

Membership Guidelines XXX-ISAC

XXX-Information Sharing and Analysis Centre

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N.B. These guidelines are not intended as a legally-binding contract or non-disclosure agreement.

1. Goal, objectives, and structure

1. De XXX-ISAC (Information Sharing and Analysis Centre) is designed to facilitate for its members the exchange of information, in a confidential and trusted environment, concerning threats, vulnerabilities and incidents of electronic attack on members' networks and environments.
2. Objectives
 - 2.1. To develop a trusted environment where information can be shared amongst those with responsibility for the protection of the sector.
 - 2.2. To provide an active forum to identify issues facilitating the unauthorised penetration or manipulation of networks or systems and supporting software that affect the sector.
 - 2.3. To identify and develop mitigation for those vulnerabilities that could otherwise be exploited.
 - 2.4. To deter attacks on the XXX sector through development and implementation of good practices.
3. To engender trust and ensure that full exchange of information is achieved, each member organisation may sponsor a representative, based on the criteria in **Section 3.1**. Only these named representatives may attend the XXX-ISAC.
4. The membership shall be restricted to organisations that meet the criteria in **Section 2**.
5. Representatives from these organisations shall be required to meet the criteria in **Section 3**.
6. Both corporate members and individual representatives shall comply with the information sharing procedures and rules set out in **Section 4**.
7. The ISAC will be chaired by a corporate representative of XXX sector.
 - 7.1. The chair, vice-chair and secretary will be elected for a period of XXX years, by the ISAC members. The chair will preside the meetings.
8. The ISAC will create, as necessary, sub-groups and working groups to take forward detailed work projects, as agreed by the ISAC. Membership of sub-groups and working groups will not necessarily be restricted to ISAC Representatives, but appointed as appropriate to the project.
9. The ISAC "incorporation" will not be bound by a signed legal contract.
10. External communication about the ISAC will in principal be done by the chair of the ISAC.

2. Membership criteria

1. The membership of the XXX-ISAC shall be restricted to organisations fit the criteria of 2.2., and do not pose a threat to the security, confidentiality or integrity of the ISAC by their membership.
2. *Every in country XXX established organisation that meet all of the criteria below:*
 - *Established, or directly connected to the XXX-sector by its activities;*
 - *Member provides added value during membership;*
 - *The company confirms the membership guidelines of the XXX-ISAC.¹*
3. Application by a company or government or police body to join the ISAC will be put to the existing membership for approval. Members will vote; applicants require unanimous approval to join. An existing member may only object to the applicant on grounds that they do not meet these criteria for membership.
4. The list of member organisations, personal representatives and signed membership guidelines is maintained by the secretary of the ISAC.

¹ These criteria are examples of criteria you can prescribe as ISAC. Discuss which criteria are of importance to your ISAC. .

3. Personal representative criteria

1. The membership of the XXX-ISAC shall be restricted to a maximum of XX² representatives per participating organisations.³
2. Only these named individuals may attend the meetings of the ISAC; no substitution will be permitted.
3. The individuals' role within the organisation shall reasonably fit the remit of this Exchange as set out in Section 1.
4. Each individual representative shall abide by the membership rules, and undertakes personally to respect the confidentiality and integrity of the ISAC, and information shared at its meetings. If a member breaches these rules, the ISAC reserves the right to terminate their membership. Termination will be effected by a motion from one member, supported by the vote of XXX⁴.
5. Every member, respective organization of this member, shall endorse the membership guidelines of the ISAC. The acceptance form is part of this membership guideline.
6. All members of the ISAC must sign the membership guidelines before they participate in the meeting and send this to the secretary.
7. Members are obliged to inform the secretary if there is a change in any information supplied on the acceptance form.
8. The procedure for gaining membership is:
 - 8.1. Proposal or nomination by an existing ISAC member by email to the secretary of the ISAC.
 - 8.2. The proposed name will be circulated by the secretary to all members at least two weeks prior to the next meeting of the ISAC.
 - 8.3. The proposal will either be confirmed or rejected by the membership at the meeting, by unanimous vote. An existing member may only object to the applicant on grounds that they do not meet these criteria for membership as stipulated in section 2 and 3 .
 - 8.4. A newly admitted representative can attend the following meeting.
9. Non-attendance. A membership organisation may be asked to leave the ISAC if neither of its representatives attends XXX successive meetings.⁵

² Two is recommendable, but this is up to the ISAC members.

³ Possibly include the sentence: "Temporary staff, hired by one of the participating organisations, are excluded from membership."

⁴ Depending on the preferences of the members of the ISAC: 'one other organisation', 'a simple majority of organisations', or 'all organisations except the concerned organisation'.

⁵ 3.9 is an advice but not mandatory. It is recommended to set the number of three consecutive meetings.

4. Information sharing rules

1. Sensitive information will be shared orally in the 'closed' part of the ISACs meeting of the XXX-ISAC. Each representative will give each piece of information they provide one of four 'information sharing levels', in accordance with their wishes for the handling of their information by other representatives. The four information sharing levels that are being used are created by the Forum of Incident Response and Security Teams (FIRST). These codes are internationally renowned as the Traffic Light Protocol (TLP). The definition used can be found at www.first.org.
2. It is the responsibility of all representatives to respect the designated sharing levels of all information offered within the ISAC.
3. It is the responsibility of the representative offering the information to specify its sharing level. If the representative offering the information does not designate a sharing level, the information will be assumed to be AMBER, and the source [identity of the providing organization] be assumed to be RED. If any Representative has any doubt whether information is RED, he/she must contact the person who offered it before taking any action on it.

5. Changes to the Membership Guidelines

- 5.1. Changes to the Membership Guidelines will be submitted in writing to the members no later than two weeks before a face-to-face meeting in which the changes are discussed. The proposal will unanimously be accepted or rejected.

6. Administration

1. Unless alternative arrangements have been agreed by the XXX-ISAC, the secretary will:
 - 1.1. Organise each event;
 - 1.2. Provide administrative support and a secretary for each meeting;
 - 1.3. Provide a suitable venue for each event; and
 - 1.4. Archive the signed membership guideline taking into account the General Data Protection Regulation (GDPR).
2. Meeting minutes. The secretary is responsible for composition and distribution of the minutes of every ISAC meeting. Within these meeting minutes, the present members will be mentioned, including those who are not able to attend by giving prior notice. The minutes of every meeting will be made anonymous and classified with TLP:AMBER, as mentioned above in Section 4. When the minutes are composed, they will be distributed to all ISAC members by E-mail.
3. Meetings of the ISAC will typically take the following structure:
 - 3.1. A period of closed ISAC, restricted to the nominated membership only, for the purposes of confidential information ISAC. Attendance will be expected of at least one representative of each organization.
 - 3.2. A period of open ISAC for the purposes of general discussion and presentations. Attendance will be at the discretion of each representative. Visiting (i.e. non-Member) speakers may be invited by the ISAC on occasion.
4. If for any reason a representative is unable to attend an event, they should notify the secretary as soon as possible.

