

NCRA Prerequisite Checklist

# NCRA Prerequisites

This short document explains all the steps necessary to prepare for the launch of a National Cyber Risk Assessment (NCRA) for your country. It is essential to complete all these steps during the initiation phase of the NCRA project as this will ensure that everything is in place for the first workshop.

## Step 1: Identifying a Senior Sponsor for the NCRA project

The first step in the preparation for the NCRA is to identify a senior sponsor who can gain approval for the project and provide top-level direction and support to the team. Ideally the sponsor will be a senior government official or minister with the responsibility for cyber security.

The senior sponsor will give the project the authority and priority that is needed for the risk assessment to gather information from the Critical National Infrastructure (CNI) owners which can include government departments, regulators and the private sector.

The senior sponsor will also ensure that the local NCRA team is resourced and supported for the duration of the project.

The senior sponsor agrees the requirements and scope of the risk assessment as described in step 2 below.

At the end of the project a final risk assessment report will be produced to summarise the findings from the analysis of the survey data and to document the key recommendations. The senior sponsor will be the recipient and owner of this report and will decide how to take forward the recommendations.

##  Step 2: Setting the scope of the NCRA

Once the senior sponsor has been briefed on the project there are 3 key decisions that need to be made to set the scope of the risk assessment to meet the requirements and priorities in your country:

### Select the CNI sectors to be included

The NCRA can be tailored to focus on a core set of key sectors such as government, telecoms, finance and transport or broadened out to include a wider range such as food, water, healthcare and specialist sectors such as mining. The following list illustrates a typical set of CNI sectors:

Government

Finance and banking

Telecoms & ICT

Energy

Transport

Healthcare

Education

Defence

Water

Food

Emergency services

Once the sectors have been agreed a tailored version of the survey questionnaire can be provided by the UK team.

### Identify the CNI owners

The organisations that own the systems delivering the Critical National Infrastructure can then be identified for each sector and it is the representatives from these organisations that will be invited to attend the workshops and complete the NCRA survey questionnaire.

If it is not clear which systems are critical then taking part in the NCRA will be an important step to help identify which systems and assets should be considered part of the CNI.

### Agree the plan for the NCRA

An NCRA typically takes about 3 to 4 months to complete and it is important to agree a high-level project plan that sets out the duration of the project and the key dates for workshops.

## Step 3 Resourcing the local team

A local core team of around 3 to 5 people will be required to complete a NCRA. This team can be made up of members of the National Cyber Security Centre or CERT, drawn from across the Government cyber security community or private sector. A team leader should be appointed to ensure that the project activities are completed satisfactorily and that the team has the effort and expertise required. Members of the team should have an understanding of the principles of cyber security risk management and familiarity with Microsoft excel spreadsheets. The UK team will support the local team with the required training and tools to understand and implement the NCRA process.

The local team will require access to official IT including laptops and office applications such as Microsoft Word, Excel and PowerPoint.

One of the roles of the local team will be to issue the NCRA survey questionnaires and collect and store the results. It is very important to agree up front how any sensitive information in the survey data will be protected as this will be essential to build trust with the CNI owners.

The UK team will provide all the required tools and training to enable the local team to complete the NCRA process but it is important that some members of the team are familiar with basic data entry and manipulation in Microsoft Excel spreadsheets.

### Summary Checklist of NCRA prerequisites

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| Senior sponsor agreed | Checkbox Checked |
| Formal project approval in place | Checkbox Checked |
| CNI sectors identified | Checkbox Checked |
| CNI owners identified | Checkbox Checked |
| Survey questionnaire agreed | Checkbox Checked |
| NCRA implementation plan agreed | Checkbox Checked |
| Local team in place | Checkbox Checked |
| Secure survey process agreed and implemented by local team | Checkbox Checked |
| IT and office applications (Excel, Word and PowerPoint) in place  | Checkbox Checked |