



forest 4.0

CENTRE OF EXCELLENCE: FOREST 4.0

D3.2 – IT management policy

WP3: CoE Infrastructure

Version I

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Executive summary

This report outlines the IT Management Policy for the Centre of Excellence (CoE) Forest 4.0. The policy establishes a structured framework to ensure the secure, effective, and sustainable use of IT systems in support of Forest 4.0's mission in research, education, and innovation in forestry and environmental technology.

Forest 4.0, a public entity operated by Vytautas Magnus University (VMU), leverages VMU's IT infrastructure, governance policies, and security protocols. The policy applies to all staff, researchers, contractors, and third parties involved with Forest 4.0's IT resources.

IT responsibilities are shared: the Forest 4.0 director oversees compliance, while an IT Coordinator manages systems and storage, aligned with VMU policies. Network services are fully managed by VMU, with Forest 4.0 coordinating as needed.

Forest 4.0 manages its own devices, platforms, and applications, focusing on standardized configurations, system security, and integration with VMU systems. Data is classified, securely stored, and regularly backed up with VMU support.

Security measures include role-based access, two-factor authentication, and regular audits. Staff receive training and report incidents to VMU's security team. A disaster recovery plan is in place, with defined recovery goals and regular testing.

The policy is reviewed annually to ensure compliance with evolving needs and regulations. Its implementation supports efficiency, compliance, interoperability, and cost control.

1. Introduction

This document is the report on IT management policy of the CoE Forest 4.0 as a part of Work Package 3 (WP3) – CoE Infrastructure.

Report describes the the policies for IT management of both technical and operational components,

This IT Management Policy establishes the framework for managing information technology within centre of excellence (CoE) Forest 4.0, a public entity established by Vytautas Magnus University (VMU). Forest 4.0 primarily utilizes IT resources and infrastructure provided by VMU and operates in accordance with the parent institution's IT governance policies, security protocols, and regulatory requirements.

2. Purpose and scope

The purpose of this IT management policy is to ensure the effective, secure, and

sustainable use of IT systems in support of Forest 4.0's mission in research, education, and innovation in forestry and environmental technology.

This policy applies to all Forest 4.0 staff, researchers, contractors, and affiliated third parties who access or manage IT resources under Forest 4.0's scope of responsibility. It particularly covers:

1. Systems Management (servers, research platforms, endpoints);
2. Network Management (not directly managed—handled by VMU);
3. Storage Management (data handling, retention, backups).

3. IT Governance and Responsibilities

Director of the public entity Forest 4.0 holds overarching responsibility for IT-related compliance and risk oversight.

A delegated IT Coordinator is responsible for managing systems and storage operations in alignment with respective VMU guidelines and regulations.

Network infrastructure and its associated security, availability, and maintenance are fully governed and operated by VMU.

Public entity Forest 4.0 coordinates closely with VMU's central IT department on shared systems, incident management, and infrastructure planning.

4. Systems Management

Public entity Forest 4.0 manages systems critical to its internal operations and research activities, including:

1. Workstations, laptops, and mobile devices used by personnel;
2. Specialized research platforms, virtual machines, and laboratory systems;
3. Internal applications for administrative and operational tasks.

Key principles of the systems management include:

1. Standardized system configuration, updates, and patching;
2. Inventory tracking of hardware and licensed software;
3. Endpoint protection and regular system audits;
4. Integration with VMU's authentication and identity management systems where applicable.

5. Network Management (Governed by VMU)

All network services used within public entity Forest 4.0, including connectivity, routing, DNS, firewalls, VPN access, and Wi-Fi infrastructure, are exclusively managed by VMU.

Public entity Forest 4.0 adheres to VMU's policies on:

1. Acceptable Use of Network Resources;
2. Remote access (VPN) and internal service exposure;
3. Incident response for any network-related security or availability concerns.

Any network issues, enhancements, or escalations are coordinated through VMU's IT department.

6. Storage Management

Public entity Forest 4.0 manages and safeguards its institutional data, with support from VMU storage services where applicable.

Responsibilities include:

1. Classification of data (research, operational, sensitive/personal data);
2. Ensuring data integrity, encryption, and secure access;
3. Regular backups, stored in VMU-approved locations or cloud services under data protection agreements;
4. Data retention and disposal in accordance with legal and scientific requirements.

7. Information Security and Compliance

Public entity Forest 4.0 implements IT security controls that align with VMU's broader cybersecurity policies and Lithuania's national regulations.

Security practices include:

1. Role-based access control and two-factor authentication;
2. Endpoint protection, regular vulnerability scanning;
3. Secure data transmission and storage practices;
4. Logging and auditing of key IT activities.

Personnel of the public entity Forest 4.0 receive regular IT security awareness training and must report suspected incidents to VMU's IT security team.

8. Business Continuity and Disaster Recovery (DR)

Public entity Forest 4.0 is committed to operational continuity through:

1. Maintenance of a Disaster Recovery Plan, aligned with VMU's DR capabilities;
2. Defined Recovery Time Objective (RTO) and Recovery Point Objective (RPO) for critical systems under public entity's Forest 4.0 direct management;
3. Coordination with key vendors to reserve infrastructure components;
4. Periodic DR testing and plan updates.

9. Policy Compliance and Review

Non-compliance with this IT management policy may result in restricted access, corrective actions, or disciplinary measures. Forest 4.0 regularly reviews this policy to ensure it reflects operational changes and remains compliant with VMU's governance and national laws.

This policy shall be reviewed annually by the IT Coordinator of the public entity Forest 4.0.

All staff are notified of updates and are required to acknowledge the latest version of the IT management policy.

10. Conclusions

IT management policy of the public entity Forest 4.0 will be implemented in close cooperation with VMU and in accordance with the IT governance requirements of the VMU, the owner of that public entity and the coordinator of the project aimed for establishment of the CoE Forest 4.0.

Annual review of the IT management policy will ensure up to date status of the IT infrastructure used and follow the evolution and development of the public entity Forest 4.0.

The implementation of this IT management policy will help reducing duplication of effort; ensuring compliance to IT standards and regulations; improving information flow; promoting IT interoperability; maintaining effective change management; and reduce overall IT costs.