



International Standardization Council

Roles and Responsibilities for Liaison Officer

STANDARDS SECRETARIAT

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Role

A liaison officer is a person that liaises between two organizations to communicate and coordinate their activities by serving as an official go-between for senior officials of both organizations. In the context of the International Standardization Council (ISC), the appointment of a liaison officer to any standard developing organization (SDO) and related standard national body (hereforth referred to as “the liaison organization”) requires a resolution to be passed in the ISC with a simple majority approval vote and approval from the co-chairs. The appointment will only be made official after the resolution is accepted by the Standards Secretariat.

Key Responsibilities

- The liaison officer shall act under the authority of the ISC co-chairs to coordinate and control any related standards activities.
- The liaison officer shall facilitate communication between CSA and the liaison organization. In so doing, the liaison officer shall provide advice to the liaison organization on CSA’s purposes, principles, and projects.
- The liaison officer is expected to have an up-to-date knowledge of CSA and CSA research projects including project leadership and the stages of these projects.
- The liaison officer is also expected to be active in the liaison organization and attends their key meetings.
- The liaison officer is responsible for a coherent CSA response on relevant program and projects pertaining to cloud security standardization efforts in the liaison organization.
- The liaison officer will support strategic partnerships by providing top-quality advice, facilitating effective knowledge management, and providing technical assistance to project planning, coordination, monitoring and reporting in any collaboration.

Delegated Authority

- The liaison officer shall act under the authority of the ISC co-chairs.
- By accepting the role of liaison officer with ISC, the incumbent has to abide by CSA policies, process and procedures, especially with regard to intellectual property rights (IPR). The liaison officer is expected to act in a professional and ethical manner in CSA’s interest (see attached CSA IPR policy).
- Under no circumstances is the liaison officer allowed to contribute any CSA intellectual property (IP) or sign any licensing agreement or agreement in general. The liaison officer is also not authorized to make any kind of commitment for collaboration unless directed by the co-chair pending approval of authority from the Standards Secretariat.
- The liaison officer is delegated with the authority to provide regular updates to the liaison organization of CSA’s purposes, principles, and projects. This includes CSA’s strategy, individual project status for projects of concern to the liaison organization, and any new CSA initiatives and projects in the form of a

liaison statement that has to be issued through the Standards Secretariat with the approval of the ISC co-chairs.

- In addition, the liaison officer is authorized to represent CSA in any formal meetings called forth by the liaison organization with the aim of providing a clear and coherent CSA message to the liaison organization. The liaison officer shall be the only authorized CSA representative in such meetings; any other CSA volunteers who are attending the same meeting will not be considered as the official representation of CSA.