



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Cristina Amon, Dean

MEMORANDUM

2016/17-03

To: Members of the Faculty of Applied Science and Engineering

From: Cristina Amon

Date: October 13, 2016

Re: Announcement – Steering Committee on Information Security and the Protection of Digital Assets

In June 2016, I announced the creation of a Steering Committee to review and assist with the implementation of the University of Toronto's *Policy on Information Security and the Protection of Digital Assets*, which includes the creation of an Information Risk Management Program.

I am grateful for the following FASE members who have agreed to serve on this Steering Committee and look forward to receiving their report.

- Professor Markus Bussmann, Vice Dean Graduate Studies (Co-Chair)
- Mr. Alex Tichine, Associate Director, Information Security and Enterprise Systems (Co-Chair)
- Mr. Joe Baptista, Director of Operations (MIE)
- Mr. Brian Coates, Chief Financial Officer
- Ms. Christina da Rocha-Feeley, Director, Office of the Dean (Committee Administrator)
- Professor Tamer El-Diraby (CivE)
- Professor Dimitris Hatzinakos (ECE)
- Mr. Dan Pettigrew, Associate Registrar, Director of Administrative Information & Technology Services
- Mr. Phil Poulos, Director, Engineering Computing Facility
- Mr. Jaro Pristupa, Director of Information Technology (ECE)
- Professor Christopher Yip, Director, Institute for Biomaterials & Biomedical Engineering

Further information on the Steering Committee's terms of reference and timelines is provided below.

Terms of Reference:

1. Identify key elements of information security strategy and requirements for effective support of the Faculty's academic mission
2. Conduct a collaborative assessment of the current state of information security and protection of digital assets within the Faculty



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3. Determine and recommend a responsibility framework (e.g., for departments: roles and responsibilities, accountabilities, processes)
4. Establish and oversee the Information Risk Management Program, including incident management process and oversight
5. Review and establish effective communication processes, knowledge sharing and user awareness training across the Faculty

Process:

The Steering Committee will meet once a month (or at the call of the co-chairs) with the aim of reporting initial recommendations on implementation of the Policy to the Dean by the end of February 2017. After which, the Committee will continue its work towards accomplishing the mandate. Periodic reports will be provided to the Dean, Chairs and Directors.

Timeline

1. Appoint Steering Committee: October 2016
2. Meetings and consultation: October 2016 through January 2017
3. Final report submitted to the Dean: end of February 2017
4. Recommendations presented to Chairs and Directors: April 2017