



CREST REGIONAL ADVISORY BOARDS - TERMS OF REFERENCE

CREST. Representing the technical information security industry

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1. Purpose

The purpose of the CREST Regional Advisory Boards is to support the promotion of CREST in the various regions of the world, to encourage buyers to utilise CREST accredited member companies for added reassurance of quality of service and to encourage the upskilling of technical cyber security professionals in the region. All of these activities will promote growth of the eco-systems.

Reference to “CREST” means CREST International.

2. Transparency and Communications

The membership, appointment processes, meeting dates, agendas along with a summary of the minutes and recommendations of the Regional Advisory Boards will be available to all CREST members accredited for membership within that region, including all Global members. CREST International reserves the right to redact commercially sensitive or confidential information as it deems necessary.

3. Membership

The Regional Advisory Boards will be open to all CREST member companies accredited for membership within that region or country. This includes all Global members. Membership will not be discipline-specific but a cross-section of CREST disciplines should be represented on each Advisory Board and requests for volunteers may highlight the need for specific representation.

Representatives will be appointed on a volunteer basis and will be required to sign a Non-Disclosure Agreement prior to joining the Advisory Board.

4. Advisers

The Regional Advisory Board may, at their discretion or as directed by CREST, appoint persons in observer or advisory roles in order to assist with the effective operation of the Advisory Board and its effective representation of CREST International. Such persons should not form part of the consensus needed for recommendations passed to the CREST International Board. Examples of the advisors and observers that the Regional Advisory Board may choose to invite include Government representatives, buyers or technical specialists.

Where advisers are invited, they must sign a CREST Non-Disclosure Agreement and a statement agreeing to act in the interests of CREST as a whole and not in the interests of the organisation which they represent.

5. Responsibilities of the Advisory Board

- a) To actively represent CREST in the region or country;
- b) To keep CREST International apprised of local initiatives;
- c) To make decisions on local activities, initiatives or strategies;
- d) To provide an annual budget to CREST International for anticipated expenditure;
- e) To take responsibility for managing local budget expenditure;
- f) To provide feedback from the wider CREST membership on regional or country-specific issues;
- g) To consider potential research and development proposals, research papers and white papers relevant to the region or country, and to recommend such to CREST for consideration;
- h) To assist with regional events and marketing activities.

Recommendations will be passed to the CREST International whose decision on adoption or not will be final.



6. Chair

The Chair of each Regional Advisory Board will be appointed by CREST International and does not have to be employed by a member company.

Their appointment will be ratified by the members of the Regional Advisory Board at the first meeting after their appointment.

Where the Chair is not in attendance at a meeting of the Regional Advisory Board, the members shall appoint an acting Chair from the members present for the meeting in question. At all meetings, it shall be the duty of the Chair to ensure that all members show respect to the process and are provided with equal access to the floor. The Chair shall also determine when consensus has been reached and in accordance with the provisions of Clause 8 (Quorum).

The Chair will meet with their equivalent numbers in the other CREST Regional Advisory Boards on an annual basis. Such meetings may be held virtually.

7. Vacancies

Regional Advisory Boards may call for additional volunteers at any time if it is deemed appropriate to do so or to fill vacancies occurring in its membership. Applications will be invited from CREST member companies accredited for membership in that country or region, including Global members.

8. Frequency of Meetings

The Regional Advisory Boards as a whole will aim to meet quarterly and as a minimum three times in each year. Specific topics will be identified for discussion. Virtual attendance will be made available for those unable to attend in person.

Interim calls may be arranged at the request of the Chair, or of the members, or of CREST International.



9. Record of Meetings

The Regional Advisory Board shall ensure that an agreed written record of each of their meetings is forwarded to the CREST International Board. Where necessary, recommendations may be ratified by the CREST International Board.

CREST International will provide a Secretary who will be responsible for recording the minutes of the meetings.

The record of the meeting and any discussions shall be treated as CREST Confidential and not for disclosure outside the group without permission from CREST International.

10. Attendance

As a minimum, Regional Advisory Board members are expected to regularly attend meetings and contribute to activities and discussions. By volunteering to serve on a Regional Advisory Board, they must be in a position to allocate sufficient time to meet this expectation.

Consistency of contribution is paramount and all Regional Advisory Board members will be expected to actively participate in all aspects of the Advisory Board, contributing ideas and suggestions and delivering contributions when requested or allocated. It is also expected that they would engage in active communications with other members of their Regional Advisory Board via email and telephone. They should expect to allocate time for preparing for meetings and participating in projects where appropriate. This time commitment may realistically amount to around one day per month.

Where a member of a Regional Advisory Board member fails to attend three consecutive meetings, unless there are extenuating circumstances the Chair may seek for that person to be replaced either by another representative from the same organisation or to fill the vacancy created in line with the provisions of Clause 5 (Vacancies) of these Terms of Reference. The remaining Regional Advisory Board members shall determine the optimum course of action in these circumstances.



11. CREST Attendance

The CREST International President and the CREST International Operations Manager, or another appropriate representative from CREST International, will be invited to attend each meeting of a Regional Advisory Board. A representative of the CREST Assessors' Panel shall also normally be invited to attend all meetings. Other CREST staff may, at the discretion of the Chair or at the Regional Advisory Board's request, attend meetings as required.

12. Working Groups

The Regional Advisory Board may establish Working Groups as and when required, to address specific activities and to ensure their delivery or implementation. These Working Groups may be established for the term necessary to achieve the function and will be subject to approval by CREST International.

The Working Groups will be led by a member of the Regional Advisory Board but may also include participants from the wider membership depending on the topic.

The Regional Advisory Board will be responsible for outlining the purpose and deliverables of any such Working Group, its membership and detailing when and how that Working Group should report back to the Regional Advisory Board and the timeline for doing so. Depending upon the subject matter, member representatives on a Working Group may be required to sign a specific non-disclosure agreement.

The Working Groups will maintain dialogue with the Regional Advisory Board members throughout their project and the findings, recommendations or advice will be provided to the Regional Advisory Board prior to being submitted to CREST and the CREST International Board.

13. Future Structure

These Terms of Reference reflect the current structure of the CREST Regional Advisory Boards. The intention is to migrate all Regional Advisory Board to an elected and rotational structure similar to the current UK model to align with the 2020 Governance Review.



14. Amendments to Terms of Reference

All amendments to the Regional Advisory Board Terms of Reference are to be approved by the CREST International Board prior to adoption.

Amendment List

This document has been amended in the areas described below:

a. Section reference b. Clause Reference c. Date Issued	Description of Changes	Authorised by
a. b. c.		
a. b. c.		
a. b. c.		