



# TERMS OF REFERENCE FOR INCIDENT RESPONSE FOCUS GROUP SUB-COMMITTEE

CREST. Representing the technical information security industry

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# 1. Purpose

The purpose of an Incident Response Focus Group Sub-Committee is both reactive and proactive. They will consider items passed to them from the CREST Executive, members accredited to the Incident Response discipline and other stakeholders as well as items formulated within the Sub-Committee.

Recommendations may then be passed to CREST and the CREST Executive whose decision on adoption or not will be final.

# 2. Transparency and Communications

The membership, appointment processes, meeting dates, agendas, minutes and recommendations of the Incident Response Focus Group Sub-Committee will be available to all CREST members accredited to the Incident Response discipline. The CREST Executive reserves the right to redact commercially sensitive or confidential information as it deems necessary.

# 3. Membership

The Incident Response Focus Group Sub-Committee shall consist of the Member of the Executive responsible for Incident Response and five representatives of CREST member companies accredited to that discipline.

The members to be appointed to the Incident Response Focus Group Sub-Committee will be elected by the member companies accredited to that discipline.

## 4. Appointments to Sub-Committee

The CREST Member Companies accredited to the Incident Response discipline will be invited to nominate appropriate representatives from their organisations to stand for election to the Incident Response Focus Group Sub-Committee. Each member company will hold one vote and there will be a maximum of one representative from any one Incident Response member company on the Sub-Committee.

Appointments will be for a period of three years and representatives retiring at that point will be eligible for re-election for a further three-year term if they wish to stand. All Sub-Committee Members must stand down compulsorily for one year if they have served for two consecutive three-year terms, ie. six years. In the first instance, three Sub-Committee members to retire will be determined by mutual agreement. The remaining two will retire by rotation the following year.

A Member of the CREST GB Executive will be appointed to the Incident Response Focus Group Sub-Committee by mutual agreement and their appointment will be recorded in the minutes of the meeting at which they were appointed. Such a member of the CREST GB Executive may represent the same company as an elected Member of the Sub-Committee.

At least one current CREST Assessor will be appointed to the Sub-Committee. The Assessor may represent the same company as an elected Member of the Sub-Committee.

A maximum of two representatives from a member company can attend a meeting of the whole Focus Group.

### 4.1. Votes of Members

If after the close of nominations, the number of nominated representatives standing for election to the Sub-Committee is less than or equal to the number of vacancies to be filled at the election, those representatives will be declared elected.

If there are more nominated representatives than vacancies, a poll will be held from amongst the Member Companies accredited to the Penetration Testing discipline and the nominated representatives shall be elected by a majority vote. Ties will be settled based on the seniority of the company joining CREST.

Each member company will hold one vote. A member company representative may cast their vote for up to the number of vacancies to be filled but not more than the number of vacancies to be filled.

## 5. Chair and Vice-Chair

The Chair of the Incident Response Focus Group Sub-Committee shall be an elected member of the CREST Executive. Their appointment will be ratified by the Incident Response Focus Group Sub-Committee members at their first meeting after their appointment.

The Incident Response Focus Group Sub-Committee shall agree Vice Chair from amongst their number, subject to that Vice Chair being ratified by the CREST Executive. If the Sub-Committee cannot agree a Vice Chair then the CREST Executive shall appoint to that role from the membership of the Sub-Committee.

The Chair and Vice-Chair will retain those roles for a period of no longer than three years, unless:

- a) they stand down from the Sub-Committee; or
- b) they compulsorily retire from the CREST Executive; or
- c) they resign from the CREST Executive; or
- d) if a majority of the Sub-Committee choose to remove that person(s) from the role(s).

If the Chair or the Vice-Chair have held office for three consecutive years they will each be obliged to stand for re-election or re-appointment as appropriate if they wish to do so.

Upon re-appointment or re-election, both the Chair and the Vice-Chair may serve for a further term of three years at which point they must stand down and will not be eligible to stand for appointment again until a period of one year has elapsed.

Where the Chair is not in attendance at a meeting of the Incident Response Focus Group Sub-Committee, the Vice-Chair shall preside. If both are absent, the members of the Sub-Committee shall appoint an acting Chair from the present members for the meeting in question. At all Sub-Committee meetings, it shall be the duty of the Chair to ensure that all Sub-Committee members show respect to the process and are provided with equal access to the floor. The Chair shall also determine when consensus has been reached and in accordance with the provisions of Clause 8 (Quorum).

The Chair and Vice-Chair will meet with their equivalent numbers in the other CREST Focus Groups on an annual basis.

## 6. Vacancies

The Incident Response Focus Group Sub-Committee will fill vacancies occurring in its membership by inviting applications from CREST member companies accredited to the Incident Response discipline.

