Contextual Assessment Requirements

Status: Last updated 4/20/20

BACKGROUND

Understand the history of the organization and its mission

How did your organization form? What are its objectives?

- Mission:

- Year established:

- Brief history:

- Summary of current programs?

- Upcoming campaigns?

INTERNAL FACTORS

Understand the assets used to achieve the organization's goals

PHYSICAL

Where are you headquartered?

- Address(es):

- Reason for chosen location(s):

- Do you share this space with anyone outside the organization?

- Do you rent, own, borrow this space?

What other facilities do you own or occupy?

- E.g. Satellite offices, warehouses, intermittent environments (temporary workspaces, conferences, workshops)

What equipment do you rely on? *(Will be explored more deeply in Device Inventory)*

- Devices (computers, phones, tablets, routers, TVs, any other IoT like thermostat, alexa, etc.)
    - Provided to employees? Or employees use their own?
- Vehicles
    - Own, rent?

What other physical infrastructure does the organization depend upon?

- Power
    - What is the regular system for providing power to the organization? On-grid, generator, solar?
    - What backup power systems are available to the organization?
- Travel
    - Are employees allowed to travel with organization-owned devices? What devices are they likely to travel with?
    - Are "travel devices" available for employees to use? What is the organizational expectation of their use?
    - Are employees likely to travel to locations where device theft is common?
    - Are employees travelling through checkpoints (government, private, bandits, international)?
- Trash removal and other janitorial services & recycling
    - How does the organization dispose of trash?
    - How does the organization dispose of sensitive documents?
    - How does the organization manage janitorial services for their workspace?
    - How does the organization perform cleaning their offices or other workspace?

- Who conducts maintenance of physical infrastructure (plumbing, electricity)?

POLITICAL

How are you structured?

- Leadership team (executives):

- Board:

- Management structure:

What politics are in play within the organization?

- What are the political affiliations of its board members and leaders? (in general, or any heavily political advisors)

- What are current political aspirations of current employees? Is anyone running for office?

- What are the internal relationships between members?

- Describe past and current internal conflicts -- organizational changes, layoffs & firing

- Immigration/Citizenship/Refugee status:
    - Staff:
    - Beneficiaries:

ECONOMIC

What is your business model?

- Corporate Structure (Non-profit, for-profit, hybrid)

- Dependencies
    - Who are your Clients / Customers / Beneficiaries?
    - Who are your Donors?
    - Who are your other Funders (Grantors, Governments)?
    - Who are your partners for Contracted Services?

- Current Financial Situation
    - Describe your organization's Financial Health including inputs/outputs
- What is your Financial Infrastructure - Where/How are funds stored?
    - Do you use Formal banking?
    - Do you keep Cash on hand?
    - Do you use Informal value transfer?
- Seasonality
    - Are there specific times of year where you conduct certain programs or when fundraising or operations will intensify?
- Advertising and Publicity Operations (Avenues for advertising, press, publicity - how is your organization known?)
- Current Financial Situation
    - What is your Internal Cash Flow & Funding Streams?
    - What are your sources of Funding, grants, & Initiatives?

SOCIAL

Who keeps your organization running?

- Number of employees:
- Types of employees:
    - Full-time, part-time, intern, volunteer, contractor
    - Occupations & Salaries paid
- Demographics (ages, genders, ethnicities, tribes):
    - Staff:
    - Beneficiaries:
- Education
    - Formal education of staff members
    - Literacy of staff members
    - Technological knowledge and proficiency

- Living Situations
    - Geographic dispersal - where do staff live in relation to work?
    - Where do they live in relation to beneficiaries?
    - In relation to their family (Diaspora?)?
    - Living conditions - what are the living conditions for staff?

What is your organization's culture?

- Organizational Practices (of Staff or Beneficiaries)
    - Which languages are used?
    - What perspectives on Security exist?
    - What perspectives on Privacy exist?
- Working environment
    - Office bound?
    - Remote workers?
    - "Work from home" culture?
- Organizational Practices (of Staff or Beneficiaries)
    - What norms are realized?
    - What taboos exist?
- Hiring Practices
    - Describe current hiring practices. How are people screened before employment?
    - Describe current recruiting initiatives. How are people recruited?
- Leisure Activities
- Health Conditions
    - Current issues
    - Clinic / Medical Care Providers
    - Insurance Providers

TECHNOLOGICAL

- See Device Inventory and Technical assessment

- Do you currently have organizational policies for...

