

From: Browne, Lisa
To: "Marisa Kwan"; Karen White; Imran Ahmad (he/him); Travis Walker (he/him)
Cc: Whelan, Meaghan; Marie Labrosse; Dyke, Paula
Subject: RE: Privileged & Confidential - Cyber Communications s. 29(1) (a)
Date: Monday, January 8, 2024 3:49:00 PM
Attachments: MUN-CommsPlan- [REDACTED] - Privileged and Confidential - Draft - NRF
 Edits(CAN_DMS_1002969866.Z) LB.docx

Some comments attached. I am able to attend a meeting at 5 NT.

Lisa

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

From: Marisa Kwan <marisa.kwan@nortonrosefulbright.com>
Sent: Monday, January 8, 2024 11:17 AM
To: Karen White <kwhite@national.ca>; Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>; Travis Walker (he/him) <travis.walker@nortonrosefulbright.com>
Cc: Browne, Lisa <lisa.browne@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>; Marie Labrosse <mlabrosse@National.ca>
Subject: RE: Privileged & Confidential - Cyber Communications

Hi everyone,

s. 30(1) (a)

Best,

Marisa Kwan
 Associate

Norton Rose Fulbright Canada LLP / S.E.N.C.R.L., s.r.l.
 222 Bay Street, Suite 3000, P.O. Box 53, Toronto ON M5K 1E7 Canada
 T: +1 416.202.6710 | F: +1 416.216.3930
marisa.kwan@nortonrosefulbright.com

NORTON ROSE FULBRIGHT

From: Karen White <kwhite@national.ca>
Sent: January 7, 2024 4:17 PM
To: Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>; Travis Walker (he/him) <travis.walker@nortonrosefulbright.com>
Cc: lisa.browne@mun.ca; Whelan, Meaghan <mcwhelan@mun.ca>; Marie Labrosse <mlabrosse@National.ca>; Marisa Kwan <marisa.kwan@nortonrosefulbright.com>
Subject: RE: Privileged & Confidential - Cyber Communications

++Marisa. Noting I added Marie twice earlier in the thread. Apologies!

NOTE TO APPLICANT: The remainder of this email thread is located previously in the records.

IAP Office

Privileged & Confidential – Prepared at the request of legal counsel

MUN – Cyber Incident

Communications Plan

s. 29(1) (a)

January 7, 2024 – INTERNAL ADVISE ONLY, NOT FOR DISTRIBUTION.

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RECOMMENDED APPROACH:



s. 29(1) (a)

s. 30(1) (a)



STATEMENT

SUBJECT: Grenfell Campus – Cybersecurity Incident

s. 29(1) (a)

As shared on December 31, 2023, has been experiencing a cybersecurity incident affecting Grenfell Campus. Memorial became aware of IT issues on December 29, and security protocols were immediately put in place to isolate the impacted systems launch an investigation.

s. 29(1) (a)

discovering a team of university experts been working tirelessly with external cybersecurity experts to mitigate impacts on academic research and administrative

s. 29(1) (a)

Memorial's containment efforts isolating collecting and analyzing evidence implementing additional security measures monitoring tools; scanning and ensuring the safety of data before restoring systems in a safe and controlled environment; resetting passwords among others.

s. 31(1)(l)

Thanks to these collective efforts, classes at Grenfell Campus resumed on January 8, 2024. We want to acknowledge and express our appreciation to all employees who [redacted] together to support our students, particularly the faculty and staff [redacted] at Grenfell Campus [redacted]. We are also grateful [redacted] to our students for their patience and resilience as they returned to classes under these unusual circumstances. [redacted]

s. 29(1) (a)

Although our investigation into the incident remains ongoing, we can confirm this was a ransomware attack. An unauthorized third party gained access to [redacted] Grenfell Campus [redacted] network and [redacted] encrypted [redacted] data on [redacted] number of [redacted] servers. As a result, [redacted] services were rendered unavailable [redacted]

s. 29(1) (a)

s. 29(1) (a)

s. 31(1)(l)

s. 35(1) (g)

s. 30(1) (a)

[redacted] at this time, we do not have evidence that [redacted] personal information was compromised in this incident.

Memorial remains committed to protecting the information entrusted to us and maintaining operations for students, faculty, and staff to the fullest extent possible. If [redacted] our investigation determines that personal information was compromised, we will advise the O-PC and directly notify any impacted individuals.

s. 29(1) (a)

We appreciate everyone's understanding that we are limited in what we can share while our investigation is ongoing. We will continue to provide updates on mun.ca as information is available.

QUESTIONS & ANSWERS (MEDIA AVAILABILITY AND ANSWERING QUESTIONS)

Q: Was this ransomware?

s. 29(1) (a)

[REDACTED] We can confirm this was a ransomware attack [REDACTED] An unauthorized third party gained access to our Grenfell Campus [REDACTED] network and [REDACTED] encrypted [REDACTED] data on [REDACTED] number of [REDACTED] servers. As a result, [REDACTED] IT services were rendered unavailable. [REDACTED]

s. 29(1) (a)

s. 30(1) (a)

s. 29(1) (a)

s. 31(1)(l)

s. 35(1) (g)

s. 29(1) (a) s. 31(1)(l) s. 35(1) (g)

[Redacted]

s. 30(1) (a)

[Redacted]

Formatted: English (Canada)

Q: Was personal information compromised in the incident?

[Redacted]

[Redacted]

s. 30(1) (a)

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s. 29(1) (a)

[Redacted]

s. 29(1) (a)

s. 31(1)(l)

s. 35(1) (g)

s. 29(1) (a) s. 31(1)(l) s. 35(1) (g)



s. 29(1) (a)



s. 30(1) (a)



ON

From: [Ian Sutherland](#)
To: [Whelan, Meaghan](#); [Brown, Margot](#); [Browne, Lisa](#)
Cc: [President, The](#)
Subject: Re: For review - response to MUNFA (privileged and confidential at request of counsel)
Date: Monday, January 8, 2024 3:57:46 PM
Attachments: [image001.jpg](#)

I sent this on Friday, copied munpres, Provost and FacRel

Get [Outlook for iOS](#)

From: Whelan, Meaghan <mcwhelan@mun.ca>
Sent: Monday, January 8, 2024 3:20:56 PM
To: Brown, Margot <mbrown@mun.ca>; Browne, Lisa <lisa.browne@mun.ca>
Cc: President, The <munpres@mun.ca>; Ian Sutherland [REDACTED] s. 40(1)
Subject: RE: For review - response to MUNFA (privileged and confidential at request of counsel)

Copying Ian to confirm as he was hitting send [REDACTED] Final copy attached.

s. 29(1) (a)

From: Brown, Margot <mbrown@mun.ca>
Sent: Monday, January 8, 2024 3:20 PM
To: Whelan, Meaghan <mcwhelan@mun.ca>; Browne, Lisa <lisa.browne@mun.ca>
Cc: President, The <munpres@mun.ca>
Subject: RE: For review - response to MUNFA (privileged and confidential at request of counsel)
Importance: High

Folks,

Did this go out? [REDACTED]

Also, I need the final copy.

s. 29(1) (a)

Tks,

Margot

From: Bose, Neil <nbose@mun.ca>
Sent: Friday, January 5, 2024 2:46 PM
To: Whelan, Meaghan <mcwhelan@mun.ca>
Cc: President, The <munpres@mun.ca>; Brown, Margot <mbrown@mun.ca>
Subject: RE: For review - response to MUNFA (privileged and confidential at request of counsel)

Thanks Meaghan,

[REDACTED]
s. 29(1) (a)

Neil

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office

President, The

From: Beh, Patricia
Sent: Monday, January 8, 2024 4:31 PM
To: Brown, Margot; Bose, Neil
Cc: Beh, Patricia; President, The
Subject: Re: [REDACTED] s. 29(1) (a)

[REDACTED]
 [REDACTED]
 s. 29(1) (a)

Get [Outlook for iOS](#)

From: Brown, Margot <mbrown@mun.ca>
Sent: Monday, January 8, 2024 4:13:27 PM
To: Bose, Neil <nbose@mun.ca>
Cc: Beh, Patricia <patricia.beh@mun.ca>; President, The <munpres@mun.ca>
Subject: [REDACTED] s. 29(1) (a)

[REDACTED] s. 29(1) (a)

[REDACTED] s. 29(1) (a)

FYI – here are the questions....

