



WORLD INSTITUTE FOR
NUCLEAR SECURITY

MEMBERS' CODE OF CONDUCT and CONFIDENTIALITY

Introduction

The process of identifying and sharing best security practices is a powerful tool to help drive continuous improvement and breakthrough thinking but it needs to be conducted within a framework that leads to trust and appropriate confidentiality of sensitive information, bearing in mind the wider objective of WINS is to find ways to share best practice amongst security professionals worldwide and to encourage the effective implementation of those practices.

This Code of Conduct defines the obligations and responsibilities that have been accepted by Members to help promote the process of sharing best practices, encourage trust and avoid the inappropriate disclosure of information that could potentially harm or compromise security arrangements.

Staff and Officials of WINS (Board and Advisory Council) are already bound by a Code of Conduct (WINS Code of Conduct – Staff and Official Representatives, January 2009) that includes the requirement for confidentiality of information.

It needs to be recognised that this Members' Code cannot anticipate every situation in which confidentiality and associated behaviours are required but sets out the objectives which Members must follow. A breach of this Code by any Member will render that Member liable for exclusion from WINS, by decision of the Board.

Members are invited to propose improvements and amendments to this Code of Conduct and to submit them to the Executive Director of WINS.

Dr Roger Howsley
Executive Director
May 2009

Key Principles

The following principles will apply to the provision of information to WINS and the exchange of information between Members of WINS:

- Ø Members should bear in mind the wider objectives of WINS when supplying information to WINS or participating in events and do everything possible to identify and share best practices
- Ø Members are encouraged to propose workstreams and subject areas for review by WINS and WINS will discuss and agree attendance at meetings with those Members that wish to become involved in the subject area
- Ø Meetings and information exchanged will be treated as being private to WINS and the Members (individuals and companies) involved in the discussions until such time as the appropriate Members agree if it can be published in a non-sensitive format by WINS
- Ø Information will not be communicated outside of the Members involved in the discussions without the prior consent of the Members that shared the information
- Ø Information supplied by Members will only be used for the purposes for which it was provided
- Ø Contact lists of Members and any other information held by WINS will only be used for the purposes associated with the WINS Mission and Vision
- Ø The storage of sensitive information by WINS will be minimised and effective security arrangements will be maintained by WINS for electronic and paper records that are retained
- Ø Members must avoid discussions that could lead to or imply an interest in trade or marketing or any other commercial activity that could be assessed as anti competitive.

Meeting Arrangements

1. Before the Meeting

Prior to each WINS event, WINS will consult with participating Members and identify

- Ø the issues that are to be discussed,
- Ø what the exchange of information hopes to achieve,
- Ø anticipated key performance outcomes for the meetings or workstreams,
and

- Ø possible formats for publishing agreed information (such as a Best Practice Guide)

Once the Agenda has been agreed, WINS will circulate the meeting objectives and Agenda in advance to participating Members.

2. At the Meeting

WINS will introduce all members present and explain why they are present. Groundrules will be established and reviewed by the Members and WINS but are expected to include agreement on:

- Ø Adherence to the agenda.
- Ø Communicating expectations to help avoid misunderstandings and establish mutual trust and involvement of other Members
- Ø Reminding Members not to share proprietary or cost sensitive information but to focus on areas of security where Members can learn and benefit from the exchanges
- Ø Members agreeing to be professional, honest, courteous, and punctual.
- Ø Members agreeing not to seek sensitive data or information that are beyond the scope of the agreed Agenda
- Ø If sensitive or proprietary information is to be exchanged, then the Member providing the information should indicate the content of the material that needs to be protected, the duration of the period of protection, the conditions for permitting access to the material and the specific handling requirements that are necessary for that material
- Ø Using language that is as free from jargon as possible
- Ø Coming fully prepared for the meeting, having identified best practices to share or information needs for implementation
- Ø Helping other Members whenever possible and treating other members as you would wish to be treated

3. After the Meeting

- Ø Following information exchanges, WINS will circulate a note of the meeting identifying any actions that were agreed. Commitments made to Members by WINS or by other Members are expected to be completed in a timely manner
- Ø Members will keep confidential any sensitive information obtained during the meeting.