



# State of Mississippi Cybersecurity Planning Committee

MISSISSIPPI CYBERSECURITY PLANNING COMMITTEE CHARTER

# Table of Contents

Background and Threats.....	2
Purpose .....	2
Goals and Objectives .....	2
MCPC Membership .....	3
MCPC Responsibilities .....	3
MCPC Appointment .....	3
MCPC Membership Requirements .....	4
MCPC Expenses .....	4
Conflicts of Interest .....	4
MCPC Meetings .....	4
Charter Approval and Amendments .....	5

Appendix: Signed Charter and Signature Authorizations Forms



# Cybersecurity Planning Committee Charter

## **Background and Threats:**

In 2020, the reported personal losses to the FBI Internet Crime Complaint Center (IC3) were over \$4.1 billion with \$18,111,738 in reported losses to Mississippians and those conducting business in our state. (Federal Bureau of Investigation Internet Crime and Complaint Center, 2020) In a 2020 study by IBM, the average cost to a business because of a cyberattack was \$3.86 million and typically took over 280 days to detect and contain. (Security, IBM Corporation, 2020) Across private and public sectors, Mississippians across all disciplines continue to experience increased network dependency yet remain ill-equipped to address the growing cyber threat from cybercriminals both domestic and abroad.

Securing Mississippi's information technology infrastructure against cyberattacks is beyond any one single entity. Mississippi has recognized the forward approach of designing initiatives and the ability to leverage statewide assets for securing our state. The creation of the Mississippi Cybersecurity Planning Committee (MCPC), which is led by a collaborative of state and local stakeholders will work to collaboratively work toward moving Mississippi forward in protecting citizens.

## **Purpose:**

The purpose of the MCPC is to develop, implement, and maintain a statewide Cybersecurity Plan, that will assist state and local entities with determining effective funding priorities, building partnerships, and working with entities to identify and prioritize projects. The MCPC will also help with statewide cybersecurity training, identification of capability gaps, as well as support local and state entities with funding opportunities to close gaps.

## **Goals and Objectives:**

The overarching goal of the program is to assist the State of Mississippi in managing and reducing systemic cyber risks. To accomplish this, the Cybersecurity, and Infrastructure Security Agency (CISA) has established (4) four interrelated objectives:

- Governance and Planning: Develop and establish appropriate governance structures, as well as plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations.
- Assessment and Evaluation: Identify areas for improvement in cybersecurity posture based on continuous testing, evaluation, and structured assessments.
- Mitigation: Implement security protections commensurate with risk (outcomes of Objectives 1 and 2), using the best practices as described in element 5 of the required 16 elements of the cybersecurity plans and those listed in the federal State and Local Cybersecurity Grant Program (SLCCP) Notice of Funding Opportunity.
- Workforce Development: Ensure organization personnel are appropriately trained in cybersecurity, commensurate with their responsibilities as suggested in the National Initiative for Cybersecurity Education.

## **MCPC Membership:**

The MCPC membership must include at least one (1) representative from relevant state and local stakeholders. The members listed below will be voting members on the MCPC.

1. State Chief Information Officer (CIO), the Chief Information Security Officer (CISO), or equivalent official.
2. Representatives from counties, cities, and towns within the State.
3. Public education institutions.
4. Public health institutions.
5. Representatives of rural, suburban, and high population jurisdictions.
6. State and county judicial entities.
7. State legislature.
8. Election infrastructure officials, including secretaries of state and election directors.
9. Representative from state and local public safety, homeland security, emergency management and law enforcement agencies.
10. Emergency communications officials.
11. City and county Chief Information Officers and Chief Information Security Officers.
12. Publicly owned or operated critical infrastructure.
13. State National Guard if entities have a cybersecurity mission.
14. Municipal, city, county, rural are or other local government councils and associations; and
15. Other entities with expertise and skillsets that best represent the cybersecurity interest of the State of Mississippi.

At least half (50%) of the representatives of the MCPC must have professional experience in cybersecurity or information technology. The MCPC will also consist of non-voting members, as selected by the MCPC or those that attend meetings in addition the members above.

## **MCPC Responsibilities:**

The responsibilities of the Cybersecurity Planning Committee include:

- Assisting with the development, implementation, and revision of the Cybersecurity Plan.
- Approving the Cybersecurity Plan.
- Assisting with the determination of effective funding priorities.
- Coordinating with other committees and like entities with the goal of maximizing coordination and reducing duplication of effort.
- Creating a cohesive planning network that builds and implements cybersecurity preparedness initiatives using FEMA resources, as well as other federal, private, and faith-based community resources.
- Ensuring investments support closing capability gaps or sustaining capabilities; and
- Assisting the state in ensuring local government members, including representatives from counties, cities, and towns within the eligible entity provide consent on behalf of all local entities across the eligible entity for services, capabilities or activities provided by the eligible entity through this program.

## **MCPC Appointment:**

Members serve on the MCPC upon invitation from the Mississippi's Office of Homeland Security Advisor or the State Authorized Authority (SAA). Before serving on the MCPC, a prospective member should receive the consent and support of the organization(s) the member represents. By signature, members indicate their agreement with the MCPC Charter's content and with their representation on the MCPC.

