Knowledge security process: from first considerations to final decision

1. The initiator of a collaboration initiative assesses, together with their scientific director* what opportunities and risks the collaboration initiative has. There are three possible outcomes:
The initiator should make use of the Knowledge security flowchart.

- **The risks are considered to be acceptable -> the collaboration is started.**
- **There is doubt about whether the risks are acceptable and/or there are different opinions on this or on mitigating measures.**
- **The risks are considered to be unacceptable -> the collaboration is cancelled (end of process) or changed to reduce risks.**

2. The initiator submits the collaboration initiative to the Knowledge Security Committee by sending it to the Knowledge Security Advice Desk.
The Advice Desk arranges for the collaboration initiative to be assessed by the Knowledge Security Committee. It prepares the documents required for this and consults specific experts and/or the National Contact Point for Knowledge Security before the meeting of the committee, whenever it considers this appropriate on the basis of the documents and information supplied by the initiator. It also arranges for the correct composition of the committee.

3. The Knowledge Security Committee assesses the opportunities and risks of the collaboration initiative and issues a binding decision to the initiator within four weeks. There are four possible outcomes:
There may be consultation of additional experts and/or the National Contact Point for Knowledge Security, if it emerges during the discussion of the initiative that this is necessary and it has not yet been requested. A six-week timeframe applies if external advice is required.

- **The risk is acceptable -> the collaboration is started.**
- **The risk is acceptable, provided that mitigating measures are taken.**
  The initiator is informed of this advice in writing, with substantiation, and is obliged to implement (or arrange for) the mitigating measures.
- **The risk is unacceptable at the present time -> the collaboration is not permitted to start (proposed decision).**
  The chair of the committee, together with the coordinator of the Knowledge Security Advice Desk, provides an explanation.
- **The risk can currently not be assessed properly (because insufficient information is available) -> the collaboration is not yet permitted to start.**

4a. The initiator reads the decision. There are two possible outcomes:

- **The decision is clear and is accepted -> the collaboration initiative is changed to reduce risks.**
- **The suggested measures are not (sufficiently) clear clear or are disputed -> the initiator asks the committee for an explanation.**
  The chair of the committee, together with the coordinator of the Knowledge Security Advice Desk, provides an explanation of the suggested measures.

4b. The initiator reads the proposed decision. There are two possible outcomes:

- **The proposed decision is disputed and the initiator shares their compelling argument(s) with the faculty board.**
- **The proposed decision is clear and the collaboration initiative will not be started.**

5. The faculty board reads the compelling argument(s). There are two possible outcomes:

- **The faculty board agrees with the compelling argument(s).**
- **The faculty board does not agree with the compelling argument(s). The proposed decision becomes definitive and the collaboration initiative will not be started.**

6. The Dean of the faculty holds a meeting with the chair of the Knowledge Security Committee, the coordinator of the Advice Desk and the initiator about the initiative and its assessment. . A definitive decision will be issued after this meeting. This can be either a changed or unchanged decision.
It is possible that a committee member will be invited to participate in this meeting.

* Or designated officer.