Tool 4 - Online Group Chat Protocol Template

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| **XXXX Online Group Chat Protocol** |

All XXXX members have an obligation to share information in order to enhance situational awareness and operational decision making and to improve security management among network members.

[*chat platform*] is used to enable members to communicate and share valuable information for the wider good of the network.

The chat group will be administered by the [*position/group*].

Rules all must follow:

* All users must be identifiable via their username upon joining the chat group. Their username must indicate their name and organisation.
* Members cannot add anyone to the chat group. If you would like someone from your organisation added to the chat group, please contact the group admin.
* Information shared via the chat group is viewable by all members and therefore should NOT be confidential.
* Chatham House Rules apply to all information shared via the chat group. When a meeting, or part thereof, is held under Chatham House Rules, participants are free to use the information received, but neither the identity nor the affiliation of the individual(s), nor that of any other participant, may be revealed.
* Users should not take screenshots of discussions. The security of the system cannot stop the copying and sharing of conversations but this is a breach of the XXXX information sharing protocol.
* Please only share information that you would consider useful to other members.
* Please note that users are responsible for what they say and information they post.
* Be respectful to others and report any abuse to the group admin.
* XXXX retains the right to delete conversations and remove users.