- What is the full scope of the IT security breach?
- What are the expected long term implications of the breach?
- What information has been compromised?
- What is the expected timeline for the recovery of resources?
- Is there a commitment that members unable to teach due to loss of resources will not then “owe” courses if sections must be cancelled?
- Will the Senior Administration commit to an MOU to allow for affected ASMs to defer tenure processes similar to the one signed during the pandemic?
- Will the Senior Administration provide MUNFA with an up-to-date list of contact information for our members as well as Grenfell’s administration to utilize for the duration of these complications?

- Was this cybersecurity hack a result of budget and staffing cuts? Will there be further cuts as a result?
- Are there further impacts to be anticipated that have not already been raised?

From: President, The <munpres@mun.ca>

Sent: Friday, January 5, 2024 4:43 PM

To: Bose, Neil <nbose@mun.ca>

Cc: Brown, Margot <mbrown@mun.ca>; Beh, Patricia <patricia.beh@mun.ca>

Subject: FW: Communication response

FYI

Renee

From: Ian Sutherland

s. 40(1)

Sent: Friday, January 5, 2024 4:28 PM

To: munfa.pres <munfa.pres@mun.ca>; munfa@munfa.ca

Cc: Williams, Geoff <geoffwilliams@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; President, The <munpres@mun.ca>

Subject: Communication response

Dear Dr. Lepawsky,

Thank you for your earlier correspondence. I want to apologize for my delay in responding. Your initial correspondence did not reach me directly due to the current email challenges. I also apologize for responding to you late on a Friday afternoon. As I hope you can appreciate, things are very busy and ever evolving and emerging here on the ground. Nonetheless, I do apologize for the delay. I would always wish to respond to you sooner.

In response, please find the attached.

I also want to convey thanks to all MUNFA members at Grenfell Campus, and indeed all instructional staff and those supporting them, for all they are doing in the efforts to work through this cyber security situation. I continue to be inspired by all their work and dedication to Grenfell Campus and to all of Memorial University.

For now, I wish you a very Happy New Year, and thank you again for reaching out to me.

NOTE TO APPLICANT: The attached letter is located previously in the records.

IAN SUTHERLAND (he/they), PhD | VICE-PRESIDENT (Grenfell Campus) IAP Office

Office of the Vice President (AS374B) | Grenfell Campus
Memorial University of Newfoundland & Labrador
Corner Brook, Newfoundland & Labrador, Canada A2H 6P9
T 709 639 6551 | F 709 637 6218

www.grenfell.mun.ca/

Instagram @VPGrenfell @GrenfellCampus | Twitter @VPGrenfell @GrenfellCampus

We acknowledge that Grenfell Campus is in traditional Mi'kmaw territory, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

President, The

From: Brown, Margot
Sent: Monday, January 8, 2024 5:35 PM
To: Williams, Geoff; Browne, Lisa; Lokash, Jennifer
Cc: Bose, Neil; President, The; Beh, Patricia s. 29(1) (a)
Subject: FW: [REDACTED]
Attachments: MUNFA0105.pdf

NOTE TO APPLICANT: The attachment is located previously in the records.

Hi Geoff, Lisa and Jennifer,

IAP Office

Neil received a request today from MUNFA for an urgent meeting. The request is attached and I have also pasted the questions they want addressed below. [REDACTED]

Thank you - Margot

s. 29(1) (a)

s. 29(1) (a)

FYI – here are the questions....

- What is the full scope of the IT security breach?
- What are the expected long term implications of the breach?
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- Will the Senior Administration provide MUNFA with an up-to-date list of contact information for our members as well as Grenfell’s administration to utilize for the duration of these complications?
- Was this cybersecurity hack a result of budget and staffing cuts? Will there be further cuts as a result?
- Are there further impacts to be anticipated that have not already been raised?

From: Ian Sutherland [REDACTED] s. 40(1)
Sent: Friday, January 5, 2024 4:28 PM
To: munfa.pres <munfa.pres@mun.ca>; munfa@munfa.ca
Cc: Williams, Geoff <geoffwilliams@mun.ca>; Lokash, Jennifer <jloakash@mun.ca>; President, The <munpres@mun.ca>
Subject: Communication response

Dear Dr. Lepawsky,

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In response, please find the attached.

I also want to convey thanks to all MUNFA members at Grenfell Campus, and indeed all instructional staff and those supporting them, for all they are doing in the efforts to work through this cyber security situation. I continue to be inspired by all their work and dedication to Grenfell Campus and to all of Memorial University.

For now, I wish you a very Happy New Year, and thank you again for reaching out to me.

IAN SUTHERLAND (he/they), PhD | VICE-PRESIDENT (Grenfell Campus)

Office of the Vice President (AS374B) | Grenfell Campus
 Memorial University of Newfoundland & Labrador
 Corner Brook, Newfoundland & Labrador, Canada A2H 6P9
 T [709 639 6551](tel:7096396551) | F [709 637 6218](tel:7096376218)

www.grenfell.mun.ca/

Instagram @VPGrenfell @GrenfellCampus | Twitter @VPGrenfell @GrenfellCampus

We acknowledge that Grenfell Campus is in traditional Mi'kmaw territory, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

Sent from my iPhone

President, The

From: Brown, Margot
Sent: Monday, January 8, 2024 5:36 PM
To: Bose, Neil
Cc: Beh, Patricia; President, The
Subject: Re: [REDACTED]

s. 29(1) (a)

Yes - Ian indicates in his communication to MUNFA on Friday that he has met with faculty daily.
 Sent from my iPhone

On Jan 8, 2024, at 4:32 PM, Bose, Neil <nbose@mun.ca> wrote:

Thanks Margot,



s. 29(1) (a)

Neil

Neil Bose
 President and Vice-Chancellor *pro tempore*
 Memorial University
 Newfoundland and Labrador's University
 St. John's, NL, Canada A1C 5S7
 Tel: 709-864-8212
nbose@mun.ca

<image001.jpg>

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

From: Brown, Margot <mbrown@mun.ca>
Sent: Monday, January 8, 2024 4:13 PM
To: Bose, Neil <nbose@mun.ca>
Cc: Beh, Patricia <patricia.beh@mun.ca>; President, The <munpres@mun.ca>
Subject: [REDACTED]

s. 29(1) (a)



s. 29(1) (a)

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

From: Browne, Lisa
To: Brown, Margot
Subject: RE: [REDACTED] s. 29(1) (a)
Date: Monday, January 8, 2024 6:13:00 PM

Hi Margot, I don't see MUNFA's request for a meeting. Just Ian's response of last week. Could you forward the request?

Lisa

From: Brown, Margot <mbrown@mun.ca>
Sent: Monday, January 8, 2024 5:35 PM
To: Williams, Geoff <geoffwilliams@mun.ca>; Browne, Lisa <lisa.browne@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>
Cc: Bose, Neil <nbose@mun.ca>; President, The <munpres@mun.ca>; Beh, Patricia <patricia.beh@mun.ca>
Subject: FW: [REDACTED] s. 29(1) (a)

Hi Geoff, Lisa and Jennifer,

Neil received a request today from MUNFA for an urgent meeting. [REDACTED]
[REDACTED]
[REDACTED]

s. 29(1) (a)

Thank you - Margot

s. 29(1) (a)



FYI – here are the questions....

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office

President, The

From: Brown, Margot
Sent: Monday, January 8, 2024 6:18 PM
To: Williams, Geoff; Browne, Lisa; Lokash, Jennifer
Cc: Bose, Neil; President, The; Beh, Patricia
Subject: FW: [REDACTED] s. 29(1) (a)
Attachments: MUNFA0105.pdf; FW: MUNFA requests emergency meeting with President Bose about cyber attack

NOTE TO APPLICANT: The first attachment is located previously in the records. The second attachment is located on the subsequent page.

Resending with correct attachment (email from MUNFA).

IAP Office

Hi Geoff, Lisa and Jennifer,

s. 29(1) (a)

Neil received a request today from MUNFA for an urgent meeting. [REDACTED]

Thank you - Margot

s. 29(1) (a)

FYI – here are the questions....

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President, The

From: Fitzgerald, Renee
Sent: Monday, January 8, 2024 2:21 PM
To: Brown, Margot; Beh, Patricia
Subject: FW: MUNFA requests emergency meeting with President Bose about cyber attack
Attachments: MUNFA-ITSecurity-EmergencyMeeting.docx

FYI

From: munfa.pres <munfa.pres@mun.ca>
Sent: Monday, January 8, 2024 2:14 PM
To: Bose, Neil <nbose@mun.ca>
Cc: Fitzgerald, Renee <reneef@mun.ca>; MUNFA <munfa@mun.ca>
Subject: MUNFA requests emergency meeting with President Bose about cyber attack

Dear Dr. Bose,

I am writing on behalf of MUNFA Executive to request an emergency meeting with you regarding the ongoing fall out of the cyber attack. Please find attached a list of issues we would like to discuss.

