CCUF Management Group Meeting – October 16, 2013

# Attendees:

Brian Smithson – Ricoh

Matt Keller – Corsec

Mike Grimm – Microsoft

Simon Milford – SiVenture/ Cisco

David Martin – CESG

Alicia Squires – Cisco

Action Items:

**Brian:** create working space for ToR authors and PP authors – Sept 20 – COMPLETE

**Session leaders**: send session summaries to Alicia – Sept 30 – COMPLETE

**Alicia:** compile Workshop Summary and post to TeamLab – Sept 30 – COMPLETE

**Alicia:** draft survey wording for Turkey Workshop interest – Sept 30 - COMPLETE

**Simon**: draft voting standards to add to our ToR template – date???

**Alicia:** post the outcome of the straw-draw for MG seat elections – Oct 31

**All:** consider the areas of specialization in ‘Management Group Member Specialization’ below – Oct 31

**Matt:** draft written feedback/summary for Anne – Nov 14

# Agenda:

A. Wrap-up summary and documentation of Orlando

B. Outline schedule for First Quarter meeting – next joint workshop in Turkey

C. Outline schedule for elections

D. Discussions on CCUF strategy and organization

E. Updates from David

# Discussion:

### Wrap-up discussion and documentation of Orlando

The CCDB returned a write-up of the responses to our four pre-submitted questions, and it has been posted in the 4th CCUF-CCDB Workshop – Orlando folder on TeamLab. The 4th-Workshop-Summary document has also been posted in the same location.

The CCUF MG met with Anne Neuberger during the conference. Matt will draft and circulate more feedback for providing additional thoughts and reiterating what we shared with Anne Neuberger in writing.

### Outline Schedule for First Quarter Meeting/Next Workshop in Turkey

The first quarter meeting/ next CCUF Workshop has been announced as March 17-21 in Turkey, likely Istanbul. Umay, the head of the Turkish Scheme has already been in discussion with Alicia about space requirements.

We have posted a survey on Team Lab to see who thinks they will be able to come. We already have 26 or so responses for people planning to be there, and that number could grow. We’ll come back with a request for more definite attendance later.

We are also exploring ability for virtualization of the Workshops.

#### Upcoming Workshop tasks

Working backward, items that need to be done for the Workshop:

* Three months before (December): announce the Workshop (and request session topics)
* Two months before (January): registration, session descriptions, session leaders, social location finalized
* Month before (February): questions for CCDB, sign-up for sessions, session leaders invite Scheme members to joint sessions
* Week before (by March 10): preso’s ready (opening, joint, and each session), rooms allocated, badges?, door signs, schedule print offs

### Outline schedule for elections

In accordance with the CCUF Governance document, in 2014 four of the seven CCUF Management Seats are up for election. While together in Orlando, the CCUF MG members drew slips of paper to determine those whose seats will be up for election in 2014, and the remaining three for 2015.

Seats up in 2014:

* Alicia Squires
* Brian Smithson
* Mike Grimm
* Simon Milford

Seats up in 2015:

* Matt Keller
* Miguel Bañón
* Petra Manche

Alicia will post this on TeamLab.

#### Upcoming Election tasks

Working backward, items that need to be done for the Elections:

* Pre-announce voting to allow for candidate consideration: [election minus eight weeks] March 5
* Announce vote rules, get vote counters, voting alias, schedule: [election minus four weeks] April 2
* Freeze date for membership: [election minus two weeks] April 16
* Dates of Nominations: [election minus two weeks] April 16-22
* Dates of Campaigning: [election minus one week] April 23-29
* Dates of Election: April 30-May 6
* Announcement of results: May 7
* Results take effect: May monthly meeting on/around 5/15

**From the last CCUF MG Meeting**

Talk about Simon’s chart. [Moved to the specialization discussion below]

Discuss atsec’s offer to help host another CC conference and how the CCUF could (or could not) help with hosting the ICCC or other events. This will be discussed after a meeting with the CCES on future ICCC, which is being rescheduled after being affected by the US Government shutdown last week.

### Management Group Member Specialization

Continuing our discussion started in Orlando about management group members specializing in specific area and the future vision of the CCUF. We outlined the following areas: Workshop planning, Tools, New member focused, Strategic vision, Tracking templates, Facilitating interaction with Schemes, Marketing of CCUF, Monitor TWG status/progress (prod them to keep moving).

Here are the current specialization areas, who has showed interest in working on them, and any items pending in each group.

* Workshop planning – [who] – focused on Istanbul First Quarter Meeting Workshop
* Tools – [who] – focused on next tools needed
  + CCUF should host a dashboard that shows all TCs (US and all others we know about) along with their status and basic contact information.
* New member focused – [who] – focused on facilitating access for new members
* Tracking templates – [who] – focused on a method for tracking and making templates available
* Facilitating interaction with Schemes – [who] – track open questions to the schemes and their open requests of us
  + The CCDB asked us to come up with the new list of categories to be used on the CC Portal website to categorized the certified products list.
* Marketing of CCUF – [who] – this could be handed off to the Marketing WG.
  + Create ‘new.ccusersforum.org’ landing page for those new to CC
* Monitoring TWG status/progress – [who] – keeping track of TWGs
  + Need to prod groups on a monthly basis to see how they are progressing against their goals
* Strategic vision – [who] – focused on “Where do we want to take the CCUF?”
  + Alicia investigated through a friend that works in non-profit that we can register as non profit in the US (under 501c3) and not have any income. However, we would be termed as an association and would have to file taxes. Is the US the right place to do this if we wanted to move forward?
  + Simon’s chart as input
  + CCUF has been asked for input on how to make ICCC’s in the future less onerous on the hosting nation

Alicia to circulate and get interest for these topics amongst MG.

### Updates from David

David is hosting working and editing group for the iTC process next month. They will be looking for early interest levels for participation in the iTCs that will be forming. This will be done likely via a posting on TeamLab.

# Future MG Items To Consider:

1. How formal does CCUF need to be – become non-profit?

2. Do we need someone to specifically think about growth and smart growth of the CCUF?

3. Consider what role the CCUF should play in the overall Project Awareness/Management of the international TCs (cPPs).

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 4 PM GMT on Thursday, November 14.**

**Need to discuss a rough schedule for Turkey (will iTCs be kicking off, other TC’s meeting?).**