



*Cooperative Republic of Guyana*  
**OFFICE OF THE PRIME MINISTER**

16<sup>th</sup> June 2023

**All Permanent Secretaries,  
Heads of Departments, and  
Regional Executive Officers**

**Subject: Cybersecurity Incident Reporting System**

The National Data Management Authority (NDMA), Office of the Prime Minister, which is the agency tasked with improving “...*the cybersecurity preparedness and response of the Government of Guyana through proactive security measures and information sharing mechanisms*”, has developed an online Government cybersecurity incident reporting system (CIRT).

This system will allow NDMA to understand the types and extent of cybersecurity breaches that occur within the Public Sector and consequently assess and monitor the cyber-threat landscape in Guyana in an effort to effectively defend our Information Technology (IT) systems and networks. An added feature of the online reporting system is the dissemination of cybersecurity tips, alerts and advisories.

The online cybersecurity incident reporting system enables all responsible officers of Government Ministries and Agencies to submit reports on cybersecurity incidents via a secure platform. Access to the system will be granted to officers who enroll using a Government-issued email address.

With immediate effect, each Public Sector Ministry or Agency is required to notify the NDMA CIRT system of any cybersecurity incident that occurs in its respective Ministry or Agency within seventy-two (72) hours.

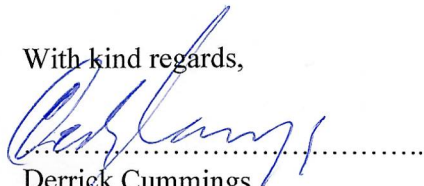
Additionally, each Public Sector Ministry or Agency must submit half-yearly cybersecurity compliance reports. In any year, the first report for the period January – June is due on or before 15<sup>th</sup> of July while the second report for July – December is due on or before 15<sup>th</sup> of January. Assistance is available from the NDMA on preparation.

All information and queries can be securely forwarded to the National Data Management Authority at Lot 267 Forshaw Street, Queenstown using telephone number 231-6860 or via email at [www.cirt.gy](http://www.cirt.gy).

Please bring the contents of this document to the attention of all heads of agencies, especially the officers in charge of Information Technology and/or IT Security or Risk Management. Of note, in the event of an active cyber-attack, please reference the attached cybersecurity incident reporting flow diagram.

I anticipate your usual cooperation.

With kind regards,

A handwritten signature in blue ink, appearing to read "Derriek Cummings", is written over a horizontal dotted line.

Derriek Cummings  
Permanent Secretary  
Office of the Prime Minister

Permanent Secretary  
OFFICE OF THE PRIME MINISTER