Please contact the MUNFA office via Kim O'Reilly – Administrative Officer (T) 864-8642; (E) munfa@mun.ca to arrange a time.

My thanks for your consideration.

Sincerely,

Josh Lepawsky

Dr. Josh Lepawsky, President MUNFA
 he/him [Why is this here?]
 settler [Why is this here?]

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of

diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

From: [Browne, Lisa](#)
To: [Karen White](#); [Whelan, Meaghan](#)
Subject: FW: Privileged and Confidential - Prepared at the Request of Legal Counsel - for review - [REDACTED]
Date: Monday, January 8, 2024 6:18:00 PM

s. 29(1) (a)

From: Randell, Alison <alrandell@mun.ca>

Sent: Monday, January 8, 2024 5:29 PM

To: Browne, Lisa <lisa.browne@mun.ca>

Subject: Privileged and Confidential - Prepared at the Request of Legal Counsel - for review - [REDACTED]

s. 29(1) (a)

Hi Lisa - [REDACTED]

[REDACTED]
Thanks!

s. 29(1) (a)

s. 29(1) (a)

s. 29(1) (a)

s. 29(1) (a)

Alison

ALISON RANDELL | Interim Chief Information Officer

Office of the Chief Information Officer

Memorial University of Newfoundland

Spencer Hall - SP4015

220 Prince Philip Drive, St. John's, NL, A1C 5S7

T 709.864.2063

Alison.Randell@mun.ca | www.mun.ca/cio

From: [Browne, Lisa](#)
To: [Karen White](#); [Whelan, Meaghan](#)
Subject: Comms
Date: Monday, January 8, 2024 6:44:30 PM

Privileged and confidential- sent as requested by counsel



s. 29(1) (a)

FYI – here are the questions....

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- Was this cybersecurity hack a result of budget and staffing cuts? Will there be further cuts as a result?
- Are there further impacts to be anticipated that have not already been raised?

Sent from my iPad

President, The

From: Williams, Geoff
Sent: Monday, January 8, 2024 10:36 PM
To: Lokash,Jennifer; Browne, Lisa
Cc: Brown, Margot; Bose, Neil; President, The; Beh, Patricia
Subject: RE: [REDACTED]

s. 29(1) (a)

[REDACTED] s. 29(1) (a)

Best,
Geoff

From: Lokash,Jennifer <jlokash@mun.ca>
Sent: Monday, January 8, 2024 7:17 PM
To: Browne, Lisa <lisa.browne@mun.ca>
Cc: Brown, Margot <mbrown@mun.ca>; Williams, Geoff <geoffwilliams@mun.ca>; Bose, Neil <nbose@mun.ca>; President, The <munpres@mun.ca>; Beh, Patricia <patricia.beh@mun.ca>
Subject: Re: [REDACTED]

s. 29(1) (a)

[REDACTED] s. 29(1) (a)

JL

Sent from my iPhone

On Jan 8, 2024, at 7:10 PM, Browne, Lisa <lisa.browne@mun.ca> wrote:

s. 29(1) (a)

Sent from my iPad

On Jan 8, 2024, at 6:17 PM, Brown, Margot <mbrown@mun.ca> wrote:

Resending with correct attachment (email from MUNFA).

Hi Geoff, Lisa and Jennifer,

Neil received a request today from MUNFA for an urgent meeting.

s. 29(1) (a)

Thank you - Margot

s. 29(1) (a)

FYI – here are the questions....

1. What is the full scope of the IT security breach?
2. What are the expected long term implications of the breach?
3. What information has been compromised?
4. What is the expected timeline for the recovery of resources?
5. Is there a commitment that members unable to teach due to loss of resources will not then “owe” courses if sections must be cancelled?
6. Will the Senior Administration commit to an MOU to allow for affected ASMs to defer tenure processes similar to the one signed during the pandemic?
7. Will the Senior Administration provide MUNFA with an up-to-date list of contact information for our members as well as Grenfell’s administration to utilize for the duration of these complications? Ken
8. Was this cybersecurity hack a result of budget and staffing cuts? Will there be further cuts as a result?
9. Are there further impacts to be anticipated that have not already been raised?

2

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office

NOTE TO APPLICANT: The attachment is located after this email thread.

IAP Office

From: Karen White
To: Marisa Kwan; Imran Ahmad (he/him); Travis Walker (he/him)
Cc: Browne, Lisa; Whelan, Meaghan; Marie Labrosse; Dyke, Paula
Subject: RE: Privileged & Confidential - Cyber Communications *Updated Jan 9
Date: Tuesday, January 9, 2024 1:52:49 PM
Attachments: MUN-CommsPlan [REDACTED] - Privileged and Confidential - Draft - Jan 9.docx

Hello,

s. 29(1) (a)

Please find attached, an updated comms plan (Jan 9).

s. 29(1) (a)

s. 29(1) (a)

s. 31(1)(l)

s. 35(1) (g)

s. 40(1)

Karen

Karen White (She/Her)

Vice President

M [REDACTED]

s. 40(1)

From: Marisa Kwan <marisa.kwan@nortonrosefulbright.com>

Sent: Monday, January 8, 2024 10:47 AM

To: Karen White <kwhite@national.ca>; Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>; Travis Walker (he/him) <travis.walker@nortonrosefulbright.com>

Cc: lisa.browne@mun.ca; Whelan, Meaghan <mcwhelan@mun.ca>; Marie Labrosse <mlabrosse@National.ca>

Subject: RE: Privileged & Confidential - Cyber Communications

Hi everyone,

s. 30(1) (a)

Best,

Marisa Kwan
Associate

Norton Rose Fulbright Canada LLP / S.E.N.C.R.L., s.r.l.
222 Bay Street, Suite 3000, P.O. Box 53, Toronto ON M5K 1E7 Canada
T: +1 416.202.6710 | F: +1 416.216.3930
marisa.kwan@nortonrosefulbright.com

NORTON ROSE FULBRIGHT

From: Karen White <kwhite@national.ca>

Sent: January 7, 2024 4:17 PM

To: Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>; Travis Walker (he/him) <travis.walker@nortonrosefulbright.com>

Cc: lisa.browne@mun.ca; Whelan, Meaghan <mcwhelan@mun.ca>; Marie Labrosse <mlabrosse@National.ca>; Marisa Kwan <marisa.kwan@nortonrosefulbright.com>

Subject: RE: Privileged & Confidential - Cyber Communications

++Marisa. Noting I added Marie twice earlier in the thread. Apologies!

Privileged & Confidential

Hello, and thanks for the conversation earlier today. We have started a comms plan

s. 29(1) (a)

s. 29(1) (a)

Welcome any feedback or thoughts.

I understand Imran so welcome feedback in tracked changes in the document.
Or, if a regroup tomorrow to discuss more generally works best, just let us know!

s. 40(1)

Many thanks,
Karen

Karen White (She/Her)
Vice President

M s. 40(1)

From: Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>

Sent: Friday, January 5, 2024 3:23 PM

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office

Privileged & Confidential – Prepared at the request of legal counsel

MUN – Cyber Incident

Communications Plan

s. 29(1) (a)

January 7, 2024 – INTERNAL ADVICE ONLY. NOT FOR DISTRIBUTION.

s. 29(1) (a)

STATEMENT

As shared on December 31, 2023, has been experiencing a cybersecurity incident affecting Grenfell Campus. Memorial became aware of IT issues on December 29 security protocols were immediately put in place to isolate the impacted systems, launch an investigation and advise the authorities.

s. 29(1) (a)

Although our investigation into the incident remains ongoing, we can confirm this was a ransomware attack. An unauthorized third party gained access to Grenfell Campus network and encrypted data on a number of servers. As a result, IT services were rendered unavailable,

s. 29(1) (a)

Since discovering the incident, a team of [REDACTED] university experts have been working tirelessly with external cybersecurity experts to mitigate impacts on academic, research and administrative activities. Memorial's containment efforts [REDACTED] collecting and analyzing evidence [REDACTED] implementing additional security measures and monitoring tools; scanning and ensuring the safety of data before restoring [REDACTED] in a safe and controlled environment; resetting passwords [REDACTED] among others.

s. 29(1) (a)

Thanks to these collective efforts, classes at Grenfell Campus resumed on January 8, 2024. We [REDACTED] want to acknowledge and express our appreciation to all employees who work [REDACTED] together to support our students, particularly the faculty and staff at Grenfell Campus. We are also grateful to our students for their patience and resilience as they returned to classes under these unusual circumstances.

s. 29(1) (a)

Memorial remains committed to protecting the information entrusted to us and maintaining operations for students, faculty, and staff to the fullest extent possible. If our investigation determines that personal information [REDACTED] compromised, we will advise the Office of the Information and Privacy Commissioner and directly notify [REDACTED] impacted individuals.

s. 29(1) (a)

We appreciate everyone's understanding that we are limited in what we can share while our investigation is ongoing. We will continue to provide updates on mun.ca as information is available.