## 7. Frequency of Meetings

The Focus Group as a whole will aim to meet quarterly. Specific topics will be identified for discussion. Virtual attendance will be made available for those unable to attend in person.

The Incident Response Focus Group Sub-Committee shall meet not less than three times in each year.

## 8. Quorum

A quorum at each Incident Response Focus Group Sub-Committee meeting shall be 50% plus either the Chair or Vice-Chair of the Sub-Committee. Decisions taken at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

## 9. Record of Meetings

The Incident Response Focus Group Sub-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the CREST Executive.

The Chair of the Incident Response Focus Group Sub-Committee will deliver a summary of the Sub-Committee's decisions and recommendations to the CREST Executive meeting next occurring. Where necessary, the recommendations may be ratified by the CREST Executive.

The Incident Response Focus Group Sub-Committee will appoint a Secretary who will be responsible for recording the minutes of the meetings.

The record of the meeting and any discussions shall be treated as CREST Confidential and not for disclosure outside the group without permission from the CREST Executive.

## 10. Attendance

Consistency of contribution is paramount and all Incident Response Focus Group Sub-Committee members are expected to regularly attend meetings.

The Sub-Committee will meet for no less than three formal meetings a year. As a minimum, Sub-Committee members are expected to regularly attend meetings and contribute to the activities of the Sub-Committee, and by volunteering to serve on the Sub-Committee, you must be in a position to allocate sufficient time to meet this expectation.

Members of the Sub-Committee will be expected to actively participate in all aspects of the Focus Group, contributing ideas and suggestion and delivering contributions when requested or allocated. It is also expected that Sub-Committee Members would engage in active communications with other Sub-Committee members via email and telephone. They should expect to allocate time for preparing for meetings and participating in projects where appropriate. This time commitment may realistically amount to around one day per month.

Where a member of a Sub-Committee member fails to attend two consecutive Sub-Committee meetings, unless there are extenuating circumstances the Chair may seek for that person to be replaced either by another representative from the same organisation or to fill the vacancy created in line with the provisions of Clause 6 (Vacancies) of these Terms of Reference. The remaining Sub-Committee members shall determine the optimum course of action in these circumstances.

## 11. CREST Attendance

The CREST Principal Accreditor or another appropriate representative from CREST will be invited to attend each meeting of the Incident Response Focus Group Sub-Committee. A representative of the CREST Assessors' Panel shall also normally be invited to attend all meetings of the Incident Response Focus Group Sub-Committee. Other CREST staff may, at the discretion of the Sub-Committee Chair or at the Sub-Committee's request, attend meetings as required.

## 12. Functions of the Sub-Committee

- a) To represent the discipline and feed back to Executive;
- b) In conjunction with the participants in the main Focus Group, to review accreditation processes and feed back to CREST;
- c) To review examination syllabuses and feed back to CREST Assessors;
- d) Provide feedback to the Assessors on examination content and quality
- e) To provide feedback to CREST on its strategy as it relates to Incident Response;
- f) To provide feedback from the wider CREST membership on Incident Response issues;
- g) In conjunction with the participants in the main Focus Group, to horizon-scan upcoming technological developments to provide input to the examination syllabuses and forward direction of CREST, and to support Government initiatives;
- h) To assist the review of potential papers for CRESTCon presentations;
- i) To consider potential research proposals, research papers and white papers relevant to the discipline, and to recommend such to CREST for consideration;
- j) To ensure that feedback from the main Focus Group meetings is actioned.

## 13. Working Groups

The Incident Response Focus Group Sub-Committee may establish working groups as and when required, whether short term or otherwise subject to approval by the CREST Executive.



The Incident Response Focus Group Sub-Committee will be responsible for outlining the purpose and deliverables of any such working group, its membership and detailing when and how that working group should report back to the Sub Committee and the timeline for doing so.

## 14. Co-Optees

The Incident Response Focus Group Sub-Committee may, at their discretion or as directed by the CREST Executive, co-opt persons in observer or advisory roles in order to assist with the effective operation of the Sub-Committee and its effective representation of the Incident Response sector. Such persons should not form part of the consensus needed for recommendations passed to the CREST Executive. Examples of the advisors and observers that the Sub-Committee may choose to invite include Government representatives, Incident Response buyers or technical specialists.

Where co-optees are invited, they must sign a CREST Non-Disclosure Agreement and a statement agreeing to act in the interests of CREST as a whole and not in the interests of the organisation which they represent.

## 15. Amendments to Terms of Reference

All amendments to the Incident Response Focus Group Sub-Committee's Terms of Reference are to be approved by the CREST Executive prior to adoption.

## Amendment List

This document has been amended in the areas described below:

<b>a. Section reference b. Clause Reference c. Date Issued</b>	<b>Description of Changes</b>	<b>Authorised by</b>
a. b. c.		
a. b. c.		
a. b. c.		

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