\*\*Board of Directors Meeting Summary\*\*

\*\*Subject: Review and Confirmation of Compliance with Principle 4.0 - Incident Response and Crisis Management\*\*

\*\*Date: 15 January 2025\*\*

The board convened to review the organization’s compliance with the practices outlined under Principle 4.0 concerning incident response and crisis management. The following summary reflects key discussions and outcomes.

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### \*\*Practice 4.1: Policies, Processes, and Procedures for Cyber Breach Management\*\*

The board reviewed the current policies, processes, and procedures for managing cyber breaches internally. It was confirmed that these documents are well-established, comprehensive, but had not been updated since the last meeting as required.

\*\*Status:\*\* Confirmed compliance.

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### \*\*Practice 4.2: Maintenance of Audit-Like Records\*\*

The board received a report detailing the ongoing efforts to maintain an audit-like record capturing the "who, what, where, when, and how" of resolved cyber issues. The internal audit team presented a demonstration of the logging system in its beta format, seeking board review and comment. showcasing its robustness and alignment with compliance standards.

\*\*Status:\*\* Needs further refinement

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### \*\*Practice 4.3: Establishment of Internal Crisis Management Team\*\*

The board was briefed on the structure and operations of the internal crisis management team. This team includes internal staff and external experts, with a designated representative to communicate directly with the board during crises.

\*\*Status:\*\* Does not have a designated staff member to report to the board.

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### \*\*Practice 4.4: Development of Incident Response Team\*\*

The incident response team, composed of internal personnel and external advisors, was reviewed. The board acknowledged the team’s comprehensive action plan, checklist, and designated point person for board reporting. These elements were updated as of [Insert Date] to ensure alignment with current best practices.

\*\*Status:\*\* Confirmed compliance.

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### \*\*Practice 4.5: Regular Practice Sessions\*\*

The board discussed the frequency and quality of practice sessions for handling cyber events. Sessions using realistic scenarios and data are conducted quarterly, with the most recent simulation held on [Insert Date]. Feedback from these exercises is used to refine the incident response strategy.

\*\*Status:\*\* Updated simulation needed as the last one is out of date.

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### \*\*Practice 4.6: Public Crisis Management and Training\*\*

The crisis management team, tasked with coordinating public representation during crises, was evaluated. The team works closely with expert advisors and undergoes regular training sessions, including simulated event responses.

\*\*Status:\*\* Further planning is needed to make sure that all members of the team are updated.

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\*\*Conclusion:\*\*

The board confirmed that the organization is mostly compliance with Principle 4.0 and its associated practices except where as noted.

\*\*Action Items:\*\*

- Schedule the next annual review of policies and procedures for x date

- Interim update to confirm updated status

- Plan the next quarterly incident response simulation.