STATEMENT

SUBJECT: Grenfell Campus – Cybersecurity Incident [REDACTED] s. 29(1) (a)

As [REDACTED] shared on December 31, 2023, [REDACTED] has been experiencing a cybersecurity incident affecting our Grenfell Campus. Memorial became aware of IT issues on December 29, [REDACTED] security protocols were immediately put in place to isolate the impacted systems [REDACTED] launch an investigation.

s. 29(1) (a)

[REDACTED] discovering [REDACTED] a team of [REDACTED] university experts have been working tirelessly with external cybersecurity experts to mitigate impacts on academic, research and administrative [REDACTED]

Memorial's containment efforts [REDACTED] collecting and analyzing evidence [REDACTED] implementing additional security measures and monitoring tools; scanning and ensuring the safety of data before restoring [REDACTED] in a safe and controlled environment; resetting passwords [REDACTED]

s. 29(1) (a)

Thanks to these collective efforts, classes at Grenfell Campus resumed on January 8, 2024. We particularly want to acknowledge and express our appreciation to all employees who worked together to support our students, particularly the faculty and staff at Grenfell Campus. We are also grateful to our students for their patience and resilience as they returned to classes under these unusual circumstances. [REDACTED]

s. 29(1) (a)

Although our investigation into the incident remains ongoing, we can confirm this was a ransomware attack. An unauthorized third party gained access to [REDACTED] Grenfell Campus network and encrypted data on a number of [REDACTED] servers. As a result, [REDACTED] IT services were rendered unavailable. [REDACTED]

s. 29(1) (a)

s. 29(1) (a)

s. 31(1)(l)

s. 35(1) (g)

s. 30(1) (a)

Memorial is cooperating fully with law enforcement. [REDACTED] reported to the National Cybercrime Coordination Centre, a unit of the RCMP, on Dec. 30. [REDACTED] reported to the Centre for Cyber Security and the Canadian Anti-Fraud Centre.

s. 29(1) (a)

[REDACTED] At this time, we do not have evidence that [REDACTED] personal information was compromised in this incident.

s. 29(1) (a)

Memorial remains committed to protecting the information entrusted to us and maintaining operations for students, faculty, and staff to the fullest extent possible. If our investigation determines that personal information was compromised, we will advise the OIPC and directly notify [REDACTED] impacted individuals.

s. 29(1) (a)

s. 29(1) (a)

We appreciate everyone's understanding that we are limited in what we can share while our investigation is ongoing. We will continue to provide updates on mun.ca as information is available.

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QUESTIONS & ANSWERS (MEDIA AVAILABILITY AND ANSWERING QUESTIONS)

Q: Was this ransomware?

s. 29(1) (a)

s. 29(1) (a)

-we can confirm this was a ransomware attack.
An unauthorized third party gained access to Grenfell Campus network and encrypted data on a number of our servers. As a result, services were rendered unavailable

s. 29(1) (a)

s. 29(1) (a)

s. 31(1)(l)

s. 35(1) (g)

s. 30(1) (a)

s. 29(1) (a)

s. 29(1) (a)

s. 31(1)(l)

s. 35(1) (g)

s. 30(1) (a)

[REDACTED]

s. 29(1) (a)
s. 31(1)(l)
s. 35(1) (g)

Q: Was personal information compromised in the incident?

s. 29(1) (a)

s. 30(1) (a)

[REDACTED]

[REDACTED]

[REDACTED]

s. 29(1) (a)
s. 31(1)(l)
s. 35(1) (g)

s. 29(1) (a)

[REDACTED]

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s. 29(1) (a)

s. 31(1)(l)

s. 35(1) (g)

s. 30(1) (a)

ONLY

From: Browne, Lisa
To: "Karen White"; Marisa Kwan; Imran Ahmad (he/him); Travis Walker (he/him)
Cc: Whelan, Meaghan; Marie Labrosse; Dyke, Paula
Subject: RE: Privileged & Confidential - CC *Updated Jan 9
Date: Tuesday, January 9, 2024 2:36:00 PM

Thank you for this draft. [REDACTED]

s. 29(1) (a)

Thanks to these collective efforts, classes at Grenfell Campus resumed on January 8, 2024. We

s. 29(1) (a)

[REDACTED] acknowledge and express our appreciation to all employees [REDACTED]

[REDACTED] particularly the faculty and staff at Grenfell Campus, [REDACTED]

We are also grateful to our students for their patience and resilience as they returned to classes under these unusual circumstances.

s. 29(1) (a)

[REDACTED] We can chat about it this evening.

s. 29(1) (a)

Lisa

From: Karen White <kwhite@national.ca>

Sent: Tuesday, January 9, 2024 1:52 PM

To: Marisa Kwan <marisa.kwan@nortonrosefulbright.com>; Imran Ahmad (he/him) <imran.ahmad@nortonrosefulbright.com>; Travis Walker (he/him) <travis.walker@nortonrosefulbright.com>

Cc: Browne, Lisa <lisa.browne@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>; Marie Labrosse <mlabrosse@National.ca>; Dyke, Paula <pdyke@mun.ca>

Subject: RE: Privileged & Confidential - Cyber Communications *Updated Jan 9

Hello,

Please find attached, an updated comms plan (Jan 9).

s. 29(1) (a)

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office

President, The

From: Marcomm Information <NEWSLINE@CLIFFY.UCS.MUN.CA> on behalf of Newspost <newspost@MUN.CA>
Sent: Tuesday, January 9, 2024 3:25 PM
To: NEWSLINE@CLIFFY.UCS.MUN.CA
Subject: [NEWSLINE] Work progresses at Grenfell Campus

In-person classes resumed yesterday at Grenfell Campus following a cybersecurity incident on Dec. 29, 2023. Since our last update of Jan. 4, 2024, progress continues to be made. Read more in the [Gazette](#).

President, The

From: Brown, Margot
Sent: Tuesday, January 9, 2024 3:35 PM
To: Bose, Neil
Subject: FW: Updated Senate notes
Attachments: Senate notes NB Jan 9 - updated 3pm.docx

NOTE TO APPLICANT: The attachment is located on the subsequent page.

IAP Office

From: Whelan, Meaghan <mcwhelan@mun.ca>
Sent: Tuesday, January 9, 2024 3:15 PM
To: Brown, Margot <mbrown@mun.ca>; President, The <munpres@mun.ca>; Dyke, Paula <pdye@mun.ca>
Subject: Updated Senate notes

Hi Margot,

s. 29(1) (a)

Thanks<
 Meaghan

MEAGHAN WHELAN she/her
 ASSOCIATE DIRECTOR, COMMUNICATIONS
 Marketing and Communications
 Memorial University of Newfoundland
 St. John's, NL, Canada A1C 5S7
 M [REDACTED]

s. 40(1)

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

Grenfell Campus Cybersecurity Update for Senate

Dr. Neil Bose

Confidential DRAFT

Updated Jan. 9, 3:10 p.m.

Overview

- As you will have seen from updates to the community, on Dec. 29, we became aware of a cybersecurity issue at Grenfell Campus.
- Earlier this afternoon we shared our most recent update on this topic in the Gazette and via Newslane.
- I want to confirm to Senate that as soon as the issue was discovered, security protocols were put in place and an investigation was launched. Law enforcement was notified and cybersecurity experts were engaged to support our teams.
- I want to thank everyone who has been working so diligently to contain and manage through this issue.
- In terms of the investigation, that work is ongoing and I can't comment on anything related to it at this time. Rest assured, we have engaged the appropriate resources and expertise to manage through this issue with us.

