



# Data Safe Haven 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
4.1	20/03/2024	Updated to move structure and context to IG32 ISMS Roles & Responsibilities. Added OMG meeting SOP and templates in appendices. Aligned template agenda with ISO27001:2022
5.0	11/04/2024	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.

## **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. Any discrete service that operates within the DSH will have SOM representation within the group. The OMG's structure and relationships are documented in UCL-IG32 ISMS Roles & Responsibilities.

### **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**

Meetings will be managed in line with the OMG Standard Operating Procedure detailed in Appendix B

### **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, audit findings or incidents. One meeting per year will focus on:

- review of trends for root causes
- any changes that may improve the effectiveness of OMG

## **4 Agenda**

The standard OMG agenda is detailed in Appendix B

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

The purpose of OMG meetings is to ensure the fulfilment of information security objectives through oversight of the operation of the DSH 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
- Ensure ISMS activities are scheduled and tracked
- Report to IRGC
- Escalate risks to IRGC where necessary

## **6 Quorum**

The chair, DSH Service Owner, Senior ARC representative and IG Lead

## Appendix A OMG structure and membership

Role within the group	Role holder	Responsibilities and additional information
Chair	Head of Research Data Management, 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, ISD	Strategic oversight of the DSH
IG Lead	Head of Governance, Risk & Compliance, ISD	Strategic oversight of the ISMS, including compliance
ARC IG Lead	Head of Data Governance, ARC	
DSH Service Operation Manager	Technical Lead Endpoint Management Platforms, ISD	Service Operation Managers, responsible for implementation of the ISMS
HPC Service Operation Manager	Senior Research Infrastructure Developer Advanced Research Computing, ARC	
IG Service Operation Manager	Senior Information Security Officer, Governance, Risk & Compliance, ISD	
ARC IG Service Operation Manager	Senior Research Data Steward, ARC	
Secretariat	TBC	Administrative support to the OMG, responsible for organising meetings, circulating agenda and papers, and recording decisions and actions

Please note that IG Lead and IG SOM roles are doubled up as an interim measure as the IG service transfers from ISG to ARC (April 2024)

## **Appendix B, Standard OMG agenda**

The agenda is based on section 9.3.2 of the ISO27001:2022 standard:  
*Management review inputs*

1. Approval of last meeting's minutes
2. Status of actions arising from previous OMG
3. Internal and external issues affecting the ISMS
  - 3.1. Incidents
4. Changes in the needs and expectations of interested parties
  - 4.1. DSP toolkit
  - 4.2. Other changes
5. Audits
  - 5.1. Non-conformities
  - 5.2. Corrective actions
  - 5.3. Root causes / lessons learnt
6. Metrics and trends
  - 6.1. Training statistics
  - 6.2. Internal audit progress
  - 6.3. Timeliness of closure of non-conformities
  - 6.4. Incidents
  - 6.5. Number of users, number of studies
7. Feedback from interested parties
  - 7.1. Issues raised by users of the DSH
  - 7.2. Other feedback
8. Risk assessment and treatment update
  - 8.1. Changes to risk assessment within the reporting period
  - 8.2. Changes to implemented controls within the reporting period
9. Opportunities for continual improvement
  - 9.1. Issues requiring a decision
  - 9.2. Documents requiring approval
10. Items for discussion
11. Any other business

## **Appendix C, OMG Meeting Standard Operating Procedure**

### **One month or more before the meeting**

- Confirm date for the meeting, ensuring key participants are available (see item 6, Quorum, in the OMG ToR)
- Ensure suitable arrangements are in place for the meeting (room booking / virtual meeting set up)

### **Two weeks before the meeting**

- Reminder sent to OMG membership to provide documents for the meeting
- Inform OMG membership of the reporting period (ie date of last meeting, date of forthcoming meeting)

### **One week before the meeting**

- Agenda is updated with items (agreed by the Chair) for the meeting
- Link to agenda is sent to OMG membership

### **Meeting**

- As per agenda, focus on decisions and approvals
- The meeting will be minuted and include a reference to any actions that arose

### **One week after meeting**

- Draft minutes sent to Chair

### **Two weeks after meeting**

- Link to minutes sent to OMG members
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### **Standard template for agenda**

- See Appendix B for the Agenda content
- The agenda should include links to any documents relevant to the meeting
- The agenda will include a link to the minutes of the previous meeting

### **Standard template for papers (these should aim to be one page):**

- Outline of the issue for OMG to consider < 500 words
- Impact of any proposed change or of not implementing it
- Any constraints that should be considered (time, cost etc)
- Nature of decision required from OMG (approval, escalation etc)

### **General**

- Documents, including agenda and minutes, will, by default, be held in the OMG Teams channel
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### **IRGC report**

- Generate report two weeks before IRGC
- A template is used for the IRGC report
- IRGC report will reflect a summary of the OMG metrics, outcomes and decisions for the previous reporting period
- The OMG Chair will approve the IRGC report before it is sent