

GUIDELINES



Operating Guidelines

For

INFORMATION SECURITY RESEARCH ASSOCIATION (ISRA) CHAPTERS

Version 1.0

<http://www.is-ra.co>

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1. ISRA Memberships

ISRA Membership is currently open to all and no registration fees are charged. There are basically three types of ISRA Membership:

- Member Organization (Corporate Membership)
- General Membership
- Student Membership

ISRA Membership is not directly related to the geo-graphical location or Chapter Location. However, for easy management and better co-ordination, it is ideal for the member to be associated with an ISRA Chapter as the primary membership location. ISRA allows a member to get associated with a second chapter in case the member wishes to do so.

1.1. Corporate Membership (Member Organization)

Corporate Memberships are for organization (commercial and non-commercial) who wishes to join ISRA and participate in various activities organized and supported by ISRA. As a corporate member, the organization gets access to resources like Research Reports, a platform to connect with other interesting professionals and organizations, discounts and special offers for various information security events and conferences. etc. In special cases, the ISRA Core Committee can decide to add all the employees of the organization as ISRA members with individual membership credentials.

1.2. Professional Membership

Professional Memberships are for individuals. Working professionals, Entrepreneurs, non-working individuals, free-lances, home users, technology and security enthusiasts, all falls under this category.

1.3. Student Membership

Student Memberships are exclusively for the academia. These memberships are handled through the student chapters. However, the student members can attend and participate in the general meet-ups. For more information on Meet up Guidelines, refer section # ****

2. Partnership

ISRA and ISRA Local Chapters can get into various kind of partnership with other non-profit, research and academic organizations. All these Partnership activities have to be reviewed and approved by the ISRA Steering Committee and ISRA Core Committee. There are basically two types of partnership options available. They are:

- Professional Research Partner
- Academic Research Partner

2.1. Professional Research Partner

ISRA can partner with other non-profit organizations, communities and other agencies (Government and NGO) who are involved with information security and related activities. Partnership with Commercial organizations can be considered as a special case and should undergo a thorough review by the ISRA Steering Committee and ISRA Core Committee.

2.2. Academic Research Partner

When an academic organization opens a student chapter of ISRA, the organization automatically becomes the ISRA Academic Research Partner and gets listed in the ISRA Portal.

3. Chapter Organization

After the initial formation of the Chapter, the chapter Founding members have to form a Chapter Committee within 18 months of operation. The suggested designations are as follows:

- Chair / President
- Co-Chair / Vice President
- Secretary
- Joint-Secretary
- Treasurer
- Member
- Member

The Lead Founding Member shall be handling the responsibility of Chair / President, for the first 2 years from the date of Chapter foundation.

4. Chapter Activities

4.1. Event Numbering

All the activities that the chapter is involved with should be given a unique name in the following format:

ISRA-CC-YEAR-SL#-EVENT Name-Association Code

where the details are as follows:

- ISRA – (remains unchanged)
- CC – ISO 3166-1 alpha-2 Country Code, for example – MU for Mauritius
- YEAR – Year in which the event is organized

- SL # - The Serial number of the event. The serial number will reset at the beginning of every year.
- Event Name – Name of the event.
- Association Type – 01 if ISRA is the main organizer and 02 if ISRA is partnering with another organization.

Example - ISRA-IN-2012-10-c0c0n International Information Security Conference-01

4.2.Event Notification

All the ISRA activities should be informed well in advance to the ISRA Steering Committee for documentation and publicity purposes, preferably **3 months** in advance. Once the event is over, the event photographs, videos and other related documents like brochures, media coverage, etc. should be shared with the ISRA Steering Committee within **7 working days** for updating in the ISRA Portal.

4.3.Chapter Website

If the ISRA Member Chapter wishes to have its own website under the ISRA Main Portal (www.is-ra.org), the same can be facilitated in the following format www.is-ra.org/chaptername/. The chapter shall be responsible for the creation, updating and maintenance of the website contents. Whenever the Chapter website needs to be updated, the updated content should be send to the webmaster of ISRA Portal from the ISRA Chapter Email ID.

4.4.Financial Accounting

For the purpose of meeting the operational expenses, the Chapter can open a bank account and can accept funds as Sponsorship and Donations. The Chapter Committee should be in place to operate funds locally. Two members (Treasurer and any other senior member) of the Organizing committee should authorize any kind of financial transaction related to the Chapter. The Chapter has to ensure that all the accounting rules and regulations are followed and the same should be verified through a qualified Cost Accountant. A valid receipt has to be handed over to the organization / individual who are supporting the Chapter in the form of Sponsorship and Donations. The funds should be accepted through a bank transaction and should not be accepted in the form of cash.

4.5.ISRA Chapter meetings:

Chapter meet-ups are optional but highly recommended. The Chapter members or invited Guests can come and deliver talk and knowledge sharing sessions. The Chapter can also partner with other communities for conducting the meet-up.

The Chapter Meetings should be open to all (members and non-members). The meet up information should be informed to all the chapter members at least 1 week in advance. Maximum publicity

through Social Networking media like Facebook, LinkedIn and Twitter should be given for the meet up.

Chapter Leaders should inform ISRA Steering Committee (SC) regarding the planned Chapter Meet up for website updating and circulation. The event videos, links, photographs, ppt etc. of the meet up should also be shared with the ISRA Web master within 7 working days for portal updating.

4.6. Statutory and Regulatory Compliance

The Chapter Committee has to ensure that the Chapter complies with all the statutory and regulatory requirements.

4.7. Annual Event

Chapters are required to conduct at least one event every year independently or in association with other like-minded organization covering the objectives of ISRA. Efforts should be taken to ensure the participation of all the chapter members.

4.8. Promote Information Security Day

ISRA Chapters should promote the concept of Information Security Day, and should take initiative to organize events and activities to create awareness among all strata of society about the various Cyber Security issues. For more information, visit www.informationsecurityday.com.

4.9. Student Chapters

Chapter members should take initiative to open Student chapters in various schools, colleges and universities as part of ISRA Community activities. The ISRA Steering Committee should be informed of all the Student Chapters that are opened with the geographical location of the Chapter. For more information on Student Chapter partnership and association, visit the section 1.3 and 2.2 of this document.

5. Vendor Neutrality

ISRA is a non-profit organization at the same time vendor-neutral organization. The Chapter Meet up can have technical sessions from Corporates and Vendors. If an organization is interested to deliver a technical talk on a particular technology that is owned by that organization, the same can be allowed. However these talks should not get into a sales or marketing mode and the same has to be clearly conveyed to the speaker / organization well in advance. Chapter Leader is responsible to take notice to maintain vendor neutrality at Chapter activities.