

Joint Universities Computer Centre Limited
Information Security Task Force (ISTF)

A. Mission and Objectives

To establish an effective, mutual trusted platform for collaborating information security incident management, sharing of Information Security (IS) management & technical knowledge, as well as developing IS staff with the necessary skill set among member and affiliate member institutions, including but not limited to the followings:

1. To discuss and exchange ideas on best management practices for securing IT information in a university environment, special emphasis on Information Security Policies and Security Plans.
2. To share information on security products and the experience on using these products.
3. To jointly develop, evaluate, and/or implement security hardware, software, policies, and guidelines.

B. Terms of Reference

1. To foster periodic sharing and discussion in the Information security or Cyber security area with different application (refer to Annex I).
2. To establish collaborations with external IS organizations, such as HKCERT, OGCIO and Hong Kong Police Force, in order to get more up-to-date vulnerabilities/attacks information & knowledge related to IS.
3. To foster periodic sharing of IS incident management techniques & knowledge.
4. To build up a JUCC IS incident management knowledge DB / Blog / Forum / Wiki (statistics, reporting & resolution on security incidents, tools & knowledge DB for IS solutions, etc).

C. Roles, Duties and Responsibilities

1. To act as coordinator and provide mutual assistance and advices among members. During attacks involving multiple institutions, the ISTF would act as a central and independent party to coordinate the attack handling.
2. Depending on available resources, the ISTF would produce selected ISTF deliverables. Upon available resource and approval from the Steering Committee, production of such deliverables may be outsourced to external parties under the supervision/monitoring of ISTF in order to release heavy workload of the task force members and bring in industrial expertise. Such include:
 - a. IS Governance: Update/Create new IS Policy & Standards templates
 - b. IS Awareness Promotion Materials & Trainings
 - c. IS Workshop for IT Professional
3. To foster the development of deep-skilled IS staff for security incident handling and protection against malicious attacks at member/affiliate member institutions.

D. Frequency of Meetings

Normally once every three months

E. Reporting to Steering Committee

On need basis, at least once per year

F. ISTF Membership

1. One person appointed by each of the JUCC Members and allow multiple people as alternate members.
2. The JUCC Steering Committee shall appoint a member of the Information Security Task Force to serve as the Convener bi-yearly.
3. The Deputy Convener shall be appointed by rotation of Affiliate Members yearly.
4. Only the ISTF members from the Full Member are entitled to vote at ISTF meetings.

The member list of the ISTF could be referred to in [Annex II](#).

G. Current and Potential Projects

N/A

Version: 20 March 2021

Annex I

Topics/Areas of Work

<i>(1) Development of Security Culture</i>
<ul style="list-style-type: none">- Security Awareness, Education, and Training- Security Recommendations For Central Servers (Hosted by Computer Centre)- Security Recommendations for Clients Workstations Including Those Offer Shared Resources (e.g. Shared Files or Disk) with Others- Security Recommendations for Servers Hosted by Department.- Security Recommendations for Departmental Application Services Accessible by External Parties
<i>(2) Security Management and Control Issues</i>
<ul style="list-style-type: none">- Security Administration and Management Structure- Risk Assessment and Management.- Asset Management and Protection, and Tools Available- Formation and Implementation of a Disastrous Recovery Plan and Business Continuation Plan- Security Audit, Monitoring, and Investigation- Designing and Conducting Penetration Tests for Layer 4-7 Applications- Day-to-Day Security Incident Management- Formation of an Emergency Response Team and its Action Plans During Emergency Situations Including Post-Incident Review
<i>(3) Mechanisms and Tools</i>
<ul style="list-style-type: none">- Security Hardware and Software Tools That Are Suitable For Implementation on Both Unix and Windows Platforms- Security Hardware and Software Tools (e.g., IDS, IPS, Firewall, Data Encryption, Digital Signature, E-CERT, Smart Card, Tokens, etc) Available to Layer 4-7 applications under Unix or Windows- Tools That Can Help Automate Tedious Trouble-shooting (e.g., Identify the actual whereabouts of unauthorized access, same Username and Password is used to access applications from different places at the same time, issues alerts automatically when defined threshold exceeds or when suspicious activities are found, etc).- Tools that can protect advanced malware attack- Vulnerability management tools- Security Trouble-shooting Techniques Including Information To Be Preserved for Subsequent Investigation- Tools for detecting vulnerabilities in coding or during access- Latest development on IT security
<i>(4) Planning and Design – Architecture, Information and Applications</i>
<ul style="list-style-type: none">- Security Considerations During Web Application Design and Development Including Portals- Security Considerations when Launching Social Networking Services- Security Policy and Measures for Student Hostel- Remote Access Security- Wireless LAN Security- All other related to Education service system security

Annex II

Membership List of JUCC Information Security Task Force

Institutions	Representatives
HKU	Kelvin Chan Bunny Wong (Alternate) Billy Wong (Alternate)
CUHK	Connie Law Lily Cheung (Alternate)
PolyU	Carter Lau Joseph Lam (Alternate)
CityU	Harry Chan Roger Wong (Alternate) Kelvin Ho (Alternate) Alex Lam (Alternate)
HKBU	Steven Chan Gary Tang (Alternate) Holden Lam (Alternate)
HKUST	Charles Choy Kenneth Cheng (Alternate) Bill Fung (Alternate)
LU	Dominic Li K P Wong (Alternate)
EdUHK	Kwan Tak Kwong Fred Pang (Alternate) Daniel Lam (Alternate) Ken Tang (Alternate)
OUHK	Thomas Sit Timothy Tang (Alternate) Rody Yip (Alternate)
VTC	Timothy Yip Gloria Lo (Alternate)
UM	Jeff Wai Millie Mok (Alternate)
TWC	Raymond Lui Pun Wong (Alternate)
HKAPA	Benjamin Ma
HSUHK	Samuel Shum Mike Ching (Alternate)

UIC	Mike Lu Kevin Zhao (Alternate)
CHCHE	William Chung
CIHE	Steven Lam Hallman Leung (Alternate)
HKSYU	Cyrus Chan Nick Mong (Alternate)
UOWCHK	Charlie Choi

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