

King AbdulAziz University  
Cyber-Security Center

**Governing Document of the Supervisory Committee for Cyber-Security**

Restricted-Internal

Document Authorization:

Role	Name	Date	Signature
Owner	Cyber-Security Center	14/11/2022 CE	

Document Versions:

Version	Date	Editor	Reasons for Revision
1.0	30/10/2022 CE	Daniyal ibn Muhammad al-Ghazzawi	

## Table of Contents

<b><i>Introduction</i></b> .....	<b>3</b>
<b><i>Assignment</i></b> .....	<b>4</b>
<b><i>Objectives</i></b> .....	<b>4</b>
<b><i>Roles and Responsibilities</i></b> .....	<b>4</b>
<b><i>Formation of the Committee</i></b> .....	<b>5</b>
<b><i>General Rules</i></b> .....	<b>6</b>

## Introduction

The Supervisory Committee for Cyber-Security is a specialized committee dedicated to ensuring the strategic alignment of the Cyber-Security Center with the strategic objectives of King AbdulAziz University, in addition to the objectives entrusted to the Committee in this document. The membership of the Committee is composed of administrators concerned with and responsible for the work of King AbdulAziz University, and who bear responsibility for directing, supporting, prioritizing, and organizing strategic cyber-security objectives.

## Assignment

The Supervisory Committee for Cyber-Security was established at the direction of the President of the University, and its tasks have been defined in accordance with the relevant legislative and regulatory requirements (for example, the Fundamental Regulations for Cyber-Security “ECC-1:2018”). The formation of such a committee is a legislative requirement of Control 1-2-3 of the Essential Cyber-Security Controls (ECC-1:2018) promulgated by the National Cyber-Security Authority.

The Supervisory Committee for Cyber-Security provides a framework for cyber-security governance to the University entity. The President of the University may also assign additional responsibilities to the Committee.

## Objectives

The purpose of the Supervisory Committee for Cyber-Security’s existence is to ensure compliance with the implementation, support, and oversight of King AbdulAziz University’s cyber-security programs, regulations, and strategy.

## Roles and Responsibilities

The Supervisory Committee for Cyber-Security works in its capacity as a specialized committee to discuss cyber-security trends, decisions, and performance. The Committee also engages in oversight of cyber-security programs and ensures internal compliance with cyber-security strategy, policy, regulations, and legislation, providing appropriate support where needed. Some examples of the responsibilities included within the ambit of the Supervisory Committee for Cyber-Security are as follows:

- 1—Engaging in oversight concerning operational principles and requirements in accordance with the Governing Document of the Supervisory Committee for Cyber-Security.
- 2—Providing a foundation for the principles of accountability, responsibility, and authority by defining roles and responsibilities, with the aim of protecting the informational and technical assets of King AbdulAziz University.
- 3—Ensuring the existence of an authorized and reliable methodology for managing and evaluating cybernetic risks and an acceptable level of risk (risk appetite) at King AbdulAziz University.

- 4–Approving, supporting, and monitoring cyber-security risk operations.
- 5–Approving, supporting, and monitoring cyber-security governance.
- 6–Reviewing the Cyber-Security Strategy prior to its adoption in order to ensure its compatibility with the strategic objectives of King AbdulAziz University.
- 7–Approving, supporting, and monitoring the implementation of cyber-security strategy.
- 8–Approving, supporting, and monitoring the application of cyber-security policies.
- 9–Authorizing, supporting, and monitoring cyber-security initiatives and projects (for example, cyber-security awareness programs, data and information protection, etc.).
- 10–Approving and tracking Key Performance Indicators (“KPIs”), monitoring their effectiveness for the work of the Cyber-Security Center, and working to raise the level of performance.
- 11–Tracking and periodically monitoring reports on the management of data packets and settings.
- 12–Tracking and supporting the management of cyber-security incidents.
- 13–Reviewing the periodic reports produced by the Cyber-Security Center concerning cyber-security projects, the general state of the cyber-security situation, and the residual risks that follow on from the acceptance of cyber-risk, as well as the cyber-risks that may affect, directly or indirectly, the work of King AbdulAziz University, and providing the support necessary to combat such risks.
- 14–Reviewing reports concerned with cyber-security risks, tracking the measures taken to address them, and providing the necessary support for addressing or reducing them.
- 15–Reviewing security reports concerned with cyber-security incidents and providing recommendations regarding them.
- 16–Reviewing requests for cyber-security exceptions.
- 17–Tracking reports on the status of patches, update packages, and security fixes, evaluating security vulnerabilities in all technical and informational assets, and ensuring that these are addressed.
- 18–Reviewing the results of internal and external cyber-security assessments, ensuring the existence of an appropriate plan to address and track the observations detected, and providing the support necessary to address them.
- 19–Submitting periodic reports on the state of cyber-security and providing requested support to the responsible authority.
- 20–Reviewing the state of compliance with the internal requirements of the University entity and with the legislative requirements promulgated by the National Authority for Cyber-Security.

## Formation of the Committee

- 1–The Supervisory Committee for Cyber-Security is chaired by the President of the University as Chairman of the Committee, provided there is no conflict of interest.
- 2–The Supervisory Committee for Cyber-Security consists of permanent members as well as non-permanent members (who are invited to attend the Committee’s meetings as they are needed). The Supervisory Committee for Cyber-Security must be comprised of members with positions of responsibility and influence, or whose work is affected by cyber-security at King AbdulAziz University.

3–The Supervisory Committee for Cyber-Security was formed on the basis of the Decision of the President of the University No. 8483ق, dated 24/6/1443 AH.

## General Rules

1–Meetings of the Committee shall be convened at least four times annually (i.e. every three months). Additional emergency meetings may be convened when necessary.

2–Meetings of the Supervisory Committee for Cyber-Security cannot be convened without the presence of the Committee Chairman (or his representative), or in the event that more than half of the permanent members are not present.

3–In the event that the discussion requires hosting an expert or consultant in a specific field, the Secretary of the Committee is entitled to coordinate the hosting after obtaining approval from the Chairman of the Committee.

4–The Secretary of the Committee is entitled to request emergency meetings outside of the official schedule after obtaining approval from the Chairman of the Committee.

5–The Secretary of the Committee shall put on record the minutes of each meeting in such a way as to ensure that such minutes may be considered official and approved documents.

6–Information is shared among the members of the Supervisory Committee for Cyber-Security using the Traffic Light Protocol (TLP) in order to enable secure governance of information. All information and minutes of meetings that are shared within the Committee must be classified and clearly coded with to the following colors:

6-1 Members of the Supervisory Committee cannot discuss information classified with the color red with any individual outside of the Committee.

6-2 Members of the Supervisory Committee may share information classified with the color orange with their direct subordinates on a need-to-know basis in order to deal with a specific topic or risk.

6-3 Information classified with the color green is internal information that may be shared with all employees of King AbdulAziz University.