TERMS OF REFERENCE OF THE
ADMM CYBERSECURITY AND INFORMATION
CENTRE OF EXCELLENCE

1. The 15th ASEAN Defence Ministers’ Meeting (ADMM) approved the establishment of the ADMM Cybersecurity and Information Centre of Excellence (ACICE). The Terms of Reference (TOR) of the ACICE will guide the ACICE’s activities.

Objectives

2. The ACICE will focus on enhancing information-sharing and capacity building among ASEAN defence establishments as follows:

a. Share information, research and analysis on cyber, information and other threats with security implications and are relevant to the defence sectoral;

b. Enhance multilateral cooperation among ASEAN defence establishments against cyber and information threats;

c. Function as a node for confidence-building measures and capacity building among ASEAN defence establishments in cyber and information threats; and

d. Complement the ASEAN Cyber Defence Network (ACDN) to promote regional exchanges, interactions and cooperation on cybersecurity.

Scope of Activities

3. The ACICE’s scope includes, but is not limited to:

a. Setting up a database where ASEAN Member States (AMS) can voluntarily deposit and access unclassified information on cyber malware, disinformation and misinformation, and other relevant threats;

b. Increasing awareness and knowledge on potential threats to regional security arising from the cybersecurity and information landscape through dialogues, seminars and intellectual exchanges as well as publications of reports and journals;
c. Promoting exchanges and interactions on domains of cybersecurity and information, including through exercises, dialogues and consultation; and

d. Supporting the ACDN such as by hosting and facilitating visits and exchanges, including the network’s meetings and activities, as well as disseminating the ACICE’s cybersecurity products and reports through the ACDN to enhance awareness and discussions.

**ACICE’s Advisory Board**

4. The ACICE will have an Advisory Board comprising the ADSOM WG Leaders or delegated representatives from all AMS defence establishments. The Chairman of the Advisory Board will be held by the sitting ADMM Chair.

5. The Advisory Board will meet annually. The roles of the Advisory Board are to:

   a. Consolidate AMS’ views and advice on the ACICE;

   b. Advise on the ACICE’s research areas, activities and products; and

   c. Recommend collaborations with other ADMM initiatives, such as the ACDN.

6. Members of the Advisory Board will be funded by their respective organisations/institutions. Travelling expenses for official meetings may be provided on a case-by-case basis.

**ACICE’s Organisation and Centres**

7. The ACICE will comprise three centres. They are the Cybersecurity Centre, the Information Centre, and the Research Centre. The Cybersecurity and Information Centres will host defence experts from the cybersecurity and information domains respectively, and will produce regular reports, as well as facilitate information-sharing in that domain. The Research Centre will collaborate with think-tanks and academic institutes to conduct longer-term research on the impact of developments in digital and information technologies on defence.
8. As the proponent of the ACICE, Singapore will fund and fill the positions in the three centres. AMS may deploy defence officials with the relevant professional experience and expertise to the centres for short-term attachments.

9. The ACICE will be led by a Singaporean Executive Director (ED), who holds the rank of COL/Director-level or equivalent. The ED will oversee the day-to-day operations of the ACICE, and the three centres, and serve as the official representative of the ACICE. The ACICE ED is vested with the executive authority to make decisions on behalf of the ACICE, and may consult the Advisory Board when necessary.

**Figure 1: Overview of ACICE Structure**

**Identity**

10. The ACICE may be referred to in speaking as “Eh-sis”.

11. The ACICE’s logo will include the ASEAN emblem colours and illustrate the close collaboration and networking which the ACICE facilitates, as follows:
International Collaborations

12. The ACICE will identify opportunities for collaboration and information-sharing with ADMM-Plus countries for the benefit of the region. The ACICE will also work with ASEAN’s partners as well as regional and international entities, including non-government entities. The ACICE’s partners should have the relevant expertise to contribute to the ACICE’s objectives and scope of activities. The ACICE’s partners may comprise both government officials and non-government personnel.

13. In carrying out the above activities, the ACICE may also collaborate with other international partners, institutions and think-tanks with relevant expertise. It can also draw on individual experts and panels of experts with relevant experience, such as members from the Network of ASEAN Defence and Security Institutions and/or other professionals and industry players.

Financial Contributions by ASEAN Member States

14. As the proponent of the ACICE, Singapore will fully fund the ACICE’s day-to-day operations, and other associated activities that contribute to the execution of the ACICE’s functions.

15. AMS may contribute on a voluntary basis (e.g., to support and advance specific areas of research or to support mutually-agreed initiatives). AMS personnel who are attached to the ACICE will be funded by the respective AMS.

Reporting Mechanisms

16. The progress of the ACICE will be reported regularly to the ADMM through the ADSOM and ADSOM Working Group, for guidance on the ACICE’s focus areas.

Review Mechanism

17. This TOR will be reviewed on the basis of need, as determined by consensus at the ADSOM.