

RFC 2350 SemarangKota-CSIRT

1. Information Regarding Documents

This document contains a description of SemarangKota-CSIRT based on RFC 2350, which provides basic information about SemarangKota-CSIRT, explaining responsibilities, services provided, and how to contact SemarangKota-CSIRT .

1.1. Last Update Date

The document is a version 1.0 document published on December 28, 2021.

1.2. Distribution List for Notification

Department, Agency, and constituent OPD.

1.3. Where to find this document

This document is available at:

<https://csirt.semarangkota.go.id/rfc2350-id.pdf> (Indonesian version)

<https://csirt.semarangkota.go.id/rfc2350-en.pdf> (English version)

1.4. Document Authenticity

Both documents have been signed with the PGP Key belonging to SemarangKota-CSIRT. For more details can be seen in Section 2.8.

1.5 Document Identification

Documents have attributes, namely:

Title : RFC 2350 SemarangKota-CSIRT ;

Version : 1.0;

Publication Date : 28 December 2021;

Expiration : This document is valid until the latest document is published.

2. Data/Contact Information

2.1. Team Name

Computer Security Incident Response Team (CSIRT) Semarang Kota Government
Abbreviated: SemarangKota-CSIRT .

2.2. Address

Semarang City Statistical Informatics and Encoding Communication Service (Dinas Komunikasi Informatika Statistik dan Persandian Kota Semarang)
Jl. Pemuda no. 148, Sekayu, Semarang Tengah, Semarang, Jawa Tengah
Indonesia

2.3. Time Zone

Asia/Jakarta (GMT+07:00)

2.4. Phone number

(024)3549446

2.5. Fax Number

2.8. Public Key (*Public Key*) and other Encryption Information/Data

Bits : 4096
ID : BA7A4BC74A79B712
Key Fingerprint : 2dae999d6b194795d69a7458ba7a4bc74a79b712

-----BEGIN PGP PUBLIC KEY BLOCK-----

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2.9. Team Member

The person in charge of SemarangKota-CSIRT is the Regional Secretary of the City of Semarang, the Chairperson of the SemarangKota-CSIRT is the Head of the Semarang City Statistics and Encoding Information Communication Service (Diskominfo), the Semarang City-CSIRT Secretary is the Secretary of the Semarang City Diskominfo, Coordinator I of the Incident Resolution Team is the Head of E-Government Services at the Semarang City Diskominfo, Coordinator II of the Incident Resolution Team is the Head of Infrastructure Management at the Semarang City Diskominfo, Coordinator I of the Incident Recovery Team is the Head of the Infrastructure, Internet and Intranet Services Section at the Semarang City Diskominfo, Coordinator II of the Incident Recovery Team is the Head of the Information Security and Encoding Section at the Semarang City Diskominfo. Team members include the Head of the ICT Management Section, the Head of the Application Development and Management Section, the Head of the Data Management Services Section, the Information and Communication Technology Manager for all Regional Apparatuses within the Semarang City Government, Application Development Experts/Experts, Network Experts/Experts , Data Center Experts/Experts, and Application Security Experts/Experts.

2.10. Other Information/Data

None available

2.11. Notes on the SemarangKota-CSIRT Contact

The recommended method for contacting SemarangKota-CSIRT is by *e-mail* at csirt[at]semarangkota[dot]go[dot]id or via telephone number (+62) 24 3549446 ke The SemarangKota-CSIRT team is on standby from 07.30-15.30 Monday-Thursday and 07.30-11.30 on Friday.

3. About Gov-CSIRT

3.1. Vision

The vision of SemarangKota-CSIRT is the realization of cyber resilience in a reliable and professional Semarang City Government environment for the realization of an integrated and comprehensive Electronic-Based Government System to achieve great bureaucracy and public services.

