Establishment of a Security Committee

MC182 Mandate – v0.1, 2023.11.21

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1. Introduction

On <date> an RFC was submitted by ATO regarding the establishment of a Security Committee. The RFC was a result of the work carried out between <time frame> in the Security Work Group.

On 25 October 2023 the OpenPeppol Managing Committee (MC) decided to:

1. Approve, in principle, the establishment of a Coordinating Committee on Security, in line with the Statutes of the Association
2. Instruct the OO to work with relevant stakeholders to prepare a mandate along the lines of the Security Committee RFC with the specific terms of reference for this body and return to the MC for final approval
3. Instruct the OO to continue work on a risk assessment and to conduct a business impact analysis on the RFC for establishing Security Requirements for the Peppol Network and return to the MC for discussion and action
4. Instruct the Operating Office to support Peppol Authorities and Service Providers throughout this process

As a result of this decision, the Operating Office consulted with the leadership of the Security Work Group and submitter of the relevant RFC, to define the required terms of, resulting in the present document that contains the terms of establishment and operations of the OpenPeppol Coordinating Committee on Security, hereinafter referred to as “Security Committee”, or “SeC”. or simply “The Community”, as a body functioning within the Peppol Interoperability Framework..

By approving this document, the Managing Committee decides to formally establish the OpenPeppol Security Committee.

1. Overarching governance principles

The following principles must be followed in any and all functions performed by the OpenPeppol Security Committee:

1. The OpenPeppol Security Committee shall not be a formal decision-making body. For any decisions with legal effect, the Committee will refer to the appropriate bodies that have such powers according to the Peppol Interoperability Framework
2. The OpenPeppol Security Committee shall respect the provisions of the present mandate and any future revisions thereof, as well as contribute to the implementation of any Managing Committee decisions that are relevant to its purposes.
3. Subject to the above principles and the other provisions contained in the present mandate, the OpenPeppol Security Committee shall use its own discretion in choosing the best way to fulfil its purpose.
4. Purpose

The OpenPeppol Security Committee shall aim to provide:

1. Drive the development and implementation of security requirements and any security-related work within OpenPeppol as well as advocate for a strong security culture within Peppol, including recognition of the importance of security,
2. Continuously review and assess the risk environment within and around the Peppol Network and recommend security requirements that should be met and security measures that should be taken.
3. Define and maintain the Peppol Security Policy, to be included in the Internal Regulations on the Use of the Peppol Network and/or other policy-level documents within the Peppol Governance Framework. This work will be subject to the overarching governance provisions in the present mandate and the provisions stated within Internal Regulations.
4. Advise the Agreements, Policies and Procedures Change Management Board (APP CMB) and other Change Management Boards on handling security-related Requests for Charge (RFCs) during the lifecycle of change and release management of relevant artefacts within the Peppol Interoperability Framework. Specific conditions for this work shall be set in the Security Policy to be included in the Internal Regulations on the Use of the Peppol Network and/or other policy-level documents within the Peppol Governance Framework.
5. Advise the Managing Committee on setting the strategic agenda, goals, and objectives based on analysis of Peppol’s overall security risk landscape, risk exposure, threat analysis and emerging risks and issues.
6. Advise the Operating Office and all relevant bodies and entities defined within OpenPeppol on:
   1. security considerations of proposed changes to the Peppol Framework, including domains, technical specifications, transport protocols, infrastructure changes etc.
   2. response to security incidents, and
   3. technical security matters to support continuous compliance.
7. Composition
8. The OpenPeppol Security Committee shall by composed of:
   1. A minimum of 2 and a maximum of 4 representatives of Peppol Authorities
   2. A minimum of 2 and a maximum of 4 representatives of Service Providers
9. The number of Peppol Authority and Service Provider representatives should be equal and shall be set by agreement between the Peppol Authority and Service Provider Communities, within the range allowed in the present mandate.
10. The Peppol Authority and Service Provider representatives shall be appointed their respective Stakeholder Communities via elections, or in other ways that maintain transparency and representativeness.
11. The Operating Office will strive to support the functions of the Committee to the best of its abilities and to the extent of its resource capacity and capabilities.
12. External experts and other Observers may be invited as needed, subject to the discretion of the Committee.
13. Functions
14. The OpenPeppol Security Committee can choose its own modus operandi, subject to the provisions contained in this mandate.
15. The Committee is expected to:
    1. Define its own procedures regarding chairing and conducting meetings
    2. Determine the duration, timing and frequency of meetings, agenda items and minutes
    3. Define its own requirements for producing and reviewing content, if applicable
    4. Use tools provided by OpenPeppol and supported by the Operating Office
16. The Operating Office is expected to provide, to the best of its ability and to the extent of its capacity and capabilities:
    1. Assistance in the facilitation of meetings, communications, and other related tasks
    2. Technical and governance level expert support to the proceeding of the Committee
    3. Accessibility to tools under its responsibility
17. MC182 Decision

The OpenPeppol Managing Committee decides to:

1. Approve the establishment of the Security Committee, subject to the terms and conditions in the present mandate.
2. Request that the Peppol Authority and Service Provider Communities to appoint representatives to the Security Committee, following the provisions of the present mandate.
3. Instruct the Operating Office to drive and support the execution of this decision.