CCUF Management Group Meeting – February 18, 2016

# Attendees:

\*Brian Smithson – Ricoh

Lachlan Turner – ArkInfosec – not present

\*Matt Keller – Corsec

\*Miguel Bañón – Epoche & Espri

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

\*David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

**Petra:** document alternatives to incorporation for support of tool requirements and other needs – 31 January – COMPLETE

**Brian**: provide updates on the tool and organization proposed for use – 31 January – COMPLETE

**Alicia**: get help on pulling together the plan to be presented to the membership based on all of the input – 31 January – COMPLETE

**Mike:** document triggers for incorporation as well as a risk/rewards – 31 January – Cancelled

**Mike:** document alternatives aside from incorporation and OASIS and circulate amongst the MG – February 25.

**All:** review the current addendum document and mark it up with any changes. – February 29

**Petra:** post the voting announcement and information for the MG Election – February 18 – COMPLETE

# Agenda:

A. Updates from Specialization Areas (10-20 min)

B. CCUG MG Elections (5 min)

C. CCUF Strategic Plan (20 min)

D. Regular CCUF Member Calls (2 min)

E. Updates from David (5 min)

# Discussion:

### Updates From Specialization Areas

* Workshop planning – [Mike, Alicia, Miguel, Petra] – focused on ICCC Workshop
  + Planning beginning for First Quarter 2016 Workshop in Seoul (at COEX, Convention and Exhibition Center in Seoul, South Korea): Have 2-3 rooms committed to us at the same venue as the CCDB meetings.
    - * Schedule will be 4 days: Monday, April 4th, 2016 to Thursday, April 7th (or maybe Tuesday-Friday); will we use all of them? What is the schedule for the DB/ES/MC meetings? DB/ES on 4, 5, 6; MC on 7th. Joint session would likely be on the 6th. That would make the Workshop likely the 5th, 6th, and 7th, with the 7th being for TC’s/TWGs to meet. This could change if there are topics where the CCUF’s input is desired by the CCDB for their agenda; this would likely move our joint meeting to the 5th.
      * Posting of early interest was made 15 December. 24 Attendees have pre-registered.
      * 48 attendees registered as of 18 February
      * Next planning meeting is 24 February
    - RSA Meeting
      * Mike has secured a space for a CCUF Meeting during RSA at the Microsoft offices, on March 1, from 2-5 PM PST.
      * This has not been announced yet. Who from MG will be there? Mike will lead this open meeting and post the information on the portal for it.
      * Do any TWG’s want to meet then?
      * As of now, this is planned to be an informal meeting where members can gather and discuss current items.
    - ICMC Common Criteria Day
      * Several MG members were approached to contribute to the new Common Criteria day (on May 20) preceding the start of the ICMC 2016 in Ottawa. Matt talked to Bill, who organizes the ICMC, and he wants to divide that day into two tracks. One would be technical topics on CC and Crypto, and another would be possibly end-user focused.
      * We will continue to support postings about this on the CCUF Portal. Also, if anyone has input on a suggested keynote on the CC day, Bill was interested in that.
* Tools – [Brian, Petra, Lachlan] – focused on next tools needed and facilitating access for new members
  + CCDB reiterated in India that they would like us to provide the dashboard.
  + The tools and strategic plan are merging under the CCUF Strategic Vision work.
* Tracking templates – [Miguel, Petra, Lachlan, Brian] – focused on a method for tracking and making templates available
  + No current actions.
* Facilitating interaction with Schemes – [Miguel, Matt, Lachlan] – track open questions to the schemes and their open requests of us
  + Need to ensure that questions that are gathered for the CCDB truly merit being circulated amongst the CCDB. There may not always be the need for it. It would be preferable to have single tough one or no questions than several that are not really needing to be asked.
  + Lachlan created a “Procurement Requirements Forum” on the CCUF Portal and began populating what he was aware of or had received. In Australia, this topic was discussed but no additional feedback has been received. This forum will be left open for any developments or new information.
  + The CCUF MG continues to facilitate the NIAP Collaboration WG. If people have interest in joining they should email [mgmt@ccusersforum.org](mailto:mgmt@ccusersforum.org). Matt put out another call for interest via OnlyOffice on 12/14/15, and has populated 3 more groupings of participants in the WG. The next transition will happen in February. Matt is working this transition by end of February.
* Marketing of CCUF – [Alicia, Lachlan] – this could be handed off to the Marketing WG.
  + Creation of content for a ‘new.ccusersforum.org’ landing page for those new to CC is in-progress.
    - Prezi – ready for posting, Lachlan to post the link to the website with Brian/ Miguel
    - CCUF: FAQ – Brian drafted and posted it in the wiki pages, also in the new welcome message
    - CCUF: Welcome Letter (first version already in use)
  + Coming out of the India Workshop was an idea to liaise between the CCUF and SmartCard Community, and any others that would help drive end user involvement. Goal of reaching technology end users. Lachlan to widen the discussion in the Marketing WG. ISCI WG1 was suggested as a place to start with this. Should we have a liaison out to the end user community that is looking for ways to sell CCUF to them? Miguel already interacts with ISCI WG1 and will contact them in this regard.
  + At the Australia Workshop, breakout sessions generated a number of ideas. They were posted for others review in the workshop summary.
  + AI’s coming out of Windsor included defining a customer base to target and mapping the CC to other controls being used (FedRAMP, HIPAA, PCI).
* Monitoring TWG status/progress – [Petra, Matt] – keeping track of TWGs
  + No current actions.
* CCUF Strategic Vision – [Lachlan, Brian, Petra, Matt] – focused on “Where do we want to take the CCUF?”
  + There is a need for an overall strategic plan to be created (based on guiding principles). Lachlan suggested this and create a draft outline, which is out for comment. Petra, Mike, and Brian also are involved and had a meeting. They will be reaching out to various stakeholder groups with questionnaires/polls. Survey results are in: 49 responses. Subgroup (Petra, Mike, Brian, Lachlan) met after the results came in. Continuing to work on the strategic plan and the Workshop session. Summary of the results were posted to the portal as well. A draft of the Strategic Plan was documented and shared with both CCUF and CCDB at the Workshop. Comments were received from the CCDB in the joint session. Upcoming items: after the Workshop adding rationale to the objectives around funding and legal entity. Also posing a question to the CCMC at the upcoming Workshop around a vision from them on Incorporation/funding/tools (even as wide as the role of the CCUF) of the CCUF. Also, is there a 3-5 year plan for Common Criteria overall? Meeting on Tuesday 8 December dedicated to this topic. The following Action Items will be worked by end of January:
    - Mike took an Action to document triggers for incorporation as well as a risk/rewards.
    - Petra took an Action to document alternatives
    - Brian to provide updates on the tool and organization
    - Alicia took an Action to get help on pulling together the plan

