



Canadian SIGINT Operations Instruction CSOI-4-2

Producing Gists for Indications and Warning Purposes

Last Updated:
12 August 2013

SIGINT

Canada

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1. Introduction

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|------------------------|--|
| 1.1 Objective | These instructions describe the process used by SIGINT analysts to release gists to other SIGINT personnel for the purposes of indications and warning (I&W). |
| 1.2 Authority | This Canadian SIGINT Operations Instruction is issued under the authority of the CSE Deputy Chief, SIGINT. |
| 1.3 Context | <p>Gists are exempt from the approval process described in OPS-1 because they are used to forward tactical intelligence on an imminent situations that carry significant and clear threat to life risks.</p> <p>The provision of gists outside CSE/CFIOG is limited because they are used primarily in support to military operations to quickly provide indications and warning of imminent activities. This accounts for the need to release them quickly to a limited, predominantly tactical, audience consisting of other SIGINT personnel.</p> <p>By definition, gists are raw and largely unassessed, and therefore do not necessarily provide a complete picture of events. Significant pieces of information and, in some cases, multiple gists, are sometimes followed up by a full end-product report for dissemination to clients of SIGINT.</p> |
| 1.4 References | <ul style="list-style-type: none">• OPS-1, <i>Protecting the Privacy of Canadians and Ensuring Legal Compliance in the Conduct of CSEC Activities</i>• OPS-1-7, <i>Operational Procedures for Naming in SIGINT Reports</i>• CSOI-4-1, <i>SIGINT Reporting</i>• <i>Indication and Warning Gist Report Type Procedural Guideline, September 2008</i> |
| 1.5 Application | These instructions apply to all individuals and elements within the Canadian SIGINT Production Chain authorized to conduct SIGINT activities under the authority of CSE Deputy Chief, SIGINT, including GC and Second Party intergees and personnel under the authority of the Canadian Forces SIGINT Technical Control Authority. |

**1.6
Accountability**

The following table outlines responsibilities with respect to these instructions.

Who	Responsibility
Deputy Chief SIGINT	Approving these instructions
Director General SIGINT Programs	Recommending these instructions for approval
Director SIGINT Requirements, SIGINT Programs	<ul style="list-style-type: none">• Promulgating and implementing these instructions• Revising these instructions as required• Seeking legal and/or policy advice if required• Responding to questions concerning these instructions
SIGINT Directors-General and Directors	<ul style="list-style-type: none">• Applying these instructions
All CSE and CFIOP managers who are affected by these instructions	Ensuring that their staff has read, understood and complies with these instructions and any amendments to these instructions
All CSE and CFIOP staff who are affected by these instructions	Reading, understanding and complying with these instructions and any amendments to these instructions

1.7 Amendment Process

Situations may arise where amendments to these instructions may be required because of changing or unforeseen circumstances. All approved amendments will be announced to staff and posted on the SIGINT Programs Oversight and Compliance website.

1.8 Enquiries

Questions related to these instructions should be directed to Operational Managers, who in turn will consult with SIGINT Programs Oversight and Compliance staff (e-mail spoc-staff-dl@cse-cst.gc.ca) when necessary.

1.9 Review

The activities outlined in these instructions are subject to internal monitoring for policy compliance, audit and review by various government review bodies, including, but not limited to, the Office of the CSE Commissioner (OCSEC) and the Privacy Commissioner.

2. Roles and Responsibilities

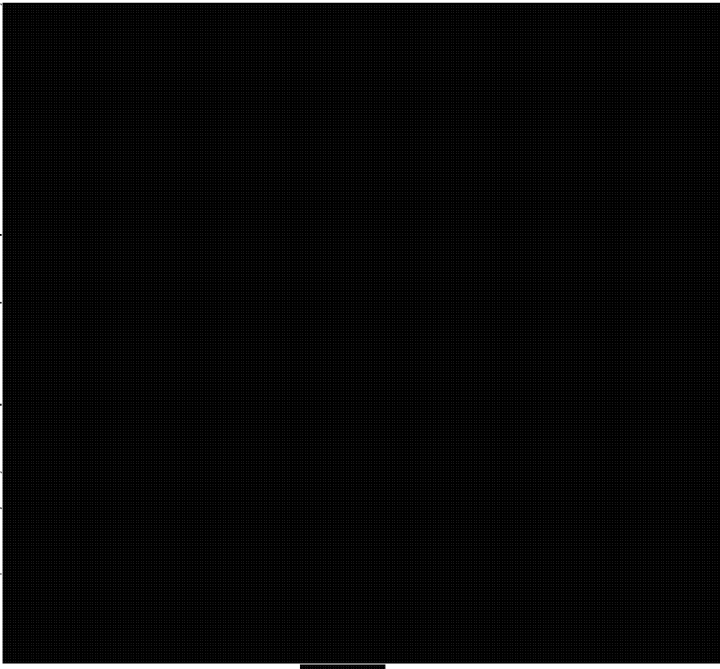
2.1 Introduction

Serialized gists are published for I&W purposes via [REDACTED] in accordance with direction from SIGINT Programs Oversight and Compliance (SPOC). These gists are also added to a [REDACTED] gist repository used by SIGINT producers.