An alternate may be chosen to represent an entity listed above in the temporary absence of the member who represents the entity.

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## **MCPC Membership Requirements:**

- All members are responsible for notifying and seeking approval from their employer to participate in the MCPS.
- All members will continue to represent their designated organization or sector for the length of their appointment to the MCPC.
- All members are required to sign and submit a Non-Disclosure Agreement annually.
- All members (or their proxies, if applicable) shall attend at least 75 percent of all scheduled meetings.
- All members must comply with the charters and guidelines set forth by the MCPC, committees, and/or working groups.

## **MCPC Expenses:**

Participation in the MCPC is voluntary, and expenses for travel, per diem, etc. will not be allowable at this time.

## **Conflicts of Interest:**

The members of the MCPC shall not participate in any decision or vote, or discussion relating to a decision or vote, if the voting member has knowledge that any of the following has a financial interest in the outcome of the matter: The MCPC member; a member of his or her immediate family; a business organization in which the MCPC member is serving as an officer, member, director, trustee, partner, or employee; or a person or organization with whom the MCPC member is negotiating or has an arrangement concerning prospective employment. If a conflict is identified, the MCPC member shall recuse himself/herself from the discussion and the decision or vote.

## **Confidentiality:**

The members of the MCPC shall not divulge, benefit from, or attempt to benefit from confidential information that they receive, because of their membership on the MCPC.

## **MCPC Meetings:**

### **Frequency:**

The MCPC will generally be held on a quarterly basis or as needed per the strategic plan deadlines and/or approvals. Special meetings may be called in the case of pertaining events.

### **Announcement of Meetings:**

Members will be notified at each meeting of the next meeting time, location, and date, and will be notified by email at least two (2) weeks of such meetings with a verified date, time, and location.

The public will be notified of MCPC meetings by notices issued by the Mississippi Department of Homeland Security. Executive sessions exclusive to Council Members may be scheduled at the discretion of the SAA, Chair, or designee.

### **Location of Meeting:**

The MCPC hereby adopts a policy so that the MCPC, as well as its committees and working groups may conduct meetings using means of electronic communication.

MCPC meetings will generally take place at the Mississippi Emergency Management Agency, 1 MEMA Drive, Pearl, Mississippi, or as otherwise noted. Exceptions may be permitted for off-site meetings at the suggestion of MCPC members. MCPC members who cannot attend meetings, may have a proxy attend in their place.

#### Remote Attendance:

Full membership of the SAC should be a priority but may be held remotely by audio or video conference at the discretion of the Chair or SAA.

#### Meeting Memoranda:

A memorandum shall be kept as the meeting progresses containing the date, time, and location; a list noting which members are present and which are absent; the general substance of all matters proposed, discussed, or decided; a record of all votes taken; and any other information required.

#### Quorum of Members for Meetings:

A quorum of 75% of voting members and non-voting members is required for the conduct of business and consists of the presence of the majority of members.

#### Conduct of Meetings:

- Council meetings will be conducted according to Robert's Rules of Order.
- A vote may be held to approve MCPC activities, strategic projects, documents, or requests.
- Any matter to be voted on will take the form of a resolution or motion. A majority of the voting members in attendance at a meeting must be voted affirmatively for the adoption of resolution or motion.
- Each voting member will have one (1) vote.
- A voting member may vote for, against, or abstain from voting on a resolution or motion.
- All voting members have equal rights to their votes.
- Votes must be cast in person, if a member is unable to cast a vote, appointed proxy may vote in the absence of the voting member.
- The MCPC will comply with the Mississippi Ethics Commission compliance for the Open Meetings Act (MS Code 25-41 1-17). All MCPC membership meetings are open to the public and announcements of meeting times, dates, locations, and meeting minutes will be maintained by the Chair or the SAA.

#### Repository of MCPC Documents:

The Mississippi Office of Homeland Security shall be the repository for all documents submitted to the MCPC pursuant to state and federal law. Public records will be available for examination during the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. All records for general meetings, including agendas, minutes, will be available for inspection.

#### Media Requests:

If a MCPC member is contacted by the media for an issue related to the MCPC, please direct them to the Department of Public Safety Media Specialist at: (601)987-1218.

#### Receipt of Sensitive Information:

MCPC members may receive sensitive information from the members of the MCPS, local, state, and federal partners. Any information received shall remain for official use only and MCPC members are expected to abide by the handling of sensitive information. No information from the MCPC should be release to news media or others.

Confidentiality Agreements will be provided at each meeting for members that have not provided a form to the MCPC. MCPC members who release information from the MCPC may have legal consequences, as appropriate.



**Charter Approval/Amendments:**

A majority of MCPC members is required to adopt the MCPC charter. Once approved, the Charter will be reviewed annually. The Charter may be amended by a majority vote at a regularly scheduled MCPC meeting.

Contents of the Charter are not to be construed as excluding or contravening any provisions to federal or state law.

Upon the adoption of the Charter, a copy of the Charter will be available for inspection by the public.

Approval Date: 10/19/22

MCPC Chairman/SAA Signature 