Classes at Grenfell

- The start of classes at Grenfell was delayed to yesterday so that we could ensure the services and supports students required were in place. The decision to delay the start of the semester for students was not taken lightly but it was necessary.
- Of note, @mun services such as self-serve and Brightspace are not impacted. The Library at Grenfell is operational. An internet lounge has been set up and additional internet hotspots have been established – with more on the way.
- Dr. Sutherland is holding daily coffee breaks for faculty and staff, and another daily check in for students, to stay connected and answer questions as we are able.
- Brightspace shells have been created for to Grenfell faculty and staff to improve communications and we thank Grenfell faculty for this recommendation.
- We want to acknowledge the patience, cooperation and engagement from each faculty member over the course of this issue. We recognize that this incident has interrupted regular academic processes and schedules.

What's next

- We expect we will continue to feel the impacts of this incident for at least a few weeks. Academic and business continuity planning to support instructors and students has been prioritized as we work to both minimize these impacts as much as possible. Program chairs are now a part of this group to help inform planning.
- Safely returning IT services to Grenfell Campus in a cyber-secure manner will take time and the university recognizes the challenges this creates for all members of the community.

President, The

From: President, The
Sent: Tuesday, January 9, 2024 4:09 PM
To: Bose, Neil; Lokash, Jennifer; Browne, Lisa; Paul Brett; Allen, Tana; Sutherland, Ian D; Andersen, Catharyn
Subject: Outcomes - PEC January 9, 2024
Attachments: Outcomes January 9, 2024.docx

NOTE TO APPLICANT: The attachment is located on the subsequent page.

Good afternoon everyone,

IAP Office

Please see attached notes captured in today's PEC meeting. Please review and advise of any edits/omissions/errors.

Many thanks,
Cherie

Cherie Williams, Executive Assistant to the President (Correspondence)
 President's Office, Room A-2028
 Arts and Administration Building | 230 Elizabeth Avenue
 Memorial University | St. John's | Newfoundland and Labrador | A1C 5S7
 T: 709-864-8212 | F: 709-864-2059 | email: president@mun.ca



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Meeting of the President's Executive Council (PEC)
January 9, 2024

Attendees:

Neil Bose, President and Vice-Chancellor *pro tempore*
 Jennifer Lokash, Provost and Vice-President (Academic) *pro tempore*
 Ian Sutherland, Vice-President (Grenfell Campus)
 Lisa Browne, Vice-President (Administration, Finance and Advancement)
 Tana Allen, Acting Vice-President (Research)
 Paul Brett, Interim Vice-President (Marine Institute)
 Catharyn Andersen, Vice-President (Indigenous)
 Cherie Williams, Executive Assistant to the President (Correspondence)

Guests:

Margot Brown, Executive Director, Office of the President (Agenda item #9)
 Trish Beh, Senior Advisor to the President (Agenda item #9)
 Vicki Collins, Interim Executive Director, University Governance Secretariat (Agenda item #9)

Category	Item	Agenda Item	Attach.	Sponsor
A	1	OCRO Weekly Stats Report	Yes	VP(AFA)
Outcome	• For information only.			
A	2	AG Update	No	VP(AFA)
Outcome	• [REDACTED] s. 29(1) (a) • EA to circulate letter to PEC • Add to next week's meeting to discuss further			
A	3	VP Travel	Yes	VP(MI)
Outcome	• For information only.			
B	4	Sustainable Rural Communities Institute, Grenfell Campus (deferred from Dec. 19)	Yes	VP (GC)
		s. 29(1) (a)	s. 35(1) (d)	
Outcome	[REDACTED]			
C	5	Faculty hiring and Indigenous verification (continued discussion from Dec. 19)	Yes	Provost
Outcome	• Provost provided an update from recent meeting with Dean, HSS. [REDACTED]			

		s. 29(1) (a)		
C	6		Yes	Provost
Outcome			s. 29(1) (a)	
			s. 35(1) (c)	
C	7		Yes	VP(AFA)
Outcome			s. 29(1) (a)	
			s. 35(1) (c)	
A	8	Internationalization visit to Pakistan (deferred from Dec. 19)	Yes	VP(GC)
Outcome			s. 29(1) (a)	
		• Approved by PEC to proceed		
B	9	Ad Hoc Committee Presentation: CCFI -Executive Director, Office of the President, Senior Advisor to the President and Interim Executive Director, Board of Regents to join	No	VP(AFA)
Outcome			s. 29(1) (a)	
B	10	IT incident at Grenfell Campus	No	VP(AFA) and VP(GC)
Outcome		• Update to be provided by VP, AFA in coming days • Comms update to go out today to the University Community		
A	11	Cybersecurity Training	No	VP(MI)
Outcome		• VP, MI briefed PEC on steps taken by MI re: Cybersecurity Training. • Involve Chief Information Officer for follow up in the coming weeks.		
C	12		Yes	VP(MI)
Outcome			s. 29(1) (a)	
			s. 35(1) (d)	
A			No	VP(AFA)
Outcome			s. 29(1) (a)	
			s. 35(1) (d)	

			s. 29(1) (a)		
			s. 35(1) (d)		
C	14			Yes	VP(AFA)
Outcome			s. 29(1) (a)		
			s. 35(1) (d)		
C	15		s. 29(1) (a)	Yes	VP(I)
Outcome					
C	16			Yes	VP(AFA)
Outcome			s. 29(1) (a)		
B	17	Outcomes – December 19, 2023			Yes EA
Outcome		• Approved by PEC to proceed			
		Any Other Business			

Categories:

A – Information B – Input C – Decision D – Strategy

KIV:

- Policies Review – Status of review by portfolio (August 8 meeting)
- Recruitment (Student Enrolment and Retention Plan (SERP))
- Student Housing
- Student Code of Conduct
- Mitigation activities in response to internal draft audit
- Executive Search – HR Leadership

s. 29(1) (a)

PARKED:

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-

s. 29(1) (a)

President, The

From: Browne, Lisa
Sent: Tuesday, January 9, 2024 4:57 PM
To: President, The; Bose, Neil; Lokash, Jennifer; Paul Brett; Allen, Tana; Sutherland, Ian D; Andersen, Catharyn
Subject: RE: Outcomes - PEC January 9, 2024
Attachments: Outcomes January 9 2024 LB.docx

A few comments. Thank you.

NOTE TO APPLICANT: The attachment is located on the subsequent page.

Lisa

IAP Office

From: President, The <munpres@mun.ca>
Sent: Tuesday, January 9, 2024 4:09 PM
To: Bose, Neil <nbose@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; Browne, Lisa <lisa.browne@mun.ca>; Paul Brett <paul.brett@mun.ca>; Allen, Tana <tallen@mun.ca>; Sutherland, Ian D <isutherland@mun.ca>; Andersen, Catharyn <s62cda@mun.ca>
Subject: Outcomes - PEC January 9, 2024

Good afternoon everyone,

Please see attached notes captured in today's PEC meeting. Please review and advise of any edits/omissions/errors.

Many thanks,
 Cherie

Cherie Williams, Executive Assistant to the President (Correspondence)
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Meeting of the President's Executive Council (PEC)
January 9, 2024

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Outcome	• EA to circulate letter to PEC • Add to next week's meeting to discuss further s. 29(1) (a)			
A	3	VP Travel	Yes	VP(MI)
Outcome	• For information only.			
B	4	Sustainable Rural Communities Institute, Grenfell Campus (deferred from Dec. 19)	Yes	VP (GC)
Outcome	s. 29(1) (a) s. 35(1) (d)			
C	5	Faculty hiring and Indigenous verification (continued discussion from Dec. 19)	Yes	Provost
Outcome	• Provost provided an update from recent meeting with Dean, HSS. s. 29(1) (a) s. 35(1) (c)			

Forma

		s. 29(1) (a)		
C	6		Yes	Provost
			s. 29(1) (a)	
Outcome			s. 35(1) (c)	
C	7		Yes	VP(AFA)
			s. 29(1) (a)	
Outcome			s. 35(1) (c)	
A	8	Internationalization visit to Pakistan (deferred from Dec. 19)	Yes	VP(GC)
Outcome		Approved by PEC to proceed	s. 29(1) (a)	
B	9	Ad Hoc Committee Presentation: CCFI -Executive Director, Office of the President, Senior Advisor to the President and Interim Executive Director, Board of Regents to join	No	VP(AFA)
Outcome			s. 29(1) (a)	
B	10	IT incident at Grenfell Campus	No	VP(AFA) and VP(GC)
Outcome		- Update to be provided by VP, AFA in coming days - Comms update to go out today to the University Community		
A	11	Cybersecurity Training	No	VP(MI)
Outcome		- VP, MI briefed PEC on steps taken by MI re: Cybersecurity Training. - Involve Chief Information Officer for follow up in the coming weeks.		
C	12		Yes	VP(MI)
Outcome			s. 29(1) (a)	
			s. 35(1) (d)	
A	13	s. 29(1) (a) s. 35(1) (d)	No	VP(AFA)
Outcome				