3.2. Mission

The mission of SemarangKota-CSIRT , namely:

- a. Coordinate and collaborate on cyber security services within the Semarang City Government in relation to the governance of electronic-based government systems and public services that are integrated, comprehensive and reach out to the wider community;
- b. Building the capacity of cyber security resources within the Semarang City Government.

3.3. Constituent

The constituents of SemarangKota-CSIRT include :

- a. Offices, Agencies, and Sections which constitute the Semarang City Government Regional Apparatus Organizations.
- b. District Stakeholders in the Semarang City Government.
- c. Stakeholders of the Village Area within the Semarang City Government

Response Team (Computer Security Incident Response Team) of the Semarang City Government, SemarangKota-CSIRT has the authority to carry out incident response, incident mitigation, investigation and analysis of incident impacts, and recovery after cyber security incidents within the Semarang City Government. SemarangKota-CSIRT undertakes countermeasures and recovery at the request of its constituents.

4. Policies

4.1. Types of Incidents and Levels/ Levels of Support

SemarangKota-CSIRT has the authority to handle incidents, namely:

- a. Web Defacement;
- b. DDOS;
- c. malware;
- d. Phishing;

The support provided by SemarangKota-CSIRT to constituents can varies depending on the type and impact of the incident.

4.2. Cooperation, Interaction and Disclosure of Information/data

SemarangKota-CSIRT will collaborate and share information with CSIRT or other organizations in cybersecurity.

All information received by SemarangKota-CSIRT will be kept confidential.

4.3. Communication and Authentication

For ordinary communication, SemarangKota-CSIRT can use an e-mail address without data encryption (conventional e-mail) and a telephone. However, for communications containing sensitive/restricted/confidential information, you can use PGP encryption in your e-mail.

5. Service

5.1. Reactive Service

Reactive service from SemarangKota-CSIRT is the main service and its priorities are :

5.1.1. Warning Regarding Cyber Security

This service is in the form of providing a cyber incident warning to the owner Electronic systems and statistical information related to this service are provided by SemarangKota-CSIRT .

5.1.2. Incident response and recovery services

This service in the form of coordination, analysis, technical recommendations, and on-site assistance for incident response and recovery cyber. SemarangKota-CSIRT provides statistical information related to services this.

5.1.3. Vulnerability service

This service in the form of coordination, analysis, and technical recommendations for strengthening security (hardening), SemarangKota-CSIRT provides information statistics regarding this service. However, this service is only valid if the following conditions are met:

5.2. Proactive Service

SemarangKota-CSIRT is actively building the capacity of cybersecurity resources through the following activities:

5.2.1. Notification of observations related to new threats

This service is provided by SemarangKota-CSIRT as a result of the Honeynet early detection system. SemarangKota-CSIRT provides statistical information regarding this service.

5.2.2. Security Assessment Service

This service is provided by SemarangKota-CSIRT in the form of vulnerability identification and risk assessment of the vulnerabilities found. SemarangKota-CSIRT provides statistical information regarding this service.

5.2.3. Security Audit Service

This service is provided by SemarangKota-CSIRT in the form of an information security assessment. SemarangKota-CSIRT provides statistical information regarding this service.

5.3. Security Quality Management Service

5.3.1. Consultation regarding preparedness for incident response and recovery

This service is provided by SemarangKota-CSIRT in the form of providing technical recommendations based on the results of an analysis related to incident response and recovery.

5.3.2. Building awareness and concern for cyber security

In this service, SemarangKota-CSIRT documents and publishes various activities carried out by the work unit in the context of building awareness and concern for cyber security.

5.3.3. Coaching related to incident response and recovery preparedness

SemarangKota-CSIRT prepares coaching program in supporting framework for incident response and recovery.

6. Incident Report

incident reports can be sent to csirt [at] semarangkota[dot] go [dot] id by attaching at least:

- a. Photo/ *scan* of identity card
- b. Evidence of incidents in the form of photos or *screenshots* or *log files* found

7. Disclaimer

Regarding the handling of the type of malware, it depends on the availability of the tools we have.