UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Cristina Amon, *Dean*

MEMORANDUM   **2015/16-19**

To: Chairs and Directors
            Administrative Managers

From: Cristina Amon

Date: June 22, 2016

Re: **Call for Nominations: Steering Committee on Information Security and the Protection
            of Digital Assets**

With the recent approval of the University of Toronto's Policy on Information Security and the Protection of Digital Assets, it is an appropriate time for U of T Engineering to establish a Steering Committee to review and assist with the implementation of the Policy, which includes the creation of an Information Risk Management Program. Information on the proposed Steering Committee is provided below.

Mandate:
- Identify key elements of information security strategy and requirements for effective support of the Faculty's academic mission
- Conduct a collaborative assessment of the current state of information security and protection of digital assets within the Faculty
- Determine and recommend a responsibility framework (e.g., for departments: roles and responsibilities, accountabilities, processes)
- Establish and oversee the Information Risk Management Program, including incident management process and oversight
- Review and establish effective communication processes, knowledge sharing and user awareness training across the Faculty

The Steering Committee will seek input from key stakeholders: Engineering departments and institute chairs, associate chairs, information technology directors, managers, staff and interested parties from other faculties and divisions.

Timeline for July 2016 –June 2017:
- Submit initial recommendations on implementation of the Policy to the Dean for review and approval (November 2016)
- Periodically report on progress towards accomplishing the mandate and compliance with the Policy to the Dean, Chairs and Directors

Membership can come from any the following groups:
- Directors (administrative) overseeing information technology portfolio
- Faculty members with interest in security and risk management
- Senior administrative representatives
- Experts in information security and risk management

Recommendations for membership of the Steering Committee should be submitted to the attention of the Dean via email dean.engineering@ecf.utoronto.ca by **Tuesday, July 5, 2016.**