

**Commonwealth Information Security Council
Making Information Security an Executive Management
Priority (MISEMP) Meeting Summary
July 20, 2009
2:20 pm – 3:00 pm**

MISEMP Committee members attending:

Shirley Payne (University of Virginia)
Sandy Graham (Chesterfield County)
Peggy Ward (Virginia Information Technologies Agency)

MISEMP Committee members absent:

John McDonald (Deputy Secretary of Technology)

Also attending:

Nakita Albritton (Virginia Information Technologies Agency)
Carsten Schmidt (Corporate Executive Board/Information Risk Executive Council)

Topic- Continued Professional Education

Peggy requested that Nakita review the IREC site for CPE information and brief her and John Green on the findings.

Topic- Cabinet Briefing

Peggy reported that she conducted a presentation on the Commonwealth Information Security Program at the Cabinet Briefing on July 20. Peggy will send the presentation to the committee.

Topic – Corporate Executive Board (CEB)/Information Risk Executive Council (IREC)

A representative of the CEB, Carsten Schmidt, attended the July 20th MISEMP meeting to discuss what information IREC can provide to assist the Commonwealth with decisions regarding identifying the right information to provide to executives and effective methods of conveying the information. Carsten agreed to follow up with IREC site information on process, metrics and awareness by close of business Tuesday, 7/21.

Topic – Reference Guide

There was a discussion regarding the current development of the quick reference guide for incident response and what other key topics should be considered for reference guides. Data classification, encryption and security in new projects (checklist) were suggested by Carsten as topics to consider for reference guides. Shirley suggested guidance regarding breach notification to citizens. Shirley will send Sandy the link to the Virginia Code regarding breach of personal information notification. Carsten suggested an online format for the reference guides and to also give reference guide cards to some people as a pilot to see how well they work.

Topic- Assessment of Agency Information Security Programs

Shirley suggested the use of a short list of high level questions for executive management to assess how strong their information security program is.

Topic- Information Security Awareness Toolkit

Sandy asked if there was a website for executives. Nakita explained that the plans for the reorganized information awareness security toolkit includes a page for Information Security Awareness for Executive Management, where the security information from the previous Leadership Communiqués will reside and other information can be added to the page over time. Shirley suggested having a Really Simple Syndication (RSS) feed for the Secretary of Technology office in the toolkit. Nakita agreed to explore the use of RSS feed in the toolkit as a part of the reorganization of the toolkit.

Topic- MISEMP Website

It was noted that Joe Hubbell is listed as a committee member but has not attended any meetings. Shirley requested that Hubbell's name be removed from the site and that John McDonald's name be added.

Topic – Transition Document

Shirley noted that the team previously reviewed the transition document and provided feedback. Shirley inquired about the current status. It is the team's understanding that the document is being modified and a draft will be provided to the Information Security Council for review.