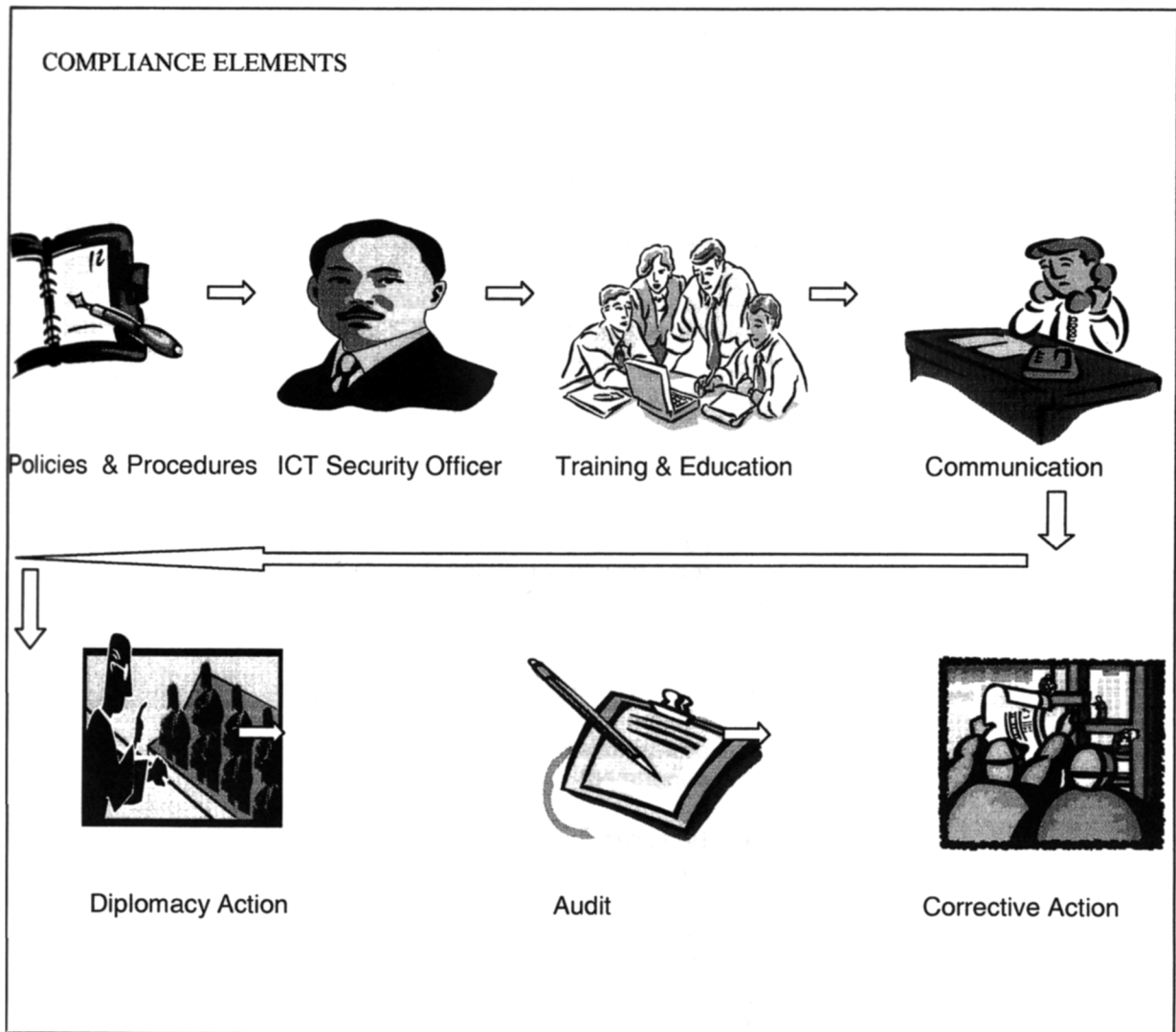


### A SAMPLE ICT SECURITY ADHERENCE COMPLIANCE PLAN



## Compliance Checklist Plan

No.	Compliance Element	Compliance checklist	Yes	No
1.	<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>● Written and documented</li> <li>● Adopted at the department level</li> <li>● Approved by management</li> <li>● Promulgated and communicated to all employees.</li> <li>● State management commitment</li> <li>● Reviewed at regular intervals</li> <li>● Addressed in the department's approaches to managing ICT security</li> <li>● Addressed in the department's operating procedures, business rules and employees' ethics.</li> <li>● Identify any legislation, standards, codes of best practice or other external requirements which the department has to adhere to that affect its ICT applications</li> <li>● Be consistent with ethical standards binding upon the occupations and professions of those employed by the department</li> <li>● Be accessible and easily understood by intended readers</li> <li>● Identify the ICTSO together with his/her responsibilities.</li> </ul>		
2.	<b>ICTSO</b>	<ul style="list-style-type: none"> <li>● Be assigned by management</li> <li>● Be knowledgeable on ICT</li> <li>● Have background, training or interest in compliance issues. <ul style="list-style-type: none"> <li>➢ Understand roles and responsibilities.</li> </ul> </li> </ul>		
3.	<b>Training and Education</b>	<ul style="list-style-type: none"> <li>● Develop <ul style="list-style-type: none"> <li>➢ Training plan</li> <li>➢ identify audience</li> <li>➢ Identify contents</li> <li>➢ Implement and monitor the plan</li> </ul> </li> </ul>		

No.	Compliance Element	Compliance checklist	Yes	No
4.	<b>Communication</b>	<ul style="list-style-type: none"><li>● Establish Help Desk</li></ul>		
5.	<b>Disciplinary Action</b>	<ul style="list-style-type: none"><li>● Diplomacy actions taken</li></ul>		
6.	<b>Audit</b>	<ul style="list-style-type: none"><li>● Conduct internal audits at least once a year</li><li>● Identify non-compliance</li><li>● Report to CIO/ICTSO</li><li>● Use auditing tools</li></ul>		
7.	<b>Corrective Action</b>	<ul style="list-style-type: none"><li>● Reporting mechanisms</li><li>● Incident response handling</li><li>● Roles and responsibilities of various committees</li><li>● Recovery steps</li><li>● Business resumption plan</li></ul>		