# 1. Purpose

The purpose of this policy is to:

1.1 assist the Executive Committee to understand its role in the operation of Communities of Practice

1.2 assist Community of Practice members in understanding the roles and delegations between the Community of Practice and CAUDIT

1.3 assist CAUDIT staff to understand their role and ensure adequate financial and operational controls are exercised regarding operation of the Community of Practices.

# 2. Application

2.1 The CAUDIT Executive Committee and CAUDIT staff.

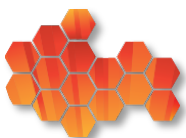2.2 Community of Practice Committee members.

# 3. Exceptions

None.

# 4. Definitions

| | |
|---|---|
| Executive Committee | Those individuals who are members of the CAUDIT Executive Committee, including all elected positions, ex officio positions, and any appointed positions. |
| CAUDIT staff | Those individuals who are employed by CAUDIT, either directly or via a separate legal entity. |
| Community of Practice | A special interest group formally recognised by CAUDIT. |
| Community | Community of Practice |
| CoP | Community of Practice |
| Committee Members | Those individuals appointed to the Community of Practice Committee to act on its behalf (paid or unpaid). |
| Event Organiser | Community of Practice member who is tasked with organising a CoP activity such as study tour, workshop, symposium, conference etc. |

# 5. Policy Statement

The CAUDIT Executive will support and encourage the formation of formal Communities of Practice where this provides a vehicle for interaction, knowledge sharing and developmental growth of staff from CAUDIT member institutions.

## 6. Recognition of formal Communities of Practice

A Community of Practice will be formally recognised by the following key characteristics:

6.1 The call to form the group was initiated through CAUDIT via the Executive Committee or CAUDIT staff.

6.2 The Community has a minimum starting membership of seven persons with the assumption that after 12 months the number will grow and the group membership will not drop below 10.

6.3 The Community has an appointed membership consisting of Chair, Deputy Chair (or Co-Chairs) and Members.

6.4 The Community is governed by a Terms of Reference.  An example of a ToR is included as Attachment A.

## 7. How a Community of Practice operates

7.1 Communities of Practice are self-governing and operate through the initiation and direction of a Chair, Deputy Chair and core members.

7.2 How the Community communicates and operates is at the discretion and individual needs of the group and may range from ad-hoc information sharing and networking, to coordinated efforts to solve common problems. For example, the Community may follow one or more of the following modes of operation:

7.2.1 Meet regularly through the year via a video conference tool.

7.2.2 Meet in person once per year at an organised Symposium, study tour or other event.

7.2.3 Communicate regularly.

## 8. How CAUDIT supports a Community of Practice

8.1 CAUDIT will provide support to a formally recognised Community in the following ways:

8.1.1 Provide a web presence for the Community via the CAUDIT website and social media.

8.1.2 Provide a sign-up/joining mechanism for new members.

8.1.3 Provide and maintain a mailing list for Community members.

8.1.4 Provide tools for running online meetings and webinars.

8.1.5 Provide a centralised repository for Community resources either publicly via the CAUDIT website or privately via other tool, for event and committee meeting resources.

8.1.6 Provide administrative support and advice to assist in the organisation of small activities such as workshops, study tours and forums which may, but is not limited to, assisting in preparing the event budget, collecting registrations, invoicing delegates on behalf of the Community, signing of venue booking agreements, payment of suppliers and CAUDIT branded name tags etc.
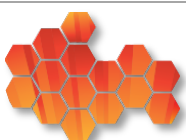
8.1.7　Provide advice on running larger events such as a conference.

8.1.8　Maintain a bank account on behalf of the Community for the purpose of receiving and disbursing funds relating to a significant Community event.

8.1.9　Promote Community events and activities through CAUDIT channels such as newsletters, social media and CAUDIT website.

8.1.10　Assisting with running surveys.

8.1.11　Provide a pathway for Communities to engage with CIOs/Directors on an issue that is of national significance and importance (e.g. at a CAUDIT members meeting).

8.2　CAUDIT will work with the Community to continually improve, where possible, the way the Community communicates and engages with its members to ensure a high functioning effective and efficient group.

# 9. Funding Community of Practice events

9.1　A Community may hold an event of significant interest to its members at any time. The event is to be self-funded and primarily managed by the Community excluding administrative support from CAUDIT outlined above.

9.2　CAUDIT agrees to financially underwrite formally recognised Community events to allow the event organisers a level of surety against unexpected cancellations or unforeseen expenses and to ensure that no Community member or their institution is out of pocket in such a circumstance.

CAUDIT will underwrite an event based on the following criteria.

9.2.1　The event organisers prepare and submit a budget for the event that includes income sources either by way of registration fees or proposed sourced sponsorship.