C	14		Yes	VP(AFA)
Outcome			s. 29(1) (a) s. 35(1) (d)	
C	15	s. 29(1) (a)	Yes	VP(I)
Outcome				
C	16		Yes	VP(AFA)
Outcome		s. 29(1) (a)		
B	17	Outcomes – December 19, 2023	Yes	EA
Outcome		• Approved by PEC to proceed		
		Any Other Business		

Categories:

A – Information B – Input C – Decision D – Strategy

KIV:

- Policies Review – Status of review by portfolio (August 8 meeting)
- Recruitment (Student Enrolment and Retention Plan (SERP))
- Student Housing
- Student Code of Conduct
- Mitigation activities in response to internal draft audit
- Executive Search – HR Leadership

s. 29(1) (a)

PARKED:

-
-

s. 29(1) (a)

President, The

From: Paul Brett <Paul.Brett@mi.mun.ca>
Sent: Tuesday, January 9, 2024 5:05 PM
To: Browne, Lisa; President, The; Bose, Neil; Lokash, Jennifer; Allen, Tana; Sutherland, Ian D; Andersen, Catharyn
Subject: RE: Outcomes - PEC January 9, 2024
Attachments: Outcomes January 9 2024 LBPMB.docx

NOTE TO APPLICANT: The attachment is located on the subsequent page.

A few comments for clarification

IAP Office

**FISHERIES AND
MARINE INSTITUTE
OF MEMORIAL UNIVERSITY**

P.O Box 4920
St. John's, NL Canada
A1C 5R3

ISO 9001 Registered
www.mi.mun.ca

Dr. Paul M Brett

Vice President, Memorial University, (Marine Institute) *pro tempore*

Paul.Brett@mi.mun.ca

709 778 0556 (o)

@oceanexplorationrocks (twitter)

This email is governed by the Terms and Conditions found in our [Disclaimer](#).

From: Browne, Lisa <lisa.browne@mun.ca>
Sent: Tuesday, January 9, 2024 4:57 PM
To: President, The <munpres@mun.ca>; Bose, Neil <nbose@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; Paul Brett <Paul.Brett@mi.mun.ca>; Allen, Tana <tallen@mun.ca>; Sutherland, Ian D <isutherland@mun.ca>; Andersen, Catharyn <s62cda@mun.ca>
Subject: RE: Outcomes - PEC January 9, 2024

A few comments. Thank you.

Lisa

From: President, The <munpres@mun.ca>
Sent: Tuesday, January 9, 2024 4:09 PM
To: Bose, Neil <nbose@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; Browne, Lisa <lisa.browne@mun.ca>; Paul Brett <paul.brett@mi.mun.ca>; Allen, Tana <tallen@mun.ca>; Sutherland, Ian D <isutherland@mun.ca>; Andersen, Catharyn <s62cda@mun.ca>
Subject: Outcomes - PEC January 9, 2024

Good afternoon everyone,

Please see attached notes captured in today's PEC meeting. Please review and advise of any edits/omissions/errors.

Many thanks,
Cherie

Cherie Williams, Executive Assistant to the President (Correspondence)

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office

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Outcome	• For information only.			
B	4	Sustainable Rural Communities Institute, Grenfell Campus (deferred from Dec. 19)	Yes	VP (GC)
Outcome				
C	5	Faculty hiring and Indigenous verification (continued discussion from Dec. 19)	Yes	Provost
Outcome	• Provost provided an update from recent meeting with Dean, HSS.			

s. 29(1) (a)

s. 35(1) (d)

s. 29(1) (a)

s. 35(1) (c)

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Ref: O/NB/OUTCOMES January 9 2024 LBPMB.docx AGENDA January 8, 2024.docx

			s. 29(1) (a)		
C	6		Yes	Provost	
Outcome			s. 29(1) (a)		
			s. 35(1) (c)		
C	7		Yes	VP(AFA)	
Outcome			s. 29(1) (a)		
			s. 35(1) (c)		
A	8	Internationalization visit to Pakistan (deferred from Dec. 19)	Yes	VP(GC)	
Outcome			s. 29(1) (a)		
		• Approved by PEC to proceed			
B	9	Ad Hoc Committee Presentation: CCFI Executive Director, Office of the President, Senior Advisor to the President and Interim Executive Director, Board of Regents to join	No	VP(AFA)	
Outcome			s. 29(1) (a)		
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Outcome			s. 29(1) (a)		
			s. 35(1) (d)		
A	13		s. 29(1) (a)	s. 35(1) (d)	Formatted: Strikethrough
Outcome			No	VP(AFA)	

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C	14		Yes	VP(AFA)	
Outcome			s. 29(1) (a)	s. 35(1) (d)	
C	15		s. 29(1) (a)	Yes	VP(I)
Outcome					
C	16		Yes	VP(AFA)	
Outcome			s. 29(1) (a)		
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Outcome		• Approved by PEC to proceed			
		Any Other Business			

s. 29(1) (a)

s. 35(1) (d)

Categories:

A – Information B – Input C – Decision D – Strategy

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- Policies Review – Status of review by portfolio (August 8 meeting)
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- Student Code of Conduct
- Mitigation activities in response to internal draft audit
- Executive Search – HR Leadership

s. 29(1) (a)

PARKED:

-
-

s. 29(1) (a)

From: Tobin, Holly
To: Jan Sutherland; Browne, Lisa; Lokash, Jennifer; President, The; Andersen, Cathryn; Allen, Tana; Paul Brett; Rose, Neil
Cc: McDougall, Greg; Beh, Patricia; Whelan, Meaghan; Chief Risk Officer; Brown, Margot; Janes, David Charles
Subject: RE: EOC Update
Date: Tuesday, January 9, 2024 3:43:49 PM

Privileged and Confidential - Prepared at the request of Counsel

Good afternoon!

Our EOC team met this morning at 9:30 AM. The updated incident action plan can be found at this link [REDACTED]

s. 31(1)(l)

[REDACTED] Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

Situation Report:

1. [REDACTED] s. 29(1) (a)
s. 31(1)(l)
2. Operations Section
 1. Work continues to move Grenfell Residence to St. John's residence network. Will bring areas online as they are done. [REDACTED] Shipping delay in [REDACTED] s. 29(1) (a) getting parts.
 2. Laptops and additional Mi-Fi hotspots arrived at Grenfell today.
 3. [REDACTED] s. 29(1) (a)
 4. Green network being built for computer labs on Grenfell campus that will have restricted internet link. Students will need to reset passwords to use lab computers. s. 31(1)(l)
 5. Online employee directory being updated to reflect new @mun.ca addresses.
 6. [REDACTED] s. 29(1) (a) s. 31(1)(l)
 7. NL Power has a 7-10 minute outage scheduled for 5 AM on Wednesday, January 10. Planning has taken place to mitigate any potential impacts of the outage.
3. Grenfell Continuity Planning continues.
 1. Results of survey of all ASMs being analyzed and supports will be provided for courses with challenges in delivery.
 2. Chairs have been added to Academic Continuity Planning group. Initial meeting held today. [REDACTED] s. 29(1) (a)
 3. Additional Moneris machines en route to allow for more functionality in Bookstore.
 4. Additional ATM operational on campus.
4. Finance Section
 1. Finance will have report ready for Wednesday.
 2. Hours worked of all involved employees to be tracked.
5. EOC has adjusted its schedule to meet on Monday, Wednesday and Friday at 9:30 AM going forward.

Communications Summary:

1. [REDACTED]
2. [REDACTED]
3. Senate meeting occurring at 4 PM today.
4. FAQs being updated and added to.
5. Additional content being added to redirected Grenfell website.
6. Update to university community released today.

s. 29(1) (a)

Decision Points:

1. None at this time.

Next Steps:

- Continued planning and supports for faculty
- Operations section to continue to deploy solutions to establish IT systems at the Grenfell campus (i.e. residence internet, labs, etc.)

s. 29(1) (a)

s. 31(1)(l)

s. 29(1) (a)

Our next EOC meeting will be Wednesday, Jan 10 at 9:30 AM. Another update will follow at that time.

