ITU/BDT Cyber Security Programme

Global Cybersecurity Index (GCI)

Guidelines for Member States

Version 1.0

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1   PREPARATION

Upon official invitation,

- Member States should appoint their focal point to be the direct contact during the all phases of GCI before the deadline indicated to them. The contact details of the chosen focal point should be formally provided to ITU's GCI team as early as possible

- The focal point should be expert(s) in the field of cybersecurity or familiar with cybersecurity.

- The formally appointed focal point would be empowered by the Administration to coordinate with all relevant governmental and non-governmental entities and gather the necessary information to answer accurately to the GCI questionnaire, as there is a possibility that different bodies are responsible for the different sections on the GCI questionnaires

2   SURVEY

- The focal point will receive information regarding the survey by email from GCI team as soon as the on-survey has been prepared

- The questionnaire will be presented in English with a translation to the other 5 UN languages available.
- Once the questionnaire is opened to Member States, focal points must carefully follow the new guidelines for the survey on how to answer each section. Not following the guideline might lead to loss of points/scores.
- Stages, deadlines and tasks should be clear for each person who is involved in carrying out the survey. The focal point must share the guidelines to those assisting in completion of the questionnaire. Deadlines must be strictly respected. During the opening survey, the GCI team will remain available to assist the focal point
- Completed submissions of the survey must be submitted by Member States before the official closing to allow the GCI team validate their answers. Reminders will be sent to focal points related to the final deadline of the questionnaire.

- The on-line survey may remain open to allow Member States to complement answers with additional information that will be considered for the next iteration.

3   VALIDATION

- Once the survey has been closed down, the GCI team will validate answers provided by the focal point and immediately send back the validated responses to the focal points for approval

- Focal points are given the possibility to amend/make changes to their answers and either give an approval or disagree with the GCI team validation by providing new relevant proof corresponding to each question.

- Please take note that the approval must be given within two weeks. Should no feedback from focal points be received after two weeks, the GCI team will use data validated on their side.

- Final approval from Member States will then be taken into consideration for scoring and report writing

- During the process of scoring, no further new information from focal point/s is/are accepted.

4   REPORT WRITING

- Using data from the respective Member States, the GCI team with the help of a data analysts will write a report releasing results and ranking of each Member states without disclosing their information/data collected.

ANNEX A: TENTATIVE TIMEFRAME

Phases	Timeframe	Activity	Start Date	End Date
Phase 1: Preparation	**4 weeks**		**12.03.18**	**06.04.18**
Upon receiving the invitation letter	2 weeks	Member States to confirm their future participation/appoint a focal point	12.03.18	23.03.18
Focal point to be confirm to the ITU	2 weeks	Member States to inform ITU of the Focal point chosen to answer the questionnaire	26.03.18	06.04.18
Phase 2: Survey	**2 months**		**09.04.18**	**01.06.18**
Online survey	1 month	Questionnaire will be presented in English with an available translation in the other 5 UN languages	09.04.18	04.05.18
FAQ	3 weeks	During the opening survey, the GCI team will be available for questions	07.05.18	25.05.18
Last reminder	1 week	Reminder will be received by MS related to the final deadline of the questionnaire	28.05.18	01.06.18
Definitive closure	**01.06.18**	Closure of GCI questionnaire. No more changes will be allowed for the present year. However, the platform will stay available to add information that will be considered for the next iteration.	**01.06.18**	**01.06.18**
Phase 3: Validation	**2 months**		**04.06.18**	**05.08.18**
Validation		After the closure of the questionnaire, data will be reviewed by analysts and sent back for correction to Member States.	04.06.18	05.08.18
Corrections		Member State to review the ITU corrections, complete any missing information, including additional proof, and send back to GCI team	04.06.18	05.08.18

Phase 4: Publication	2 months		06.08.18	08.10.18
Publication		Publication of the report	06.08.18	08.10.18