For more detailed information on how to create gists for I&W purposes, analysts should contact their team leader.

2.2 Roles and Responsibilities

The following table describes the roles and responsibilities with respect to the process of creating gists for I&W purposes:

Step	Who does it?	Action
1	Team Leader, SIGINT	
2	Analyst, SIGINT	
3	Analyst, SIGINT	
4	Analyst, SIGINT	
5	Analyst, SIGINT	
6	Team Leader, SIGINT (CSE)	
7	Analyst, SIGINT and Team Leader, SIGINT (CAF)	

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8	Analyst, SIGINT and Team Leader, SIGINT (CAF)	<ul style="list-style-type: none">• [REDACTED]
9	Analyst, SIGINT, and Team Leader, SIGINT (CAF)	<ul style="list-style-type: none">• Saves a record of the email in the designated information management system for auditing purposes

[REDACTED]

3. Additional Information

3.1 Linguists' Names in Gist Titles

Linguists' names are often included in the gist title so that recipients:

- know whom to contact should they have questions
- can accord a degree of confidence to the material (certain analysts are more familiar with specific targets than others).

3.2 Suppressing Canadian Identity Information

When SIGINT analysts include Canadian Identity Information (CII) in a gist, this information shall be suppressed and replaced with a generic term. For details, see OPS-1-7, *Operational Naming in SIGINT Reports*.

Should an analyst release a gist containing errors or in violation of Canadian reporting policy with respect to the inclusion of CII, the gist must be recalled (analysts must obtain written confirmation by email indicating that the gist has been recalled). After corrections have been made, the corrected gist may be released. For more details, see CSOI-4-1, *SIGINT Reporting*.

3.3 Gist Contact List

Team Leaders are responsible for maintaining the authorized recipient list and shall regularly disseminate the updated list to analysts via email.

Analysts are responsible for placing the most recent copy of the contact list in their own contacts folder in Outlook to ensure that gists go to the correct distribution.

Analysts must not copy and paste email addresses from previous gists since the distribution could have changed.

3.4 Caveats

The following caveats must be included on all gists serialized for I&W purposes:

Inserted at the **top** of all emails containing gists:

(S//SI) INFORMATION CONTAINED IN THIS RESPONSE MAY BE DERIVED FROM SENSITIVE SOURCES. FOR THAT REASON, NO FURTHER DISSEMINATION IS PERMITTED. IT IS INTENDED FOR SIGINT PRODUCERS ONLY.

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Inserted at the bottom of the [REDACTED] report:

(S//SI) THE INFORMATION IN THIS GIST IS DERIVED FROM SENSITIVE SOURCES AND IS NOT FULLY ASSESSED. FOR THAT REASON NO DIRECT ACTION IS TO BE TAKEN SOLELY ON THE BASIS OF THIS INFORMATION. IT IS PROVIDED FOR THE PURPOSES OF INDICATIONS AND WARNING AND LEAD DEVELOPMENT ONLY. IT IS INTENDED FOR SIGINT PRODUCERS ONLY. NO FURTHER DISSEMINATION IS PERMITTED.

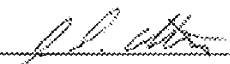
**3.5 Secret
Portions and
Tear Lines**

A SECRET Rel to CAN, AUS, GBR, NZL and USA portion or tear line is mandatory for every Gist that is issued to theatre. If required, analysts are to consult their Team Leader for further instructions on the WTR procedure.

CSOI-4-2 Promulgation

Reviewed and Recommended for Approval

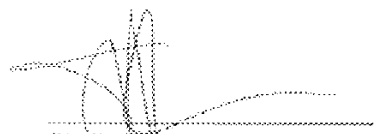
I have reviewed and hereby recommend these instructions for approval.


James Abbott
Director General SIGINT Programs

30 August 2013
Date

Approved

I hereby approve CSOI-4-2, *Producing Gists for Indications and Warning Purposes*. These instructions are effective immediately.


Shelly Bruce
CSEC Deputy Chief SIGINT

4 Sept 2013
Date