The plan is to put this plan together in January; meet on it in mid-February; incorporate updates; post to the CCUF membership by mid-March. Also have a topic on it in Seoul. Voting, which may be multiple-phased, to begin after CCUF MG elections (June).

**As of February 18, 2016, the updated plan is to get additional options put into the draft (being circulated with these meeting minutes amongst the MG), and individually mark it up by February 29. Then if we can agree on the draft contents, we will send it out to the community before the next management group meeting on March 17. At the March 17th meeting we will discuss the plan for information sessions and voting.**

* + Following work on the strategic plan: Consider what role the CCUF should play in the overall Project Awareness/Management of the international TCs (cPPs). This overall topic came up again in India. The CCDB has been discussing how they want us to be involved in iTC work. Should we draft and present a proposal for what we can do? Also dependent on the Tools Specialization area to determine the method for presentation. This will be a request from the CCDB for Seoul.
  + The Management Group was posed a question on whether the CCUF could support Technical Rapid Response Team (TRRT) expertise for questions coming out of use of the new cPPs. The Management Group sees no role for the larger CCUF, and David is taking action item to investigate the original question. It is our understanding that the iTC’s are standing up this capability themselves. There may be an opportunity to take what the NDcPP group has done and help circulate that information to other iTCs. This is a good Workshop topic for Seoul.

**Management Group Elections in 2016**

2016 is when all 7 seats on the management group come up for election. The procedures for voting were updated for the Governance voting, and need to be updated to match the new Governance that was ratified.

Rough schedule:

·     Mid February – post the voting announcement and information. – Petra – complete

·     April 14 - Freeze date for membership

·     April 14-20 - Dates of Candidate Nominations (self-nominations acceptable)

·     April 21-27 - Dates of Campaigning - This will be one week for candidates to post information about themselves or why they feel others should be vote for them.

·     April 28-May 4 - Dates for email voting – Votes must be received before May 6th to be counted

·     May 5 - Announcement of results

·     May 12 – New Management Group meets with previous Management Group to transition assignments and activities

**Regular CCUF Member Calls**

The CCUF MG is hosting regular conference calls for CCUF Members to come and have an ad-hoc discussion on any current issues. In 2016 we are moving to a quarterly call, based on participation.

Note that the leaders will be responsible for scheduling the bridge (or requesting someone to do it for them), sending the invitation, etc.

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| **2016 Month** | **Call** | **Who leads?** | **Targeted Date** | **Targeted Time** |
| January | CCUF Status Update conference call | Alicia/Matt | 21 January | 11 AM EST |
| April | CCUF Status Update conference call | Miguel/Petra | ~mid April (could be done in March before Workshop) | 10 AM GMT |
| July | CCUF Status Update conference call | West Coast North America | mid July | 4 PM PST |
| October | CCUF Status Update conference call | East Coast North America | mid October | 11 AM EST |

These times were chosen because they allow for two of the three to be ‘reasonable’ for each major geography where we have members:

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| **UTC** | **EST** | **PST** | **Aust.** | **Asia** |
| 4:00 PM | 11:00 AM | 8:00 AM | 3 AM + 1 day | 1:00:00 AM + 1 day |
| 10:00 AM | 5:00 AM | 2:00 AM | 8:00 PM | 7:00 PM |
| 12 AM + 1 day UTC | 7:00 PM | 4:00 PM | 10 AM + 1 day | 9 AM + 1 day |

### Updates from David

He will meet with several of us next week to talk about joint topics for the CCUF and CCDB.

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 4 PM GMT on Thursday, 17 March 2016**