

Operating Procedure for Committee Management under Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (tentative)

August 2024



JSM-01-D

Information-technology Promotion Agency, Japan (IPA)

Table of Contents

1. Purpose.....	2
2. Terms.....	2
3. Committees	2
3.1 Establishment of Management Committee and Technical Committee	2
3.2 Procedure for Operations of Management Committee	2
3.3 Procedure for Operations of Technical Committee.....	3
3.4 Items to be Discussed.....	3
3.4.1 Management Committee	3
3.4.2 Technical Committee	4
3.5 Commissioning Work	4

Operating Procedure for Committee Management under Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements

Establishment: August 30, 2024 (Jo-Se-Gi No. 79 of 2024)

1. Purpose

The purpose of this Operating Procedure is to prescribe the necessary operating procedure for the Information-technology Promotion Agency, Japan (hereinafter referred to as “**IPA**”) to properly operate the committees and working groups established as advisory bodies for operating certification and conformance label-issuing services (hereinafter referred to as “**operation of services**”) as the Certification Body and the Label-issuing Body under the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (hereinafter referred to as the “**this Scheme**”), based on the “**Organization and Operational Manual for Certification Body and Label-issuing Body under Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JSM-01)**” (hereinafter referred to as the “**Operational Manual (JSM-01)**”).

2. Terms

Terms used in this Operating Procedure correspond to those used in the “**Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR) Scheme Document (JSS-01)**” (hereinafter referred to as the “**Scheme Document (JSS-01)**”).

3. Committees

3.1 Establishment of Management Committee and Technical Committee

- (1) IPA establishes the Management Committee and Technical Committee as prescribed in the “**Operational Manual (JSM-01)**.”
- (2) When a temporary working group (hereinafter referred to as a “**WG**”) is established under the said Committee, this operating procedure shall apply correspondingly to the operation of the WG, in which case the term “committee” shall be read as “WG.”

3.2 Procedure for Operations of Management Committee

The Management Committee is operated as a common committee with the Management Committee under the “**Organization and Operational Manual for IT Security Certification Body.**” The operating procedures of the Management Committee and commissioning work of appointing committee members shall be conducted in accordance with the “**Operating Procedure for Personnel Management of IT Security Certification Body,**” and shall be carried out in cooperation between the secretariat of the Management Committee of this Scheme and the secretariat of the Management Committee of the IT Security Evaluation and Certification Scheme.

3.3 Procedure for Operations of Technical Committee

- (1) The committee secretariat performs the procedure of holding committees. A notice of holding a committee is given under the name of the committee chairperson after a final decision is made within IPA. When the committee chairperson is absent, the name of the former chairperson or the secretariat shall be used.
- (2) A decision in each committee should be reached unanimously by the committee members present. When it fails to reach consensus, the final decision is left to the committee chairperson.
- (3) If the committee member gives a prior notice of the intention to have an agent attend, considering the need for an agent to attend on behalf of a member on a matter to be discussed, the chairperson may permit the attendance by the agent on behalf of the member. For those committees where materials for matters to be discussed are distributed in advance, when a committee member who is expected to attend is unable to have an agent attend, either, the committee member may leave the decision to the committee chairperson.
- (4) When the committee chairperson is unable to attend due to urgent business, etc., a facilitator is selected from the committee members present, and the committee is started. The selected member acts for the committee chairperson.
- (5) The committee chairperson may have members of committees, other than those headed by the said committee chairperson, experts, and interested parties, attend the committee headed by the said committee chairperson to ask for opinions or explanations when considered necessary.
- (6) In the Committee, if the committee chairperson considers that some of the committee members have a vested interest in a matter to be discussed in the committee, the committee chairperson shall make consideration such as requesting the relevant committee members to temporarily leave the said committee while the matter is discussed or allowing them to be present but prohibiting their participation in discussion while the matter is discussed.
- (7) When a committee member has attended a committee, the said committee member receives an amount of money to cover travel expenses and committee compensation based on the “Information-technology Promotion Agency Compensation Manual” (Jo-So No. 163 of 2018). If the committee member declines them, however, it does not apply. This also applies to cases where an agent for the committee member has attended.

