

TERMS OF REFERENCE

The Advancing Insider Threat Mitigation (INFCIRC/908) International Working Group (IWG) is a community of practice committed to facilitating cooperation, resource development, and sustaining engagement on insider threat mitigation for nuclear and radiological 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. Membership is designated by National-level endorsement to INFCIRC/908 and/or its Revision 1, posted on the IAEA website [here](#).

Scope

The insider threat is one of the greatest risks to nuclear and radiological 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.

Endorsees of Revision 1 commit to attending, supporting, or hosting a regional engagement on mitigating insider threats; using or collaborating with on any of the IWG practical products to raise awareness about mitigating insider threats in their country and reporting on the outcomes to the Steering Committee; and/or showcasing their country's expertise and experience in implementing insider threat mitigation measures at regional or international engagements.

Co-chairs:

United States & Belgium

Steering committee:

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



**INSIDER THREAT
MITIGATION**

For more information, contact:

INFCIRC908-IWG@ltnl.gov

Insiderthreatmitigation.org



Participation

Working Group 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 INFCIRC/908 and/or (2) it's Revision.
- Participating international organizations: International organizations such as, but not limited to, the United Nations, the International Criminal Police Organization (INTERPOL), the Global Forum to Prevent Radiological and Nuclear Terrorism and the International Atomic Energy Agency (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.
- Outreach will be conducted to non-subscribers and select events will be held that are open to all IAEA member states.

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 order for the IWG to maintain and develop linkages with these stakeholders, as agreed by the IWG; and
- 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.

All subscriber countries are encouraged to apply to serve on the Steering Committee. Countries being invited to serve on the Steering Committee will be selected by the co-chairs. Selected countries will be notified by the U.S. Mission to International Organizations in Vienna (UNVIE) and asked to provide their requisite organization to serve as point of contact. The organization will then choose a relevant representative from their country to serve on the Steering Committee.

Beginning in 2024, the Steering Committee will transition to a rotational module that will include terms for Steering Committee Members. Terms for the Steering Committee will each be three years long; however, there will be no limits on the number of terms an interested country may serve. During each term, the Steering Committee will:

- Guide the development of an IWG strategy and lead its implementation;
- Plan the IWG's activities;
- Develop and implement an INFCIRC/908 outreach strategy;
- Organize regional workshops to produce guides/tools/products that can be shared with the international community; and
- Develop and approve an annual workplan.

Steering Committee members should commit to the following:

- Quarterly virtual steering committee meetings;
- Annual 3-day long, in-person steering committee meetings;
- Up to 8 hours of follow-up work per month for IWG work, Symposium preparation, INFCIRC/908 outreach, and so on;
- Attendance at INFCIRC regional or international events and workshops; and
- Attendance at an International Symposium approximately every three years.



The Steering Committee will meet annually to:

- Review products developed and discuss past achievements;
- Develop recommendations and prioritize activities for the upcoming year;
- Provide an annual forum for IWG to interface and explore crosscutting themes and products; and
- Update INFCIRC/908 outreach strategy.

Should the need arise, the Steering Committee may hold additional meetings.

Steering Committee Members may nominate delegates to participate in meetings and vote on their behalf should the Steering Committee Member be unable to attend a meeting. The Steering Committee Member should notify the co-chairs prior to the meeting if they will send a delegate. Should a Steering Committee Member no longer be able to serve on the Steering Committee, the current Steering Committee Member should notify the co-chairs and identify their replacement.

International Working Group

The International Working Group and its Steering Committee shall be made up of individuals who meet the following requirements:

- From a country that is a subscriber to INFCIRC/908 or has endorsed Revision 1 to the Joint Statement;
- Work for a government owned and operated organization that implements radiological or nuclear security within the country the individual is representing; and
- Have the support and approval from their home organization and the subscribing organization to represent their country on the INFCIRC/908 International Working 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 a majority of Steering Committee members present and/or funding contributors.

908 Advocates

908 Advocates are individuals who want to be more involved with the IWG. Individuals wanting to be a 908 Advocate should reach out to the IWG Co-Chairs via the website to express their interest. 908 Advocates will:

- Promote the principles of the INFCIRC/908 Revision 1 in their region, country, and organization; and
- Use and promote the practical tools developed by the IWG.

International Symposium

INFCIRC/908

An INFCIRC/908 Symposium is proposed to be convened on a periodic basis – and not be held on the margins of other nuclear security related meetings, to the extent possible. The Symposium will bring together the international community of professionals dedicated to the exchange of good practices on the topic of insider threat mitigation in nuclear and radiological facilities.

- The INFCIRC/908 Symposium will also:
- Review Steering Committee activities and products;
- Endorse recommendations from the Steering Committee on future activities plans; and
- Endorse an 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.

For more information, contact:

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