



# Information Security Management System Operational Management Group Terms of Reference

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## Document information

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## Document history

Version	Date	Summary of change
0.1	12/05/2016	First draft for discussion
0.2	13/05/2016	Incorporated comments from Anthony Peacock
1.0	09/06/2016	Approved by Chair of SLMS IGSG
1.1	22/09/2016	Added review of incidents to key responsibilities
1.2	21/02/2018	Amended Annex A names of role holders
2.0	17/04/2018	Approve by Operational Management Group
2.1	06/02/2020	Updated standing agenda items to include: root cause analysis, lessons learned from incidents, internal and external developments affecting the ISMS
3.0	06/02/2020	Approved by IG Steering Group
3.1	12/03/2023	Re-write to update
4.0	15/03/2023	Approved by OMG

## **1 Objective**

The Operational Management Group (OMG) exists to manage the Data Safe Haven's (DSH) Information Security Management System (ISMS). The Group ensures that effective and informed decisions are made in relation to the operation of the ISMS and that evidence of this is reported to the Information Risk Governance Committee (IRGC). OMG may also escalate risks to IRGC that cannot be resolved by the Group. The OMG's structure and relationships are shown in Appendix B.

## **2 Composition**

### **2.1 Membership**

The roles and responsibilities of members are set out in Appendix A and will represent the teams involved in the operation of the DSH's ISMS.

### **2.2 Chair**

The Chair will be independent of the operation of the DSH and will ensure the meetings run to time and adhere to the agenda. The Chair will provide a written report of the group's activities at each IRMG meeting, supported by other members of the group.

## **3 Meetings**

### **3.1 Frequency**

The group will meet at least once per term, in time to report to scheduled IRGC meetings. More frequent meetings may be necessary, due to change or incidents.

## **4 Agenda**

The previous meeting's minutes and actions  
Operational metrics for the Information Security Management System  
Incidents, major changes, audit findings and lessons learnt  
Internal and external developments affecting the ISMS  
AOB

## **5 Key responsibilities of the OMG**

Oversee the operation of the ISMS:

- Review risks and ensure risk assessment, risk treatment plan and statement of applicability remain current
- Determine, review and monitor operational metrics and targets, monitoring trends
- Ensure consequences of planned non-standard changes are fully considered
- Receive and respond to audits
- Receive and respond to incidents
  - ie. decide what actions arise once an incident is closed
- Ensure activities are scheduled and tracked
- Report to IRGC
- Escalate risks to IRGC where necessary

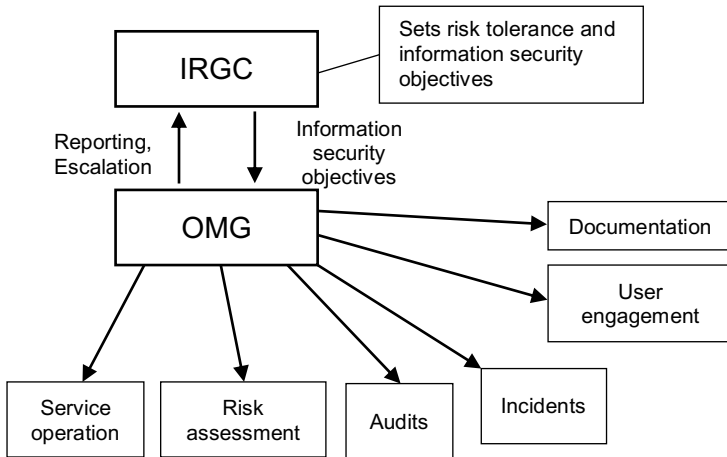
## **6 Quorum**

The chair, DSH Service Owner, DSH HPC Service Owner and IG Lead

## Appendix A OMG structure and membership

Role within the group	Role holder	Responsibilities and additional information
Chair	Senior Data Manager Centre for Longitudinal Studies	The chair reports to IRGC and is independent of the operation of the ISMS
DSH Service Owner	Head of Endpoint Management Platforms	Strategic oversight of the DSH
Senior ARC representative	Digital Research Portfolio Service Lead	Strategic oversight of the DSH High Performance Computing component
IG Lead	Head of Governance, Risk & Compliance	Strategic oversight of the ISMS, including compliance
DSH Service Operation Manager	Technical Lead Endpoint Management Platforms	Service Operation Managers, responsible for implementation of the ISMS
HPC Service Operation Manager	Senior Research Infrastructure Developer Advanced Research Computing	
IG Service Operation Manager	Senior Information Security Officer, Governance, Risk & Compliance	
Minute-taker		Responsible for recording decisions and actions

## Appendix B OMG context and relationships



The OMG oversees a range of activities within the ISMS, ensuring that these are reviewed and carried out according to an agreed schedule or in response to an event, such as an incident.

Targets are set in relation to information security objectives. Activities are measured, and metrics recorded to track progress against the targets.

The OMG reports to the IRGC to provide assurance that the ISMS is operating effectively, delivering information security objectives and managing information risks within tolerance.

### Structure of OMG