3.4 Items to be Discussed

3.4.1 Management Committee

As an advisory board for the Managing Director, the Management Committee discusses and makes proposals on the following items regarding the operation of **this Scheme**. However, in regard to the revision of rules and manuals indicated in the following paragraph (2), a minor item that does not affect the Scheme operation will be eliminated.

- (1) Items related to policy of the operation of **this Scheme**
- (2) Items related to revision or abolition of the “**Scheme Document (JSS-01)**” and

“Operational Manual (JSM-01)”

- (3) Items related to the review of operational methods and the implementation state, etc., of its corrective actions
- (4) Matters affecting impartiality and confidence in certification services and label-issuing services
- (5) Other items that are necessary for smooth operation of **this Scheme** (including change of committee structure, items affecting future operations, etc., and excluding items to be discussed in other committees)

3.4.2 Technical Committee

As an advisory board for the Managing Director regarding technical and professional items, the Technical Committee discusses and makes proposals on the following items.

In order to ensure neutrality and conduct frank discussions, the committee will be closed to the public in principle.

- (1) Items related to establishing the security requirements, conformance criteria, assessment/evaluation procedure, assessment/evaluation guidance, and their supporting documents
- (2) Technical items concerning the operation of **this Scheme**

3.5 Commissioning Work

Commissioning of a committee member and commissioning to an agent shall be conducted as follows.

- (1) The committee secretariat selects a committee member candidate through review by the Managing Director and Management System Manager.
- (2) The committee secretariat obtains the preliminary acceptance of the committee member candidate to become a committee member.
- (3) The committee secretariat performs the drafting procedure of commissioning a committee member with respect to the committee member candidate and obtains an approval from the Managing Director for a final decision.
- (4) The committee secretariat requests the committee member candidate and his/her superior within the entity to which the candidate member belongs (or only the committee member candidate when approval from his/her superior within the entity is not required or the committee member candidate does not belong to any entity) to accept the commission of a committee member using a “Request for Acceptance of Commission of XXX Committee Member” and “Request for Acceptance of Commission of XXX Committee Member (Request for Accepting an Additional Post)” (Form D-1-1 and Form D-1-2).
- (5) The committee secretariat sends the said documents to the committee member candidate and the superior within the entity to which he/she belongs (only when the committee secretariat has made a request to the superior within the entity to which he/she belongs) by e-mail or other means.
- (6) After a “Letter of Acceptance” (Form D-2-1 and Form D-2-2 (only when the committee

secretariat has made a request to the superior within the entity to which the candidate member belongs)), the Chairman of IPA commissions a committee member using a “Letter of Commissioning” (D-3).

- (7) The committee secretariat gives a notice by e-mail and other means to contact the committee member and his/her superior within the entity to which the member belongs (only when the committee secretariat has made a request to his/her superior within the entity to which the member belongs) that the said documents were received and a “Letter of Commissioning” was sent.

Supplementary provisions (August 30, 2024, Jo-Se-Gi No. 79 of 2024, Establishment)

(Date of enforcement)

This Operating Procedure shall come into effect as of August 30, 2024.

Form D-1-1

Jo-XX No. XX of XXXX

Date:

<Name of the committee member>

<Organization/Department>

<Name of Commissioner>:

Information-technology Promotion Agency, Japan
(official seal omitted)

Request for Acceptance of Commission of XXX Committee Member

Thank you for your cooperation as always.

The Information-technology Promotion Agency, Japan, has established the committee indicated above to smoothly promote our services of the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR).

I would like to appoint you as a member of the said committee as follows, and I would greatly appreciate it if you could accept this appointment.

If you could kindly accept the appointment, please return the enclosed “Letter of Acceptance of Appointment” and after filling in the necessary information and affixing your signature.

1. Commission period: From the commission request date to the end of <Month/Year>
2. Frequency of committees: Approximately XX times per year
3. Duration: Approximately two hours per committee
4. Compensation: Compensation shall be provided in accordance with the IPA Compensation Manual.

I am grateful for your understanding and support for the IPA.

Form D-1-2

Jo-XX No. XX of XXXX

Date:

<Name of the superior of the committee member>

<Organization/Department>

<Name of Commissioner>:

Information-technology Promotion Agency, Japan
(official seal omitted)

Request for Acceptance of Commission of XXX Committee Member
(Request for Accepting an Additional Post)

Thank you for your cooperation as always.

