



BCS IRMA Standard Operating Procedure (SOP)

Academic Relations (AR)

Effective Date: 8th December 2021

Introduction

The Academic Relations Officer (AR) is potentially a very broad role with responsibility for:

- Liaising with the officer at BCS HQ responsible for developing relationships with academic institutions in order to understand and support the current official BCS policy and plans
- Understanding and communicating to the IRMA management committee the above policy and plans
- Establishing and developing relations with academic institutions offering courses in information risk management, assurance and/or information security
- Encouraging those institutions to take advantage of BCS benefits eg. by setting up a student chapter
- Promoting BCS and IRMA membership among the academic and student community
- Inviting PhD/MSc students to present their work at BCS monthly meetings
- Inviting academic staff to present at BCS monthly meetings
- Identifying the requirements of academic institutions for lectures by risk, assurance and information security professionals and finding speakers from the IRMA membership

Once the academic institutions are identified, the AR identifies a single point of contact (SPOC) within the academic institution to establish the relationship. The AR makes this contact by means of email, LinkedIn or telephone. Once the contact is established, efforts are made to maintain the relationship.

A list of the academic institutions where the contact is made and the relationship is established is maintained with details of the courses being offered and contact details of SPOC. Regular contacts are made with SPOC to ensure that the details are kept updated.



Information Risk Management
and Assurance Specialist Group

The AR identifies speaking opportunities for IRMA members to speak on the subjects being taught by the academic institutions, thereby providing a vital link between industry and the academia. The IRMA member who speaks or delivers lectures can share his/her valuable industry experience with students, providing them a real-life view on the topic/subject. The AR will liaise with the SPOC's to identify suitable dates and work-out logistics.

The AR also identifies speaking opportunities for academia and invites them to speak at IRMA events. This provides academicians with opportunities to share the latest research on the topics of interest with IRMA. The AR will invite proposals from academicians and liaise with the event coordinator to identify the suitable topics and event dates.

The AR promotes BCS and IRMA membership among the student community. The AR takes every opportunity to promote the BCS and IRMA membership at speaking/lecturing events where an IRMA member is speaking to students. **An introductory presentation has been prepared and uploaded on the BCS/IRMA web site.**

Handle Communication

Being a single point of contact (SPOC), the AR handles all the communication between IRMA committee/members and academia.

Pre-quarterly Management Committee meeting requirements

Complete and update to Basecamp a completed Declaration of Interests, Declaration of Understanding and Risk Register. Review and where necessary update this SOP.

BALANCED SCORE CARD

Quarterly, check performance against respective metrics in the Balanced Score Card and report on same to the quarterly Management Committee meeting.