

DAS ESO - Enterprise Policy Review and Approval Process

At the statewide level, policy development and statewide initiatives are developed collaboratively with agencies. While responsibility for statewide information security has been assigned to DAS by statute and rule, several governance bodies exist to provide advice, guidance, and subject matter expertise in the identification, development, and management of governing policies, guidelines, tools, and initiatives.

Enterprise Information Security Advisory Board – The Enterprise Information Security Advisory Board (EISAB) is chartered to provide recommendations to the DAS Director and support enterprise-wide information security through collaborative efforts to ensure the confidentiality, integrity and availability of the state’s information assets. These efforts include, that protect and enhance the security of state information assets. It is the role of the EISAB, as the embodiment of leaders in state government, to evaluate the feasibility of enterprise information security initiatives and strategies, and make informed recommendations to the DAS Director and agency peers.¹

Information Security Council – The Information Security Council (ISC) is chartered to support information security through collaborative efforts to ensure the confidentiality, integrity and availability of the state’s information assets. The ISC is the avenue for agencies to participate and assist in the development of strong enterprise security and to provide input for security initiatives to meet agency business needs. These efforts include, but are not limited to, identification and development of enterprise strategies, policies and initiatives that protect and enhance the security of state information assets. It is the role of the ISC, as the embodiment of information security subject matter expertise in state government, to validate the feasibility of enterprise information security initiatives and strategies and make informed, clearly defined and prioritized recommendations to the ESO.²

Chief Information Officer Council – The Chief Information Officer Council (CIO Council) is comprised of state and local government chief information officers and information technology leaders. The CIO Council provides leadership and a forum for all agencies to collaborate in the management of information resources across state government. The CIO Council advises the State Chief Information Officer and state business leaders on strategic information resource management (IRM) planning, statewide IRM policies, statewide technical architecture and standards, and planning implementation of statewide information technology initiatives.³

Agency Heads – The heads of executive branch agencies convene bi-monthly to review information about statewide initiatives and align agency strategies.

Administrative Business Services Directors – The DAS Director’s Office has chartered this group to provide leadership and feedback on enterprise business management opportunities to:

¹ Enterprise Security Advisory Board Charter, approved 4/13/2007.

² Enterprise Information Security Council Charter, adopted 9/11/2008.

³ Chief Information Officer Council overview, http://oregon.gov/DAS/EISPD/cioc_index.shtml#Overview.

- Provide better efficiency and customer service to state government
- Share information
- Identify and/or provide training and development opportunities
- Review, discuss and develop work products around the state's business services

Department of Justice – Representatives from the Department of Justice review enterprise policies and other documents for legal sufficiency.

DAS Executive Staff – The DAS Executive Staff consists of division directors and Director's Office staff. This group sets the mission, vision, strategies and goals for the department. The department implements policy and financial decisions made by the governor and the Legislature, and sets and monitors standards of accountability. DAS supports state agencies by providing strong and stable management infrastructure.⁴

The groups listed above play key roles in statewide information security policy promulgation. The diagram below illustrates how these groups are involved in the review and recommendation for approval process.

The DAS Enterprise Security Office is committed to ensuring agency collaboration in the development and review of enterprise information security policies. The ESO is streamlining the process by enabling several stakeholders (Administrative Business Services Directors, CIO Council, and Information Security Council) to provide feedback concurrently. Draft policies will be presented to key partner groups with an overview explaining background and rationale for the policy and a request for feedback within two weeks. The ESO will make revisions and redistribute the draft policy for a second review and feedback. Then, the ESO will present the revised draft to the directors of large and small agencies and they will have two weeks to provide comments. Their revisions will be incorporated and if necessary, the policy will be redistributed to them for further feedback. The policy then will be submitted to the Enterprise Information Security Advisory Board for review, comments, and ultimately recommendation for approval to the DAS Director.

Process Outline:

1. Draft policy sent to DAS Communications for preliminary plain language review
2. Draft policy presented to:
 1. Administrative Business Services Director (ABSD)
 2. Chief Information Officer (CIO) Council
 3. Information Security Council (ISC)
3. ABSD, CIOC, and ISC provide comments within two weeks
4. ESO revises policy and re-distributes for review and comments within two weeks

⁴ "DAS Pocket Facts," http://oregon.gov/DAS/docs/pocket_facts.pdf.

5. ESO reviews comments, revises policy(if necessary) and sends to DAS Communications for detailed plain language review.
6. ESO reviews plain language comments, revises policy (if necessary) and presents to Agency Heads/Small Agency Heads
7. Agency Heads/Small Agency Heads provide comments within two weeks
8. If required, ESO revises policy and re-distributes to Agency Heads/Small Agency Heads for review and comments within two weeks
9. ESO reviews comments, revises policy(if necessary) and presents to DOJ and DAS Executive staff
10. DOJ and DAS Executive staff provide comments within two weeks
11. ESO reviews comments, prepares summary and provides revised draft policy recommendations to Enterprise Information Security Advisory Board (EISAB)
12. ESO revises policy (if necessary) and submits to EISAB for final review
13. Final draft policy presented to Department of Administrative Services (DAS) Director for approval

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