    - Technology Use?

    - System Access?

    - Privacy or data protection?

- What are your future plans...

    - For acquiring replacement technologies or solutions?

    - For digitization of paper records or other assets?

    - For conducting software upgrades?

LEGAL

- Do you have an internal legal team or rely on outside counsel?

- What are your statutory & regulatory commitments for...

    - Business / Financial?

    - Ethical?

    - Environmental?

    - Data protection regulations (GDPR, etc)?

    - Others?

- What are your current contractual obligations?

    - Have there been past breaches of contract?

- Describe your organization's lawsuits & legal challenges in the...

    - Past?

    - Present?

    - Future (Expected/Planned)?

THREATS

Consider...

- Organized Crime

- Nation State

- Professional Hacker (Individual / Collective)

- Hacktivists

- Corporations

- Terrorism

- Criminal (Scammer / Opportunist)

- **Who were your past threats?**

  - **What persons, groups, or organizations have threatened, attacked, or harmed your organization, its employees, or beneficiaries in the past?**

    - Cyberattacks

    - Physical harms

    - Other Crimes

  - **What prior attacks has your organization experienced in the past?**

    - Cyberattacks

    - Physical harms

    - Other Crimes

- **Who are your current threats?**

  - **What persons, groups, or organizations are your current threats to your organization?**

    - Cyberattacks

    - Physical harms

    - Other Crimes

  - **Which persons, groups, or organizations do you feel may harm your organization in the future?**

EXTERNAL FACTORS

Factors beyond the organization's Control, but that are highly relevant to their functioning

POLITICAL

- Support from Government Leadership of Organization's Missions or Causes
  - Who are their supporters?
  - Who are their opponents?
- Government Stability
  - Any recent shifts of power or structure?
  - Is there turmoil expected turmoil in the future?
  - Are there ongoing or nascent insurgencies?
- External Stakeholders in Organization's Mission
  - What other politicians or political groups are involved or impacted by the organization's work?
  - What home pressure groups / lobbyists are for / against the organization's work?
  - What international pressure groups / lobbyists are for / against the organization's work?
- Corruption in Government
  - What is the country's general propensity & accountability for bribery, graft, etc?
  - Are there past or current corruption scandals involving the above stakeholders?

ECONOMIC

- Home economic situation
  - Describe the general economic conditions in the home country.
  - Are there ongoing crises related to recession, hyperinflation, or other decline?

- What is the unemployment rate?
- Trade Agreements
    - What other countries are relevant trade partners?
    - Are any countries involved in an ongoing trade war with the home country?

SOCIAL

- Cultural Practices
    - What other languages are used in the area of interest?
    - Are there any prevalent perspectives on Security in this area?
    - Are there any prevalent perspectives on Privacy in this area?
    - What cultural norms are relevant?
    - What cultural taboos are relevant?
- Ethnic issues
    - Are there any ethnic groups that suffer from discrimination?

TECHNOLOGICAL

- Law Enforcement
    - What means do the area's law enforcement use to access private digital systems?
    - What technologies do law enforcement or other government forces use to monitor or collect information on the populace?
- Supply chains for Information-sharing
    - How is information transmitted between community members?
- Are there any prevalent attitudes towards online security tools in this area?

LEGAL

- What protections exist for Freedom of Speech?
- What are the relevant Privacy Laws?
- What are the relevant Data Protection Laws? (GDPR, etc)

- What are the relevant Cybersecurity Laws?
- Criminality
  - Who are the major organized crime groups?
  - What other crimes may be relevant?

MILITARY

- What are current or recent local conflicts? Include terrorism.
- Are there any international conflicts involving home country or partners' home countries?
- Are there nearby Installations and bases to the organization's work?
  - What capabilities or equipment for collection or intercept may be present?

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