Advisory Panel Officer Selection Process**

The RAP Officer Selection process will be administered by the SIO Executive Director using the following process:

- a) The Security Incidents Exec Director will solicit RAP members via email for Chairperson and vice-Chairperson nominations
- b) Nominees will send their reason for desiring the Chairperson or vice-Chairperson positions
- c) To insure the overall integrity of the Panel, particular care will be taken to insure there is no appearance of any conflict of interest on the part of the Chairperson or the vice Chairperson.
- d) The SIO Executive Director will facilitate a brief discussion of each nominee (each Panel member gets 2 minutes to argue for or against the candidate)
- e) The SIO Executive Director will call for a vote (nominees must abstain from voting). A majority vote is required to be accepted.

## **8 Terms of Participation**

- All RAP positions, including Chairperson and Vice-Chairperson, are voluntary positions
- RAP Members are invited to serve for two years but may be re-elected an indefinite number of times.
- The Chairperson and Vice-Chairperson are also invited to serve for two years. They may also be re-elected but for only one additional term.
- Retired Chairperson will be invited to remain on the RAP as advisors but are subject to the selection process in section 6
- RAP members and Chairmen may resign at any time. However, as a courtesy the RAP requests one week prior notification.
- RAP members not participating in monthly meetings for greater than a 6-month period will be considered "Inactive" and be removed from the RAP.
- Only one Panel seat is offered per company at any given time.
- The Panel meets monthly with the SIO Executive Director and has influence on the quality and direction of SIO products and services to ensure that they continue to meet members' needs and expectations.
- Advisory Panel members are also expected to disclose potential conflicts of interest due to projects or activities that may be in competition with the activities of the Security Incidents Organization.

## Appendix A

### Current RISI Advisory Panel Members

(Updated Friday, Aug. 07, 2009)

<b>Name</b>	<b>Company</b>	<b>Member since</b>	<b>Industry Affiliation</b>
Walt Boyes	Spitzer & Boyes Inc.	July 20, 2009	Process Automation
Eric Byres	Byres Security	July 20, 2009	Process Automation
Eric Cosman	Dow Chemical Co.	July 20, 2009	Chemical
Aris Espejo	Syncrude	July 20, 2009	Oil & Gas
Mark Fabro	Lofty Perch	July 20, 2009	Process Automation
Todd Stauffer	Exida	July 20, 2009	Process Automation
Joe Weiss	Applied Control Solutions	Aug. 06, 2009	Power, Process Automation