9.2.2　The budget is prepared to reflect a break-even end result.

9.2.3　The budget is endorsed by the CAUDIT CEO prior to the event and commitment to suppliers.

9.2.4　If a budget variation of more than 10% is anticipated after the original budget has been approved by the CEO, the event organisers are to advise the CAUDIT CEO.

9.2.5　The event is managed in a professional way and the event organisers are prompt and efficient when dealing with items that CAUDIT is involved in.

9.3　Sourcing of sponsorship is the responsibility of the Community event organiser.

9.4　CAUDIT does not hold public liability indemnity for Community events. CAUDIT can assist the event organisers to obtain cover should the need arise such as the venue requesting appropriate cover. This cost should be factored into the event budget.

9.5　CAUDIT will carry over surplus income arising from an event on behalf of the Community. Surplus funds are able to accumulate over time and will be made available (to the Community of Practice which raised the funds) for use at the Community's discretion (for example to offset speaker attendance at a future event or reduce registration costs).
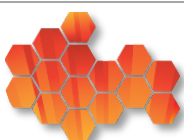
# 10. Ownership of Community of Practice Resources

Where the Community members make available materials and resources either created directly for the group - example minutes from meetings, contact lists etc, or resulting from events - example presentations, papers etc, CAUDIT will retain ownership as a way of ensuring that content is kept in a centralised repository accessible by future members and to hold as a historical record of the Community activities.

10. Autonomy

10.1    A Community of Practice will work autonomously from the CAUDIT Executive.  The Community will have the discretion to determine topics of interest and appropriate methods of communication and activities as is deemed practical and relevant for the Community members.

10.2    From time to time, the CAUDIT Executive may engage with the Community and seek the expertise of the membership for advice or input on specific topics.

# 11. Other related policies

CAUDIT holds other policies that may be used in support and connection with this policy such as:

11.1.1   CAUDIT Privacy Policy

11.1.2   CAUDIT Copyright Policy

11.1.3   CAUDIT Refund Policy
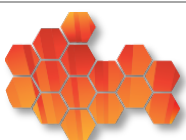
11.1.4   CAUDIT Travel Policy

**Original Approval:**      **CAUDIT Executive Committee 1 December 2020**
**Date for Review:**         **2023**
**Access:**                        **Public**

**Attachment A**

# [Example] Community of Practice Terms of Reference

**[DRAFT] CAUDIT Cybersecurity Community of Practice Terms of Reference**

**Authority and Structure**

The CAUDIT Cybersecurity Community of Practice (CoP) is a group represented by constituents from Australian and New Zealand universities.  Established under the general support of CAUDIT, the Community is self-governing with a voluntary Chair and Deputy Chair, and members each holding a university IT related position relevant to cybersecurity.  Membership of the Community is open to staff of CAUDIT member institutions.

**Purpose**

The CAUDIT Cybersecurity Community of Practice serves as both a strategic and functional vehicle.  Engagement by the Community will focus on trends, risks, threats, impacts, controls and good practices associated with all aspects of cybersecurity related to people, process and technology.

The group operates as a collaborative work unit and seeks to provide a forum to formally and informally share experiences, knowledge and skills amongst member institutions, and to capture opportunities and make recommendations on good practice and improvements through this process.

**Aims**

The Community members are responsible for fulfilling the following terms of reference:

1   Promote increased awareness and understanding of the state of cybersecurity and associated issues within the group, as well as more broadly within member institutions.

2   Support the mission of Universities by maintaining a continuously improving Community of Practice in relation to cybersecurity services in the research and higher education sector; sharing knowledge, skills, expertise, experiences, plans, policies, procedures and practices.

3   Conduct and report on specific research as required on identified cybersecurity trends, risks, threats, impacts and controls as well as future disruption and control scenarios.

4.   Open Access Repository – Publish and make available any artefacts produced by the Community of Practice.

5.   Identify and undertake CAUDIT approved collaborative and learning initiatives likely to improve overall cybersecurity effectiveness.  Specifically, to improve the provision and general governance of cybersecurity processes and practices for the benefit of member institutions.

6.   Provide a single cohesive and integrated national higher education reference point for Australian and New Zealand University cybersecurity representation, with the aim of broader representation, collaboration and integration with other national and international initiatives as appropriate.

**Operation**

The CAUDIT Cybersecurity Community will meet at least quarterly, with interim meetings by agreement. Meetings will be a combination of face-to-face and videoconference format. Additional meetings will be scheduled as required.

In addition to formal meetings, the group will seek to collaborate digitally via email or other collaborative work tools. . Where required, support for project activities will be shared amongst the group members.  This may include logistical support for meetings, maintaining separate email lists and/or collaborative work tools and keeping notes of meetings.

The group shall report to CAUDIT on activities and progress as required.