

Cybil Steering Committee

Terms of Reference

Version: December 2020



1. Main Objective

1.1 The main objective of the Cybil Steering Committee is to provide guidance, advice and views in support of the GFCE regarding the Cybil Portal, including its strategic, operational and tactical objectives and to oversee the Management of this globally owned knowledge platform.

2. Mandate and Responsibilities

2.1 Cybil Steering Committee members are representatives of the global Cyber Capacity Building Community and will act impartially, in the interest of the global Community and its members. Members will act in their own individual capacities in providing their support setting aside other institutional affiliations and interests.

2.2 The mandate of the Cybil Steering Committee is to have strategic oversight of Cybil and give strategic direction by providing advice and recommendations to the GFCE Secretariat and Cybil Knowledge Manager. The specific responsibilities of the Steering Committee are:

- 2.2.1 Develop an annual Cybil working plan with quarterly milestones, a shared calendar, and yearly deliverables;
- 2.2.2 Oversee a pool of experts on various themes/topics that can be drawn on for advice and guidance on issues relevant to Cybil;
- 2.2.3 Advise the GFCE Secretariat and Cybil Knowledge Manager on Cybil matters and support with a periodic review of Cybil's development.
- 2.2.4 Discuss and make recommendations on Cybil's strategic objectives, priorities, impact and other relevant matters;
- 2.2.5 Champion and promote Cybil and its activities as "Cybil Ambassadors";
- 2.2.6 Participate in silence procedures for the *cybilization* of material that is either related to all Working Group themes or not related to any Working Group themes.

2.3 Committee members should provide inputs based on their individual expertise in cyber capacity building. It is anticipated that inputs will take a variety of forms, including (but not limited to):

- 2.3.1 Contribute towards the evolution of Cybil;
- 2.3.2 Generate new ideas for Cybil's technical development, content and promotion;
- 2.3.3 Identify opportunities to promote Cybil (e.g. events, foras, platforms and processes);
- 2.3.4 Encourage GFCE members, partners and other members of the community to submit content to Cybil;
- 2.3.5 Identify best practice, analysis and activity in cyber capacity building and potential content to be added for Cybil;
- 2.3.6 Identify of possible future partners and sponsors for Cybil;
- 2.3.7 Conduct reviews of Cybil's content presentation, content selection, and quality of content;
- 2.3.8 Participate in the GFCE's Annual Meetings, WG Meetings and/or other events organised by the GFCE (e.g. regional meetings);
- 2.3.9 Champion and represent Cybil and its activities within personal networks;
- 2.3.10 Participation in social media campaigns to promote Cybil;

2.4 Committee members will consider their inputs and contributions – such as those listed above – against an agreed criterion of geographical inclusion, gender diversity and human rights impact.

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3. Administrative Structure

3.1 Composition and term

- 3.1.1 The Cybil Steering Committee is self-governed, and membership of the Steering Committee is open to GFCE Members and Knowledge Partners.
- 3.1.2 The Committee is initially composed of a maximum of eight (8) members who are appointed in their personal capacity. The number of Committee members may exceed eight (8) members at the discretion of the (current) Committee members.
- 3.1.3 The composition of the Committee is based on a balance in representation of gender, geography and diversity of backgrounds and expertise.
- 3.1.4 New members will be recruited through an open call for expressions of interest among GFCE members and knowledge partners. The current Committee will appoint new members on a rolling basis up until all positions are filled. After that para 3.1.5 applies.
- 3.1.5 Members of the Committee will serve for a term of two (2) years, with the possibility of renewal for a second two-year term.

3.3 Chairperson

- 3.3.1 The Committee will be chaired by one (1) Committee member who volunteers for the position and has broad support from the Committee.
- 3.3.2 The responsibilities of the Committee members apply equally to the Chair. In addition, the Chair is responsible for:
 - Convening Committee meetings, setting agendas, adjudicating Cybil reviews, and summarizing deliberations of the meetings (with support from the GFCE Secretariat);
 - Be the face and spokesperson of the Steering Committee at GFCE meetings.

3.4 Overall Working Modalities

- 3.4.1 The Cybil Steering Committee Member will act on a voluntary basis and in an honorary and strictly personal capacity. However, substitutions from their organizations are allowed with prior agreement. Active and ongoing participation is expected during the term of their mandate.
- 3.4.2 The Committee will operate virtually via different communication channels such as: email, conference calls, and a dedicated GFCE communication platform.
- 3.4.3 If decisions need to be taken by the Committee, decision-making will be based on the majority.
- 3.4.4 The GFCE Secretariat will provide the Group with the necessary operational and logistical support for the organization of the Group meetings. It will also facilitate the communication among the members.

3.5 Meeting Frequency

- 3.5.1 The Steering Committee will aim to meet virtually on a regular basis, at least once a month.

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3.5.2 Members will meet additionally at the occasion of global GFCE meetings including during and in the margins of the GFCE Annual Meeting which takes place in November each year (if travel is permitted) as well as at other related international forums.

3.5.3 The required time commitment is estimated to be four (4) hours a month.