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

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www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: Janes, David Charles <dcjanes@mun.ca>

s. 40(1)

Sent: Monday, January 8, 2024 11:38 AM

To: Tobin, Holly <htobin@mun.ca>; Ian Sutherland [REDACTED]; Browne, Lisa <lisa.browne@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; President, The <munpres@mun.ca>; Andersen, Catharyn <s62cda@mun.ca>; Allen, Tana <tallen@mun.ca>; Paul Brett <Paul.Brett@mi.mun.ca>; Bose, Neil <nbose@mun.ca>

Cc: McDougall, Greg <gmcdougall@mun.ca>; Beh, Patricia <patricia.beh@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>; Chief Risk Officer <cro@mun.ca>; Brown, Margot <mbrown@mun.ca>

Subject: Re: EOC Update

Privileged and Confidential - Prepared at the request of Counsel

Good morning!

Our EOC team met this morning at 9:30 AM. The updated incident action plan can be found at this link [REDACTED]

[REDACTED] Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

s. 31(1)(l)

Situation Report:

1. [REDACTED]
2. Operations Section
 1. 2 OCIO staff and one CITL staff arrived and are assisting as needed.
 2. Internet hotspots being set up using MiFi devices based on need and priority.
 3. 37 more laptops and 10 MiFi devices on route to Grenfell today and tomorrow.
 4. [REDACTED]
 5. [REDACTED]
 6. Green network being built for computer labs on Grenfell campus that will have restricted internet link.
 7. Booths set up in common areas to help individuals with questions.
 8. List of available printers and copiers being created and shared with Grenfell community.
3. Grenfell Continuity Planning continues.
 1. Brightspace shells active and being used to share information within Schools.
 2. Survey of all ASMs being completed to determine functionality of each individual course.
 3. [REDACTED]
 4. Daily coffee breaks and faculty meetings to occur this week.
 5. Dr Sutherland met with students on Sunday
4. Finance will have report ready early this week on expenses. [REDACTED]

s. 29(1) (a)

s. 31(1)(l)

s. 29(1) (a)

s. 31(1)(l)

s. 29(1) (a)

s. 29(1) (a)

Communications Summary:

1. [REDACTED]
2. Email sent to students last evening along with update on website.

s. 29(1) (a)

Decision Points:

1. None at this time.

Next Steps:

- Continued planning and supports for faculty

Operations section to continue to deploy solutions to establish IT systems at the Grenfell campus (i.e. residence internet, labs, etc.)

- [REDACTED] s. 29(1) (a)
- [REDACTED] s. 31(1)(l)
- [REDACTED] s. 29(1) (a)

Our next EOC meeting will be Tuesday, Jan 9 at 9:30 AM. Another update will follow at that time.

Dave

DAVE JANES | COORDINATOR OF RISK AND INSURANCE

Office of the Chief Risk Officer
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 Office: 709-864-4895
 Email: dcjanes@mun.ca

www.mun.ca/risk

From: "Tobin, Holly" <htobin@mun.ca>

Date: Sunday, January 7, 2024 at 11:41 AM s. 40(1)

To: Ian Sutherland [REDACTED], "Browne, Lisa" <lisa.browne@mun.ca>, "Lokash, Jennifer" <jlokash@mun.ca>, "President, The" <munpres@mun.ca>, "Andersen, Catharyn" <s62cda@mun.ca>, "Allen, Tana" <tallen@mun.ca>, Paul Brett <Paul.Brett@mi.mun.ca>, "Bose, Neil" <nbose@mun.ca>

Cc: "McDougall, Greg" <gmcDougall@mun.ca>, "Janes, David Charles" <dcjanes@mun.ca>, "Beh, Patricia" <patricia.beh@mun.ca>, "Whelan, Meaghan" <mcwhelan@mun.ca>, Chief Risk Officer <cro@mun.ca>, "Brown, Margot" <mbrown@mun.ca>

Subject: RE: EOC Update

Privileged and Confidential - Prepared at the request of Counsel

Good morning!

Our EOC team met this morning at 9:30 AM. The updated incident action plan can be found at this link [REDACTED]

[REDACTED] Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

s. 31(1)(l)

Situation Report:

1. [REDACTED] s. 29(1) (a) s. 31(1)(l)

2. Operations Section

1. Staff from OCIO travelling to Grenfell this morning along with a CITL employee for classroom support.
 2. [REDACTED]
 3. [REDACTED] s. 29(1) (a) s. 31(1)(l)
 4. Focusing on student computer labs. Potential solutions identified and will be presented to executive policy group for decision.
 5. Help desks have been staffed throughout the weekend for support.
3. Grenfell Continuity Planning continues.
1. Brightspace shells active and being used to share information within Schools.
 2. Survey of all ASMs being completed to determine functionality of each individual course.
 3. [REDACTED] s. 29(1) (a)
 4. Daily coffee breaks and faculty meetings to occur this week.
 5. Dr Sutherland to meet with students in residence today.
4. Finance will have report ready early this week on expenses. [REDACTED] s. 29(1) (a)

Communications Summary:

1. [REDACTED] s. 29(1) (a)
2. Grenfell website redirect is active.
3. Message to SIEs sent.
4. Response to MUNFA completed.
5. [REDACTED] s. 29(1) (a)

Decision Points:

1. None at this time.

Next Steps:

- Planning and supports for faculty
- Operations section to continue to deploy solutions to establish IT systems at the Grenfell campus (i.e. residence internet, labs, etc.)
- [REDACTED] s. 29(1) (a)
- [REDACTED] s. 31(1)(l)
- [REDACTED] s. 29(1) (a)

Our next EOC meeting will be Monday, Jan 8 at 9:30 AM. Another update will follow at that time.

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

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www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: Tobin, Holly

Sent: Friday, January 5, 2024 11:32 AM s. 40(1)

To: 'Ian Sutherland' [REDACTED]; Browne, Lisa <lisa.browne@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; President, The <munpres@mun.ca>; Andersen, Catharyn <s62cda@mun.ca>; Allen, Tana <tallen@mun.ca>; Paul Brett <Paul.Brett@mi.mun.ca>
Cc: McDougall, Greg <gmcdougall@mun.ca>; Janes, David Charles <dcjanes@mun.ca>; Beh, Patricia <patricia.beh@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>; Chief Risk Officer <cro@mun.ca>
Subject: RE: EOC Update

Privileged and Confidential - Prepared at the request of Counsel

Good morning!

Our EOC team met this morning at 9:30 AM. The updated incident action plan can be found at this link [REDACTED]

[REDACTED] Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

s. 31(1)(l)

Situation Report:

1. [REDACTED]
[REDACTED] s. 29(1) (a) s. 31(1)(l)
2. Operations Section
 1. OCIO staff returned from Grenfell last evening. Will send out second team on Sunday to continue to support.
 2. [REDACTED] s. 29(1) (a)
 3. [REDACTED] ITS to send staff on Sunday to complete work. s. 31(1)(l)
 4. Inventory of classroom technology underway.
 5. [REDACTED]
[REDACTED] s. 29(1) (a) s. 31(1)(l)
 6. Service desks open throughout weekend.
 7. Student Aid network connection re-established and confirmed to be working as per normal.
3. Grenfell Continuity Planning continues.

1. Section group re-organized and split into 3 teams – academic/research, students and operations.
2. Faculty are more engaged and working towards solutions.
3. Assessing computer lab requirements and software needs with ASMs.
4. Questions raised regarding pass/fail options and deadlines for students. Exploring options.
5. Brightspace shells being set up for each faculty/school at Grenfell to aid in communication/collaboration.
6. Payment terminals received and additional ones being shipped.
7. Heating/cooling issues have been noted. Honeywell EBI is impacted but technician able to make adjustments locally.
8. City of Corner Brook providing space at Civic Centre with wi-fi access for internet café, printing services and possible instructional space.
9. Newfoundland Power looking to schedule short power outage. Working with them on a date to minimize impacts and possibility of disruption to forensic investigation.
4. Finance compiling expenses and will have report for next meeting.

Communications Summary:

1. Media interviews continue to be held.
2. [REDACTED] s. 29(1) (a)
3. Update released yesterday with a focus on continuity planning.
4. Additional content added to www.mun.ca/updates
5. [REDACTED]

s. 29(1) (a)

Decision Points:

1. None at this time.

Next Steps:

- Planning and supports for faculty
- Operations section to continue to deploy solutions to establish IT systems at the Grenfell campus (i.e. residence internet, labs, etc.)

s. 29(1) (a)

s. 31(1)(l)

s. 29(1) (a)

Our next EOC meeting will be Sunday, Jan 7 at 9:30 AM. Another update will follow at that time. Additional EOC meetings may be called over the weekend if necessary. Operations and Continuity Planning groups continue to meet and work throughout the weekend.

