CCUF Management Board Meeting – October 16, 2012

**Attendees:**

Brian Smithson – Ricoh

Matt Keller – Corsec

Miguel Bañón – Epoche

Simon Milford – SiVenture

Alicia Squires – Cisco

**Discussion:**

Agenda:

1. Discuss TeamLab situation and our options
2. Discuss Simon's Governance drafts, including updates as of today.
3. Pick up the work where we left off on the game plan below.

From the 6 month game plan (likely continuing over multiple meetings):

1. ~~Prioritizing other suggestions and requests~~
2. ~~Getting material posted to TeamLab from the Workshop~~
3. ~~Next steps on governance~~
4. Next steps on TC/PP source catalog.
5. Any communities that need to be created on TeamLab
6. Running out of space on free TeamLab…
7. Terms of Reference updates from the various discussions
8. CCUF discuss feedback and lessons learned from Second workshop
9. ~~Follow up with the CCDB to get the formal written response to our three main questions sent to them for the Workshop.~~
10. Write a summary of the CCUF (or take from current website) and send it to the CCDB to be given to CC portal and any other nation willing to post links to the CCUF
11. Back to monthly meetings on or about the 15th of each month?
12. Assign any other AI’s coming out of the workshop and conference.
13. Come back to suggested work that was tabled.

***Discuss TeamLab situation and our options***

What are the options?

1. Form a legal entity to chase the non-profit status? Table this for now.
2. Request the non-profit consideration from TeamLab without the legal entity. Alicia and Matt to work on this.
3. Explore something simple on Twiki. Brian to look into this.
4. Reach out to Su-en and Mike to see what they are going to do. Brian to look into this.
5. Get some corporate sponsors?
6. Do any of our vendors have anything that would work?
7. Solutions for self-hosted open source TeamLab?

What do we really need? Document storage, messaging, membership status, restricted areas/access control, ability to vote (informal polling isn’t enough), issue tracker?

The goal will be to stay with TeamLab until we have another solution. The history that is already out there will be lost at whatever point a move happens. We know that we have 6 months to stay on the current version once they fully release the new version.

We will also post something on the TeamLab to solicit input/ ideas from others.

***Governance drafts***

Discussed latest revisions to the governance paper, and agreed that it is now at a point to post it for public comment. Simon made an update to the wrapper message, and delivered drafts to Alicia to post after the meeting.

***Next steps on TC/PP source catalog.***

Alicia to send Miguel the list of those that volunteered to participate. Miguel will organize the discussion via email. Goal to have the first draft of a list (incomplete) by mid-November.

***Any communities that need to be created on TeamLab***

Given the uncertainty around TeamLab, working groups that are forming for any tasks should do so via email. We can still post an announcement on TeamLab of their formation and whom to contact to participate.

* Matt created a group to work on CPP Lifecycle/NIAP TC Guide.
* Miguel will be creating the TC/PP source group noted above.
* Brian planning to create a ToR group (re-form the old one) to address items coming out of the Workshop (perhaps a month or so out).
* Alicia to talk to David about a group considering End User input solicitation

***Running out of space on free TeamLab…***

See above discussion on TeamLab. This decision will likely come before we run out of space (699 MB used of 1 GB allocation).

***Terms of Reference updates from the various discussions***

See above plan to re-form a working group for this.

***CCUF discuss feedback and lessons learned from Second workshop & Next Workshop***

No formal feedback was received. Verbal feedback during the Workshop included co-location, and more time directly with the CCDB. Other things that we could do differently would be to have others outside the management board lead more of the breakout sessions, freeing up more time to chase logistics and deal with issues. It was noted that more lead time on logistics is always helpful.

For the next workshop in Ottawa, we’re working on getting out the details as soon as possible. Unfortunately we have already been informed that we will not be able to co-locate. We are investigating staggering the workshop schedule to try to get more CCDB participation. Ideas include having Scheme representation (those whose participation in all the CCDB meetings is not mandatory) in our sessions.

To allow for more time on topics, so they’re not being interrupted right as some work is beginning, we could do fewer topics with longer sessions. If the facilities were available we could do more simultaneous tracks with the longer sessions to still have a number of topics.

**Action Items:**

**Simon:** write Governance wrapper statement and post governance doc on CCUF – 10/5/12 - COMPLETE

**Matt:** post updated Workshop notes – 10/5/12 – COMPLETE

**Alicia:** post general CCUF-CCDB meeting summary – 10/5/12 – COMPLETE

**All session leaders:** post slides from workshop sessions, or get updates to Matt on your topic summary for inclusion in workshop notes – 10/5/12 – COMPETE

**David:** post CCDB responses to the pre-posed questions discussed during the Workshop – 10/8/12 - COMPLETE

**Mike:** post TC Taxonomy - 10/5/12

**Matt:** Get Location and dates for the next CCDB meeting – In Progress

**Mike:** Availability of Microsoft space for a one hour meeting of CCUF at RSA – 10/16/12?

**Alicia:** send Miguel list of volunteers for TC/PP source catalog group – 10/23/12

**Miguel:** create the TC/PP source working group – 10/30/12

**PP source compilation group (Miguel):** Ensure that the 3GPP group is included in the catalog –11/15/12

**Alicia & David:** Brainstorm with Mark Loepker on how to get end users from US cyber security and other geographies involved in the community, especially for purposes of outlining the threat. – 11/15/12

**Alicia and Matt**: Write up request to TeamLab for non-profit consideration – 11/15/12

**Brian:** explore Twiki ability for light-weight CCUF solution – 11/15/12

**Brian:** reach out to other TeamLab portal managers about their plans – 11/15/12

**Alicia:** Post request for input on the TeamLab/ other collaboration issue – 11/15/12

**Brian:** create (re-form) a ToR group to start to address items coming out of the Workshop – 11/15/12 or later

**Next Meeting time and topics:**

**11 AM EST/ 8 AM PST/ 3 PM GMT on Thursday, November 15.**

Continue above agenda