

RESOLUTION No. 111/2019-CONSAD, December 19, 2019.

Approves amendment to Resolution No. 016/2017-CONSAD, of May 4, 2017.

THE ACTING PROVOST OF THE FEDERAL UNIVERSITY OF RIO GRANDE DO NORTE hereby announces that the Higher Council for Administration (CONSAD), in the exercise of the powers conferred upon it by Article 19, III and IV, of UFRN's Charter,

TAKING INTO CONSIDERATION what is contained in process no. 23077.099240/2019-83.

DECIDES:

Article 1. To approve the amendment to Resolution No. 016/2017-CONSAD, of May 4, 2017, which shall now be in effect with the following modifications.

Article 2. Article 7 of Resolution No. 016/2017-CONSAD, of May 4, 2017, shall be amended by adding item X as follows:

“**Article 7**.....

X - IT risks shall observe the following guidelines:

- a) Consider the aspects of availability, confidentiality, and integrity related to Information Security;
- b) Consider the aspects of compliance with service level agreements, service continuity, budget guarantee, related to the acquisition and contracting of goods and services;
- c) Observe aspects of the creation of technological dependencies for hardware and software solutions;
- d) Analyze the implications of team training resulting from the adopted technological solutions;
- e) Consider institutional demands, observing UFRN's capacity to deliver IT services;
- f) Serve as a basis for the development of IT policies and plans;
- g) Consider the Information and Communication Technology Master Plan (PDTIC, acronym in Portuguese), the Information and Communication Security Policy (POSIC) and its derivatives.”

Article 3. The composition of the Committee for Governance, Risks and Controls provided for in Article 9 of Resolution No. 016/2017-CONSAD, of May 4, 2017, is hereby altered, which shall have the following form:

“**Article 9**.....

I - by the Provost, its chair;

II - by the Vice Provost for Administration;

III - by the Vice Provost for Personnel Management;

IV - by the Vice Provost for Planning;

V - by the Director of the Secretariat for Project Management;

- VI - by the Director of the Secretariat for Institutional Governance;
- VII - by the Superintendent of Information Technology; and
- VIII - by a representative of the Academic Centers and Units, chosen by their peers.

Sole paragraph. The full members listed in items I to VIII of this article shall be represented by their legal alternates.”

Article 4. Article 10 of Resolution No. 016/2017-CONSAD, of May 4, 2017, shall be amended as follows:

"Article 10.....

XIV - approve proposals for policies and guidelines prepared by the Information Technology Management Committee (CGTI) and the Permanent Information Security Committee (CPSI);

XV - approve the strategic and tactical plans and performance indicators suggested by the CGTI and the CPSI;

XVI - approve requests for the provision of new institutional ICT solutions, as well as maintenance requests with a significant impact on the ICT plans proposed by the CGTI and the CPSI;

XVII - periodically monitor the execution of the strategic and tactical plans and the evolution of the performance indicators proposed by the CGTI and the CPSI, in order to reassess priorities, identify any deviations and determine necessary corrections;

XVIII - analyze the transparency, communication and compliance measures proposed by the CGTI and the CPSI."

Article 5. Resolution No. 016/2017-CONSAD, of May 4, 2017, shall be amended by adding Article 10-A as follows.

"Article 10-A. The Information Technology Management Committee (CGTI) and the Permanent Information Security Committee (CPSI) have the autonomy to develop and approve Complementary Rules to the policies under their competence, observing the recommendations described in Annex I."

Article 6. This Resolution shall enter into force on the date of its publication, with all provisions to the contrary being repealed.

Office of the Provost, in Natal, December 19, 2019.

HENIO FERREIRA DE MIRANDA
Acting Provost

ANNEX I - FORMAT OF COMPLEMENTARY RULES OF IT COMMITTEES

The complementary rules of the Information Technology Management Committee (CGTI) and the Permanent Information Security Committee (CPSI) must follow the model based on the recommendation made by Complementary Rule No. 01/IN01/DSIC/GSIPR of the Information Security Department of the Institutional Office of the Presidency of the Republic. Thus, each Complementary Rule must have a Cover Page and one or more Continuation Pages of the Rules.

1. All pages of a Complementary Rule must contain the following information:

- a) Indication of the institution UFRN and, optionally, of the unit that created the rule;
- b) Rule Number: code formed by the following four identifiers separated by a slash: rule number, with two digits, issued by the committee or unit; acronym of the policy that this rule complements; acronym of the committee or unit that issued the rule; acronym of UFRN. (Ex: 01/POSIC/CPSI/UFRN).
- c) Revision: sequential revision number, identified by two Arabic numerals, with 00 being the original issue;
- d) Issue: day, month and year of issue of the rule or of its revision (example: 18/DEC/2019);
- e) Page: page number / total number of pages (example: 1/8);

Item "a" should be located in the upper left part of the page, while the other items should be in a table located in the upper right part of the page.

2. The cover page of each Supplementary Rule must also contain the elements that identify it and explain its content, including the following information:

- a) Title of the Rule: an expression identifying the content of the rule, in a concise, precise and unambiguous way; typed in "Times New Roman" font or equivalent, size 14 in bold;
- b) Origin: unit responsible for the normative activity;
- c) Normative Reference: normative documents and their respective approval dates, if any;
- d) Scope of Application: units where the rule applies and/or areas involved in the execution and monitoring of the subject matter addressed therein;
- e) Summary: list of the items contained in the rule, which allows an overview and facilitates its consultation;
- f) Additional information and clarifications on the edition or revision of the rule, especially regarding replacements and cancellations of previous rules; and
- g) Approval: Name of the administrative body that approved the rule.

The titles of items "a" through "g" should be written in capital letters and in bold, but should not be numbered.

3. The Continuation Sheets of the Rules may contain a structure composed of the following information:

- a) Objective: define the scope of the rule and the aspects it covers;
- b) Terminology: definition of acronyms and terms used in the document;
- c) General Rules: main text of the rule, specifying the accepted behaviors regarding the subjects addressed by the rule;
- d) Procedures: established steps, in logical sequence, corresponding to the subject matter, covering all tasks involved in the process;
- e) General Provisions: additional information deemed necessary, especially regarding the clarification of any doubts and unforeseen circumstances/cases;
- f) Effective Date: date on which the rules comes into effect; and
- g) Annexes: forms, flowcharts and additional data necessary for the execution of the activity contained in the rule or that facilitate its understanding or use.

The titles of items "a" to "g" should be written in uppercase and bold. The titles of the sub-items should also be written in bold, but only the initial letters should be written in uppercase. Both the items and the sub-items should be numbered in Arabic numerals, but no symbol should be inserted between the last number and the first letter of the title.

When using sub-items, the complete alphabet should be used, including the letters “k”, “y”, and “w”.

LUCIENE BEZERRA PINTO DE AGUIAR
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