

TERMS OF REFERENCE

The Advancing Insider Threat Mitigation (INFCIRC/908) International Working Group (IWG) is a collection of countries and international organizations that have committed to facilitating cooperation and sustaining engagement on insider threat mitigation for nuclear security. Its work is consistent with national laws and respective international obligations, in support of the International Atomic Energy Agency (IAEA) and other international organizations and initiatives.

The group was launched at the IAEA's 2020 International Conference on Nuclear Security (ICONS) in Vienna, Austria, as an outcome of the 2019 International Symposium on Insider Threat Mitigation in Brussels, Belgium, which was co-hosted by Belgium and the United States.

The purpose of this Terms of Reference document is to:

- Define the roles and responsibilities of its members, IWG co-chairs, Steering Committee members, and Focus Group co-chairs
- Outline the organizational structure of the IWG and its operating parameters.

SCOPE

The insider threat is one of the greatest risks to nuclear security. Sabotage, espionage, and terrorism are just a few of the potentially destructive and destabilizing acts that may be enabled by insiders acting alone or in concert with external entities. Insiders pose an elevated risk to nuclear security because they generally possess levels of access, authority, and knowledge that grant them far greater opportunity than outsiders to bypass existing security architecture and processes.

In consideration of this significant challenge, at the IAEA's 2016 ICONS Commitments and Actions event, the United States issued IAEA Information Circular, INFCIRC/908, "Joint Statement on Mitigating Insider Threats."

INFCIRC/908 consists of two key pillars: (1) Commitment to support the IAEA to develop and implement an advanced, practitioner-level training course on insider threat mitigation; and (2) Implementation of measures to mitigate insider risk by taking a risk-informed, graded approach.

Co-chairs:

United States & Belgium

Steering committee:

- Canada
- Chile
- Finland
- Hungary
- Israel
- Japan
- Jordan
- Malaysia
- Morocco
- Nigeria



**INSIDER THREAT
MITIGATION**



PARTICIPATION

IWG participation is open to all IAEA member states and other international organizations that subscribe to the goals and commitments of INFCIRC/908, “Joint Statement on Mitigating Insider Threats.”

- Participating countries: The IWG is open to interested countries that (1) have endorsed or (2) are contemplating future endorsement of INFCIRC/908. Interested countries should approach the IWG Co-chairs to express their interest in participating in the IWG.
- Participating international organizations: International organizations such as, but not limited to, the United Nations, INTERPOL, the Global Initiative to Combat Nuclear Terrorism, and the IAEA will be invited to attend IWG meetings. They will provide updates on implementation of insider threat mitigation efforts by their respective organizations and coordination of efforts, where applicable.

GOVERNANCE

CO-CHAIRS

The IWG will be co-chaired by United States and Belgium. The co-chairs will:

- Convene IWG meetings and develop meeting agendas, which will be adopted by the IWG at the beginning of each meeting.
- Serve as designated points of contact for receiving and responding to IWG participation requests. The co-chairs will inform IWG members of such requests.
- Lead the Steering Committee.
- Promote leadership roles for participating IWG countries to develop and demonstrate their expertise and commitments to INFCIRC/908, to the extent possible.
- Serve as a point of contact for non-governmental experts, nuclear industry, and academia, in the effort of the IWG to maintain and develop linkages with these stakeholders, as agreed by the IWG.
- Produce a summary of the IWG meetings for distribution to the IWG and other interested parties.

STEERING COMMITTEE

The Steering Committee will be composed of the co-chairs plus ten countries from around the world that have endorsed INFCIRC/908. The Steering Committee will:

- Guide the development of an IWG strategy and lead its implementation.
- Plan the IWG's activities.
- Organize and manage the Focus Groups.
- Develop and implement an INFCIRC/908 outreach strategy.

Each of the ten Steering Committee members (excluding Belgium and the United States) is encouraged to serve as a co-chair of a Focus Group.

In the rare event that the IWG makes substantive decisions, such as a public statement on behalf of the IWG, it will be decided by consensus.

FOCUS GROUPS

Initial topics of the Focus Groups for consideration were “inherited” from the 2019 Symposium and will be reviewed by the Steering Committee prior to adoption. Current topics include national policy and regulatory frameworks, trustworthiness and reliability, cybersecurity, physical protection and technical measures, and security culture. The IWG Steering Committee may establish additional or alternate topics, as necessary. The Focus Group co-chairs will:

- Develop a “roadmap” of Focus Group activities and products.
- Work with the Steering Committee to recruit subject-matter experts from interested member countries. Manage Focus Group membership.
- Manage the work of the Focus Group.
- Schedule and convene Focus Group meetings (virtual or in-person).
- Interface with other Focus Group co-chairs.
- Report on progress and concerns to the Steering Committee.

MEETING LOGISTICS

INFCIRC/908 SYMPOSIUM

An INFCIRC/908 Symposium is proposed to be convened on a periodic basis on the margins of other nuclear security related meetings, to the extent possible.

The INFCIRC/908 Symposium will:

- Review Steering Committee and Focus Group activities and products.
- Endorse recommendations from the Steering Committee and Focus Groups on future activities plans.

MISSION

The IWG is an international community that provides a unique and novel forum to share experiences and products that advance the state-of-practice of insider threat mitigation for nuclear security. The IWG will:

- Promote, assess, share, and showcase implementation of INFCIRC/908 commitments.
- Discuss a broad range of insider threat mitigation-related issues, including identifying emerging trends that may require more focused attention.
- Develop and maintain linkages to non-governmental experts, industry, and academia.
- Determine any additional steps that may be appropriate to support the aims.
- Seek additional subscribers to INFCIRC/908.

- Endorse an INFCIRC/908 Outreach Strategy.

Should the need arise, the IWG may hold additional meetings. In order to ensure appropriate representation, meetings will be held in conjunction with nuclear security-related meetings.

IWG MEETING

(PROPOSAL) The Steering Committee and Focus Groups will meet annually to:

- Review products developed and discuss past achievements.
- Develop recommendations and prioritize Focus Group activities for the upcoming year.
- Share information and coordinate with Focus Group co-chairs to ensure that those efforts are complementary and not potentially duplicative.
- Provide an annual forum for Focus Groups to interface and explore cross-cutting themes and products.
- Update INFCIRC/908 outreach strategy.

INFORMATION-SHARING RESOURCES

- Information pertaining to IWG meetings, such as agendas and logistics, will be shared by the co-chairs via email distribution lists to IWG points of contact.
- Information of enduring value pertaining to the IWG and its activities will reside on an IWG website administered by the U.S. Department of Energy. The IWG website will serve as a “one-stop” portal for all things related to INFCIRC/908.

Co-chair—United States	_____	Mr. Art Atkins
Co-chair—Belgium	_____	Mr. Rony Dresselaers
Steering Committee for Canada	_____	Ms. Tanya Hinton
Steering Committee for Chile	_____	Mr. Fernando Vega Riquelme
Steering Committee for Finland	_____	Mr. Tapani Hack
Steering Committee for Hungary	_____	Mr. Zsolt Stefanka
Steering Committee for Israel	_____	Mr. Lior Gabbay
Steering Committee for Japan	_____	Ms. Kazuko Hamada
Steering Committee for Jordan	_____	x
Steering Committee for Malaysia	_____	Ms. Noor Fitriah Binti Bakri
Steering Committee for Morocco	_____	Mr. Khammar Mrabit
Steering Committee for Nigeria	_____	Mr. Yusef Ahmed