The Information-technology Promotion Agency, Japan, has established the committee indicated above to smoothly promote our services of the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR).

I would like to appoint <name of the committee member> of your entity as a member of the said committee as follows, and I would greatly appreciate it if you could approve this appointment.

If you could kindly approve the appointment, please return the enclosed “Letter of Acceptance of Dispatch of XXX” after filling in the necessary information and affixing your signature.

1. Commission period: From the commission request date to the end of <Month/Year>
2. Frequency of committees: Approximately XX times a year
3. Duration: Approximately two hours per committee
4. Compensation: Compensation shall be provided in accordance with the IPA Compensation Manual.

I am grateful for your understanding and support for the IPA.

Form D-2-1

Date:

To <Name of Commissioner>, Commissioner
Information-technology Promotion Agency, Japan

Letter of Acceptance of Appointment as “XX Committee under the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements”

I hereby declare that I accept the appointment as a member of the XX Committee under the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements.

In the work of such committees, etc., I will handle information designated as confidential properly in accordance with the prescribed Scheme documentation.

Furthermore, in the event that I receive a compensation for such work, etc., I confirm the attached “Submission of Documents related to Individual Number (My Number)” and agree to submit the Individual Number (My Number) if required.

Organization:

Department:

Title:

Address of Company/Organization:

Name:

* When writing a Name, please make a check (✓) as below.

- | |
|---|
| <input type="checkbox"/> (if sending by post) I personally sign (omitting the seal) as proof of the above consent.
<input type="checkbox"/> (if sending by e-mail) As evidence of the above consent, I pledge that my e-mail address "____@____", to which this consent form is attached, is available only to me and that I will maintain an environment in which no one other than me can send e-mail from this e-mail address without my permission. I hereby pledge that I have established and maintained an environment in which no one other than myself can send out e-mails from this e-mail address without my permission. |
|---|

Remarks (*Please make a check (✓) if you cannot accept the reward/transportation fee as an individual or as a company/organization.)

(* It is not necessary to submit your personal number for transfers to corporate accounts.)

(* In the case of transfers to personal accounts, withholding tax will be deducted from the amount transferred, except in the case of receiving transportation expenses only, and you will be required to submit your personal number).

- | |
|--|
| <input type="checkbox"/> Decline compensation only (no need to submit Individual Number (My Number))
<input type="checkbox"/> Decline transportation expenses only
<input type="checkbox"/> Decline both compensation and travel expenses (no need to submit Individual Number (My Number))
<input type="checkbox"/> Others () |
|--|

Where to send materials, etc.

※In principle, committee-related materials will be sent to your organization address, but if you would like us to send them to another place, please provide your mailing address. (If the materials are to be sent to the address indicated on the bank transfer notice, this information is not required.)

Mailing address:

Phone number (*1) :

*1 ...Used when using courier services

Date:

<Name of Commissioner>:

Information-technology Promotion Agency, Japan

Letter of Acceptance of Dispatch of XXX

<Name of Chairman>

Information-technology Promotion Agency, Japan

I hereby declare that I approve the dispatch of <name of the committee member> as XXX Committee member under the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR).

Organization/Department:

Title:

Name:

* When writing a Name, please make a check (✓) as below.

- | |
|--|
| <p><input type="checkbox"/> (if sending by post) I personally sign (omitting the seal) as proof of the above consent.</p> <p><input type="checkbox"/> (if sending by e-mail) As evidence of the above consent, I pledge that my e-mail address "<u> </u>@<u> </u>", to which this consent form is attached, is available only to me and that I will maintain an environment in which no one other than me can send e-mail from this e-mail address without my permission. I hereby pledge that I have established and maintained an environment in which no one other than myself can send out e-mails from this e-mail address without my permission.</p> |
|--|

Form D-3

Letter of Commissioning

<p>(Name)</p>	<p>(Present post)</p>
<p>(Content of commissioning)</p> <p>This it to notify that the person mentioned above is commissioned as [a committee member of the XX Committee or Certifier] under the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR).</p> <p>The term as [a committee member] expires on <date>.</p>	
<p>Date:</p> <p><Name of Commissioner>:</p> <p>Information-technology Promotion Agency, Japan</p>	

Information-technology Promotion Agency, Japan