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

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www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: Tobin, Holly

Sent: Thursday, January 4, 2024 11:18 AM s. 40(1)

To: 'Ian Sutherland' [REDACTED]; Browne, Lisa <lisa.browne@mun.ca>; Lokash, Jennifer <jloka@mun.ca>; President, The <munpres@mun.ca>; Andersen, Catharyn <s62cda@mun.ca>; Allen, Tana <tallen@mun.ca>; Paul Brett <Paul.Brett@mi.mun.ca>
Cc: McDougall, Greg <gmcDougall@mun.ca>; Janes, David Charles <dcjanes@mun.ca>; Beh, Patricia <patricia.beh@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>; Chief Risk Officer <cro@mun.ca>
Subject: RE: EOC Update

Privileged and Confidential - Prepared at the request of Counsel

Our EOC team met this morning at 9:30 AM. The updated incident action plan can be found at this link [REDACTED]

[REDACTED] Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

s. 31(1)(l)

Situation Report:

1. Priority for today is for groups to focus on the academic and student experience for Grenfell.
2. [REDACTED] s. 29(1) (a) s. 31(1)(l)
3. Operations section working with Bell to have internet restored in residence at Grenfell.
4. [REDACTED] s. 29(1) (a)
5. Operations section will be focusing on computer labs on the Grenfell campus today. s. 31(1)(l)
6. Grenfell BCP continues.

1. [REDACTED]
2. [REDACTED] s. 29(1) (a)
3. Asset prioritization has been completed and assignment of laptops/hotspots underway.
4. More laptops have been sourced and being shipped to Grenfell immediately.
5. Standalone printing/copying being set up.

6. [REDACTED] s. 29(1) (a)

7. Government made a decision to proactively cut internet to Student Aid on the St. John's Campus. [REDACTED] s. 31(1)(l)

8. Finance has created activity code to track expenses. s. 29(1) (a)

Communications Summary:

1. Six interviews with media were completed yesterday.
2. [REDACTED] s. 29(1) (a)
3. Content being created for the Grenfell website redirect.
4. [REDACTED] s. 29(1) (a)
5. Plan to issue an update today with a focus on Continuity Planning and what steps has been done to date to restore functionality for Grenfell.

Decision Points:

1. None at this time.

Next Steps:

- Planning and supports for faculty
- Re-org Grenfell BCP group with 3 sections – Students, Academic/Research, and Operations. Continue with implementation and supports.
- Operations section to continue to deploy solutions to establish IT systems at the Grenfell campus (i.e. residence internet, labs, etc.)
- Establish it is safe for govt to re-open connectivity to Student Aid.
- [REDACTED] s. 29(1) (a)
- [REDACTED] s. 31(1)(l)

Our next EOC meeting will be tomorrow, Jan 5 at 9:30 AM. Another update will follow at that time.

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

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www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: Tobin, Holly

Sent: Wednesday, January 3, 2024 11:52 AM

To: 'Ian Sutherland' [REDACTED]; Browne, Lisa <lisa.browne@mun.ca>; s. 40(1)
 Lokash, Jennifer <jlokash@mun.ca>; President, The <munpres@mun.ca>; Andersen, Catharyn
 <s62cda@mun.ca>; [REDACTED]; Allen, Tana <tallen@mun.ca>
Cc: McDougall, Greg <gmcdougall@mun.ca>; Janes, David Charles <dcjanes@mun.ca>; Beh, Patricia
 <patricia.beh@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>

Subject: RE: EOC Update

Privileged and Confidential - Prepared at the request of Counsel

Our EOC team met this morning at 9:30 AM. The updated incident action plan can be found at this link [REDACTED]

s. 31(1)(l)

Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

Situation Report:

s. 29(1) (a)

1. [REDACTED]
[REDACTED]
2. Marine Institute internet restored. Marine Institute BCP planning team stood down.
[REDACTED]
[REDACTED] s. 29(1) (a)
3. Assets arrived at Grenfell campus
 1. 4 people from OCIO
 2. 1 person from [REDACTED] (2nd arriving later today) s. 31(1)(l)
 3. 15 laptops
 4. 5 hotspots
4. Grenfell campus holding town hall with employees.
5. Grenfell owned assets being collected (i.e. laptops)
6. Grenfell BCP planning continuing on a department/unit level. Prioritization of assignment of assets occurring.
7. [REDACTED]
[REDACTED] s. 29(1) (a)
s. 31(1)(l)
8. NL Power contacted Grenfell regarding a planned power outage. Grenfell has asked NL Power to delay to avoid any power bumps or interruptions while [REDACTED] investigation ongoing. s. 31(1)(l)
9. Payroll for Grenfell employees has been keyed for this period. Process for St. John's campus staff to support is in place now and can be done for next payroll period as well.
10. Process for purchasing/procurement in place for Grenfell.
11. Stand alone Moneris machines being collected from Alumni to send to Grenfell to use in Bookstore and Cashiers Office. Able to accept cash in meantime with paper receipts. St. John's campus staff to assist with reconciliation and data entry.
- s. 29(1) (a) 12. CBC Here and Now [REDACTED] reported that the RNC had not been engaged. The Public Information officer has requested the news report to review and will provide further information to CBC for clarification and also contact the RNC spokesperson.

Communications Summary:

1. Multiple media inquiries have been received.
2. Media interviews being scheduled for today.
3. Dr Sutherland will be media spokesperson
4. Additional content being added to update website.
5. MI message regarding services restored released yesterday.

Decision Points:

s. 29(1) (a) s. 31(1)(l)

1.

2.

Next Steps:

- [REDACTED] s. 29(1) (a) s. 31(1)(l)
- [REDACTED]
- [REDACTED]
- Implement Grenfell BCP
- Inventory and collect all Grenfell assets.
- Create FAQs for website

Our next EOC meeting will be tomorrow, Jan 4 at 9:30 AM. Another update will follow at that time.

Holly

HOLLY TOBIN | MANAGER, EMERGENCY PLANNING AND BUSINESS CONTINUITY

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www.mun.ca/emergency s. 40(1)

Where people and ideas become.

From: Tobin, Holly

Sent: Tuesday, January 2, 2024 11:21 AM s. 40(1)

To: 'Ian Sutherland' [REDACTED]; Browne, Lisa <lisa.browne@mun.ca>;

s. 40(1)

Lokash, Jennifer <jlokash@mun.ca>; President, The <munpres@mun.ca>; Andersen, Catharyn <s62cda@mun.ca>; [REDACTED] Allen, Tana <tallen@mun.ca>
Cc: McDougall, Greg <gmcdougall@mun.ca>; Janes, David Charles <dcjanes@mun.ca>; Beh, Patricia <patricia.beh@mun.ca>; Whelan, Meaghan <mcwhelan@mun.ca>

Subject: RE: EOC Update

Privileged and Confidential - Prepared at the request of Counsel

Our EOC team met this morning at 9:30 AM. The updated incident action plan can be found at this link [REDACTED]

s. 31(1)(l)

[REDACTED] Below you will find a summary of the meeting and decision points for the Executive Policy Group to consider:

Situation Report:

1. EOC reminded of structure and decision making process.

2. [REDACTED]

s. 29(1) (a)

3. [REDACTED]

s. 31(1)(l)

4. [REDACTED]

Follow up meeting taking place today at 11 am. Final approval required from exec.

5. Staff from St. John's campus ITS team travelling to Grenfell along with assets (laptops and hot spots) on Jan 3.

6. Additional resources to support Grenfell have been sourced from Norton Rose Fullbright – [REDACTED]

s. 29(1) (a)

s. 31(1)(l)

[REDACTED] Final approval required from exec.

7. Grenfell classes delayed until January 8th. Employees returning to campus as per normal. Business continuity planning continues.

8. Use of Grenfell assets (laptops and desktop computers) to cease. Communications needed to get out to users. Assets must be returned to campus. Planning meeting being held today at 10:30 on this.

9. Human resources preparing messaging to be sent to Unions.

Communications Summary:

1. Message released re: delayed start for Grenfell.

2. Multiple media inquiries have been received.

3. [REDACTED] s. 29(1) (a)

4. Website for updates is live. FAQs are being prepared.

5. Messaging for MI being drafted.

s. 29(1) (a) s. 31(1)(l)

Decision Points:

1. [REDACTED]

2. [REDACTED]

NOTE TO APPLICANT: The remainder of this email is located previously in the records.

IAP Office