



# Statewide Human Risk Management Advisory Board Charter

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## Background

The State of Oregon recognizes its most important resource is its employees. It is committed to the information security training and development of its workforce, so they gain the necessary skills to reach their full potential.

Enterprise Information Services (EIS)/Cyber Security Services (CSS) has been providing voluntary statewide information security training since 2009.

As of September 12, 2016 Governor Brown's Executive Order 16-13, *"Unifying Cyber Security in Oregon"* (EO 16-13) requires agencies to conduct and document the completion of EIS/CSS-approved information security awareness training for all agency employees on an annual basis; report security metrics using methodologies developed by EIS/CSS; and participate in activities coordinated by EIS/CSS in order to better understand and address security incidents and critical cyber security threats to the state.

The Information Security Awareness and Training (ISAT) program under EIS/CSS is a statewide training and development effort to meet security compliance requirements and manage human risk. The program meets security compliance requirements by providing statewide annual security awareness training, monthly reinforcement content and additional information security awareness resources as needed.

The program manages human risk by identifying our top human vulnerabilities and the behaviors needed to address and reduce those security vulnerabilities. The program communicates with and engages our workforce to impact identified behaviors.

Truly mature programs go beyond just changing behavior and help create a secure culture.

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## Purpose

The concept of the advisory board is based on a belief in the importance of shared leadership. The advisory board and responsible program staff work together to ensure that the program is delivering learning that is current, up to date, and relevant to current business, industry, labor, and professional employment practices.

The primary function of the advisory board is to provide advice and assistance to the ISAT program. Advisory board members offer their experience and expertise to strengthen the decision-making process, however, the advisory board is non-voting and are not a decision-making body.

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## Charter Authority

EIS/CSS has the authority to create the advisory board and set the charter.

The advisory board is expected to be an ongoing body with annual review of the charter and membership.

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## Membership

Membership for this advisory board is by invitation. The membership will be made up primarily of subject matter experts in training and information security from state organizations. Other members will represent a cross section of business perspectives and experiences relevant to the ISAT program.

Members are responsible for getting management approval for participation.

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**Responsibilities & Expectations****Shared Responsibilities:**

Statewide Information Security Awareness & Training Advisory Board:

- Will commit to developing outstanding security training.
- Will share the drive to build a security culture.
- May recommend appropriate security training topics.
- May review and evaluate security trainings.
- Shall assist in balancing any tension between a specific agency and the enterprise objectives, if there are concerns, please address with the sponsor directly.
- Shall recommend effective communications with all stakeholders.
- May assist in the annual October cybersecurity awareness month planning.

**Individual Roles and Responsibilities:**

As individuals, each person brings broad understanding and experience. In addition, each member will have the following personal characteristics:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, and provide constructive feedback.
- Willing to: prepare for and attend board meetings, ask questions, share ideas, opinions, and experiences.
- Possess: honesty, openness to differing views, a friendly, responsive, and patient approach, engagement skills, personal integrity, a developed sense of values, and concern for and interest in the program's development.

If membership roles, responsibilities and expectations are not being met, the Chair and/or Sponsor will review membership participation.

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**Convening Information****Preliminary Meeting Logistics:**

- Teams meetings as needed

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**Key Staff Support:**

The ISAT program at Cyber Security Services (CSS) is responsible for maintaining the official charter documents, and for scheduling a review on an annual basis, or more frequently as needed.

ISAT staff are responsible for scheduling, meeting coordination, document management, and facilitation.

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**Chair & Sponsor**

The advisory board is chaired by the Cyber Security Services- Information Security Awareness & Training (ISAT) Coordinator on behalf of the CSS GRC Director.

The advisory board is sponsored by the Cyber Security Services- Governance, Risk & Compliance (GRC) Director, on behalf of the Chief Information Security Officer (CISO).

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**Signature of Chair**

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*Advisory Board Chair, Andra Tom*  
CSS Human Risk Management Program Coordinator

**Signature of Sponsor**

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*Advisory Board Sponsor, Kristine Cornett,*  
CSS Director Governance, Risk & Compliance