

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

DEPARTMENT OF HOMELAND SECURITY, CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY (CISA)
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
Cybersecurity and Infrastructure Security Agency Cybersecurity Advisory Committee
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
The National Defense Authorization Act for Fiscal Year 2021, P.L. 116-283 (NDAA)
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
The mission of the CISA Cybersecurity Advisory Committee (Committee) is to advise, consult with, report, and make recommendations to the Director, as appropriate, on the development, refinement, and implementation of policies, programs, planning, and training pertaining to the cybersecurity mission of CISA. The Committee is to provide independent, strategic, and actionable consensus recommendations to CISA on a range of cybersecurity issues, topics, and challenges, which may include, but not limited to: information exchange; critical infrastructure; risk management; and public and private partnerships.
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC, (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered; (b) consider indentifying an anticipated relative distribution of candidates across the categories; and (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
Ensuring the CISA Cybersecurity Advisory Committee's membership is reflective of a wide range of capabilities and affinities across industries is vital to ensuring that the CISA Cybersecurity Advisory Committee's examinations provide comprehensive and balanced advice to CISA. By law, the Committee shall consist of not more than 35 members. In order for the Director to fully leverage broad-ranging experience and education, the CISA Cybersecurity Advisory Committee must be professionally, technically, and culturally diverse. These members shall consist of subject matter experts from diverse and appropriate professions and communities nationwide, be geographically balanced, and include representatives from State, local, tribal, and territorial governments and a broad and inclusive range of industries. The CISA Director may, at their discretion, select members with a background in cybersecurity issues relevant to CISA policies, plans, and programs. Specifically, membership may, at the CISA Director's discretion, include members from industries including defense; education; financial services and insurance; healthcare; manufacturing; media

and entertainment; chemical; retail; transportation; energy; information technology; communications; and other relevant sectors.

Members shall serve as representatives to speak on behalf of their respective organizations. Specific expertise relevant to the mission/function of the Committee generally includes knowledge of foreign affairs, cybersecurity law, supply chain security, emerging technology, risk insurance, security operations, cyber risk and cyber intelligence, data loss and fraud prevention, investigations and forensics, security architecture, identity and access management, program management, and governance. As part of its annual membership analysis, the Committee Designated Federal Officer (DFO) analyzes each current member's qualifications and identifies potential new members for the Director's consideration. Factors examined in the analysis include the member's background/expertise, industry segment represented, current position within an organization and the organization's service offerings. Once the factors are identified, the DFO analyzes them to determine if there are any segments of the industry that are not represented or if a current member's position or representation has changed significantly to no longer support the Committee's priorities. The findings and resulting membership recommendations are submitted to the Director to help inform its member reappointment and new member vetting process.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

See section 6, candidate identification process.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

Initially, the DFO and CISA Director will solicit members through stakeholder outreach. The CISA Director will appoint members based on their expertise. The DFO will coordinate with the DFO for the Homeland Security Advisory Committee (HSAC) to ensure that individuals selected for appointment to the Committee are not presently or under consideration to be members of the HSAC.

As described in section 4, the Committee DFO annually assesses the membership to ensure that the current membership is reflective of the types of experience included in the membership criteria, and suitability of the membership to advise the CISA Director on current cybersecurity challenges. Based on their assessment of the current Committee membership, the DFO submits general membership recommendations to the Director.

Qualified individuals may also apply for membership or be nominated from an external source. Upon receipt of a nomination request, the DFO prepares an official nomination package for the Director, which includes a nomination letter, detailed biography of the candidate, photograph, and organization's financial history to ensure the organization is in sound financial standing.

The Committee members serve a two year term or until a successor is appointed. They may be reappointed for an unlimited number of terms. Prior to membership expiration, the Director will determine if the member should be reappointed or if the membership should be allowed to expire. If the Director chooses not to reappoint a member, or if a vacancy arises, the Director and DFO will identify potential candidates to fill the vacancy.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

By law, the Director shall establish subcommittees within the Committee to address cybersecurity issues which may include (1) information exchange; (2) critical infrastructure; (3) risk management; and (4) public and private partnerships. The Committee Chair appoints subject matter experts on a particular study topic to participate on the subcommittee.

(8) OTHER

Provide any additional information that supports the balance of the FAC

None.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

Prepared: