**Minutes of the Monthly Report (May 2024) Meeting**

Date: 31 May 2024

Time: 14:00

Attendee (HKMA): Andy Lam, Alex Li

Attendee (PwC): Jason Lee, Herbert Kwok, Timmy Chow

**Playbook Edit**

For CTO SOP:

* Combine the section b) "Threat Intelligence Alert to HKMA for HKMA-related CVEs" and the section c) "TI Incident Reporting to HKMA for HKMA-related Incidents" into one but separate the points such as evaluation and email template content.
* When the TI on-site analyst handles each threat, before evaluating CVEs/Incidents, add the step of creating a ticket in Jira, where the ticket is escalated to Alex Li.
* Include the evaluation and analysis by the TI analyst in the ticket. Close the ticket by obtaining approval from Alex Li if the threat does not require further escalation.
* If the threat needs to be escalated to the affected team or stakeholders, the analyst will create sub-tickets to notify them accordingly. Once a response is received from each sub-ticket, they can be closed. If all sub-tickets are closed, obtain approval from Alex Li and close the main ticket.
* Highlight which type of HKMA Inventory List is used for matching.

For SOC SOP:

* Add that SOC should create a sub-ticket of the corresponding incident and assign it to Herbert for TI analysis coordination.

**"TI update" component lead transfer from Timmy Chow to Herbert Kwok**

* Effective from after this meeting

**New "TI alert" and "TI alert escalation" components lead assigned to Herbert Kwok**

**Follow-up from PwC**

* Herbert Kwok will send the 1st draft of the revised TI playbook based on the discussion during the meeting to Alex Li and cc Andy Tam in the email on/before next Friday (7 June).

The meeting was ended at 15:10.

Prepared by,

Herbert Kwok

Associate, PwC