

UNITED STATES DEPARTMENT OF HOMELAND SECURITY
CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY
CYBERSECURITY ADVISORY COMMITTEE
CHARTER

1. Committee’s Official Designation:

Cybersecurity and Infrastructure Security Agency (CISA) Cybersecurity Advisory Committee

2. Authority:

CISA [hereinafter referred to as the “Agency”] Cybersecurity Advisory Committee is established under the *National Defense Authorization Act* for Fiscal Year 2021, P.L. 116-283 (NDAA). Pursuant to section 871(a) of the *Homeland Security Act of 2002*, 6 U.S.C. § 451(a), the Secretary of Homeland Security hereby establishes the CISA Cybersecurity Advisory Committee for the purposes set forth herein. This Committee is established in accordance with and operates under the provisions of the *Federal Advisory Committee Act* (FACA) (Title 5, United States Code, Appendix).

3. Objectives and Scope of Activities

The CISA Cybersecurity Advisory Committee shall develop, at the request of the CISA Director [hereinafter referred to as the “Director”] and incorporating guidance where applicable from the Secretary of Homeland Security [hereinafter referred to as the “Secretary”], recommendations on matters related to the development, refinement, and implementation of policies, programs, planning, and training pertaining to the cybersecurity mission of the Agency.

4. Description of Duties

The duties of the CISA Cybersecurity Advisory Committee are solely advisory in nature, as established under the *National Defense Authorization Act* for Fiscal Year 2021, P.L. 116-283 (NDAA). Pursuant to section 871(a) of the *Homeland Security Act of 2002*, 6 U.S.C. § 451(a). The CISA Cybersecurity Advisory Committee shall also submit to the Director, with a copy to the Secretary, an annual report providing information on the activities, findings, and recommendations of the Committee, including its subcommittees, for the preceding year.

5. Officials to Whom the Committee Reports

The CISA Cybersecurity Advisory Committee will advise, consult with, report to, and make independent, strategic, and actionable recommendations to the CISA Director.

6. Agency Responsible for Providing Necessary Support:

CISA shall be responsible for providing financial and administrative support to the CISA Cybersecurity Advisory Committee.

7. Estimated Cost, Compensation, and Staff Support:

The estimated annual cost of operating the CISA Cybersecurity Advisory Committee is approximately \$1,450,000, which includes travel and per diem, and other administrative expenses, and five Full-Time Equivalent employees to support the Committee.

8. Designated Federal Officer:

The Director shall appoint full-time employees of the Agency as the Designated Federal Officer (DFO) and Alternate DFOs (ADFO). The DFO or the ADFO will be responsible for setting agendas and the Committee's work activities. The DFO or the ADFO will coordinate with the Homeland Security Advisory Council's DFO [hereinafter referred to as the "HSAC"] to minimize duplication and ensure complementary work activities between both groups. The DFO or ADFO approves or calls the CISA Cybersecurity Advisory Committee and subcommittee meetings, attends all committee and subcommittee meetings, adjourns any meetings when it is determined adjournment to be in the public interest, and chairs the meeting in the absence of the designated CISA Cybersecurity Advisory Committee Chair.

9. Estimated Number and Frequency of Meetings:

CISA Cybersecurity Advisory Committee meetings will be held semiannually, at a minimum, to address matters within the scope of this Charter. Meetings may be held more frequently, or as necessary and appropriate, to address mission requirements. Meetings shall be open to the public according to the FACA unless a determination is made by the appropriate DHS official in accordance with DHS policy and directives that the meeting should be closed in accordance with Title 5, United States Code, subsection (c) of 552b. At least one meeting per year will be open to the public.

10. Duration

Continuing.

11. Termination

This charter shall be in effect for two years from the date it is filed with Congress unless sooner terminated. The charter may be renewed at the end of this two year period in accordance with section 14 of FACA (5 U.S.C. App.).

12. Membership and Designation

The Committee shall be composed of up to 35 individuals. Members are appointed by the Director. The DFO will coordinate with the DFO for the HSAC to ensure that

individuals selected for appointment to the Committee are not presently or under consideration to be members of the HSAC.

In order for the Director to fully leverage broad-ranging experience and education, the CISA Cybersecurity Advisory Committee must be diverse, with regard to professional and technical expertise, and in reflecting the diversity of the nation's people. These members shall consist of subject matter experts from diverse and appropriate professions and communities nationwide, be geographically balanced, and shall include representatives of State, local, tribal, and territorial governments and of 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 at least one, and no more than three, representatives from the following industries recommended in the authorizing statute:

- i. Defense;
- ii. Education;
- iii. Financial services and insurance;
- iv. Healthcare;
- v. Manufacturing;
- vi. Media and entertainment;
- vii. Chemical;
- viii. Retail;
- ix. Transportation;
- x. Energy;
- xi. Information Technology;
- xii. Communications; and
- xiii. Other relevant fields identified by the Director.

The term of each member shall be two years, except that a member may continue to serve until a successor is appointed. Appointments are personal to the member and cannot be transferred to another individual or other employees of the member's organization of employment. A member may be reappointed for an unlimited number of terms. The Director may review the participation of a member of the CISA Cybersecurity Advisory Committee and remove such member any time at his/her discretion to include for violation of established responsibilities as outlined in sections III.6 and III.7 of the committee's bylaws.

Members shall serve as representatives to speak on behalf of their respective organizations

Members of the CISA Cybersecurity Advisory Committee may not receive pay or benefits from the United States Government by reason of their service on the CISA Cybersecurity Advisory Committee.

13. Officers

The CISA Cybersecurity Advisory Committee shall select a Chair and Vice Chair from among its members through a nomination and formal vote. The Chair and Vice Chair will serve for a two-year term. The CISA Cybersecurity Advisory Committee Chair shall preside at all CISA Cybersecurity Advisory Committee meetings, unless chaired by the Vice Chair, DFO, or ADFO. In the Chair's absence, the Vice Chair will act as the Chair. Additionally, the CISA Cybersecurity Advisory Committee shall select a member to serve as chairperson of each subcommittee.

14. Subcommittees

The Director, through the DFO, establishes subcommittees for any purpose consistent with this charter. The DFO will coordinate with the HSAC DFO to ensure that subcommittees are established in such a manner as to minimize duplication and ensure complementary work activities between both groups.

The CISA Cybersecurity Advisory Committee Chair shall appoint members to subcommittees and shall ensure that each member appointed to a subcommittee has subject matter expertise relevant to the subject matter of the subcommittee. Such subcommittees may not work independently of the chartered committee and must present their advice or work products to the CISA Cybersecurity Advisory Committee for full deliberation and discussion.

Each subcommittee shall meet semiannually, at a minimum, and submit to the CISA Cybersecurity Advisory Committee for inclusion in the annual report, activities, findings, and recommendations, regarding subject matter considered by the subcommittee.

Subcommittees have no authority to make decisions on behalf of the CISA Cybersecurity Advisory Committee and may not report directly to the Federal Government or any other entity.

15. Recordkeeping:

The records of the CISA Cybersecurity Advisory Committee, formally and informally established subcommittees, or other subgroups of the Committee shall be handled in accordance with General Records Schedule 6.2, or other applicable and approved agency records disposition schedule. These records shall be available for public

inspection and copying in accordance with the Freedom of Information Act (Title 5, United States Code, section 552).

16. Filing Date:

May 21, 2021

Department Approval Date

May 24, 2021

GSA Consultation Date

June 25, 2021

Date Filed with Congress

September 3, 2021

Date Amendment Filed with Congress