



**Information Communication & Technology**

**Cyber Security Awareness Team (CSAT) Committee**

**TERMS OF REFERENCE**

**1. TITLE:**

The name of the committee shall be...Cyber Security Awareness Team (CSAT) Committee.

**2. PURPOSE:**

The purpose of the committee is to:

- Establish a focal team to manage discussion and provide awareness of handling cyber security incidents for all Nauru Government departments.

**3. MEMBERSHIP:**

- Director of ICT
- ICT Office Manager
- ICT Technician
- NES Representative
- Finance Representative
- Cenpac representative
- HR Representative
- Digicel Representative

**PROXY Members:** Any member of the committee is allowed to nominate a proxy member from their respective Division to attend meetings on their behalf. Proxy members will provide assistance, and contribute to the deliberations on specific agenda items, but will not hold voting rights.

**Quorum:**

Meeting will be arranged so that all members of the committee can attend.

The quorum for the meetings of the CSAT Committee shall be 4 members.

**The Office Bearers:**

Were elected by simple majority of those present during the first meeting of the CSAT Committee, are as follows:

- Chairperson
- Deputy chairperson
- Secretary

Prepared by Elkana Capelle,  
Acting Director of ICT 10/4/19

- Assistant Secretary

**4. CHAIRPERSON:**

The responsibilities of the Chairperson shall include:

- Scheduling meetings and notifying committee members
- Guiding the meetings according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- Reviewing and approving the draft minute/agenda before distribution
- Signing of minutes before distribution to committee members

**5. SECRETARY:**

The role of the Secretary shall include:

- Preparing agenda and issuing notices for meetings, and ensuring all documents are attached as required for discussion or comments
- Distribution of agendas/minutes prior to the meeting to all committee members one week before meeting
- Taking notes of proceedings and preparing minutes of meeting throughout the duration of the meeting

**6. DURATION OF MEETING:**

Meetings shall be held ones a month at duration of one hour, unless the committee members request for an extension. A special extraordinary meeting may be called by the Chairperson.

**7. OBJECTIVES:**

The Cyber Security Awareness Team (CSAT) will:

- Establish ICT point of contact for each Government department to receive and manage Cyber Security incidents.
- Provide awareness on Cyber Security for all Government ICT users.

**Scope of work:**

- Develop CSAT framework guidelines.
- Align objective to the NSDS
- The CSAT may co-opt other members from appropriate Dept./Services /Facilities/or professional groups to attend for specific item relating to their particular expertise
- The CSAT will abide by normal meeting procedures, will be minuted and an agenda will be circulated one (1) week prior to each meeting.

**8. REPORTING:**

- Present report to Secretary for Telecommunication on a regular basis.

**9. EVALUATION:**

- Evaluate effectiveness of committee by:
  - Reviewing number of incident reports received.
  - Feedback and evaluation from relevant departments post awareness.

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- Review number of cyber security incidents in the next 6 months.