CCUF Management Group Meeting – April 15, 2015

# 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 - not present

\*Alicia Squires – Cisco

Action Items:

**David:** consider whether the iTC areas on CCUF portal can be opened up to the public – 16 February

**Alicia/Mike/Petra/Miguel:** continue planning for Workshop in Canberra (individual tasks being tracked in sub-workgroup) – 20 April

Post schedule and additional information – Alicia – COMPLETE

Submit questions for CCDB – Miguel – COMPLETE

Send reminder to session leaders – Petra

Send list of those registered for Workshop. Confirm room allocation with CII (get a floorplan, if possible, Create door signs?) – by March 20 – Petra – COMPLETE

# Agenda:

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

B. Governance Updates (1 min)

C. Regular CCUF Member Calls (2 min)

D. Updates from David (5 min)

# Discussion:

### Updates From Specialization Areas

* Workshop planning – [Mike, Alicia, Miguel, Petra] – focused on 2015 First Quarter Meeting Workshop
  + Planning for the First (second) Quarter meeting to begin with poll on location
    - Poll showed slim lead for Australia, with preference for meeting where the CCDB will be.
    - Plans beginning for Australia: Have a room committed to us at the same venue as the CCDB meetings.
      * Schedule will be 4 days starting on 4/20. CCDB will meet April 20-22, CCES on April 23
      * We have a room allocated to us from 8 AM – 6 PM each day starting on Monday, April 20 through Friday the 24. Possibility of another room at another location.
      * The schedule and topics were posted on the CCUF Portal.
* 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.
  + Next steps are taking the suggested presentation format and finding a location for it – the CCUF OnlyOffice Wiki doesn't seem to be a good fit. Will work with group monitoring the TWG’s who will ask groups to monitor/ update it. In the process of gathering information.
  + This will be a Workshop topic in Australia.
* Tracking templates – [Miguel, Petra, Lachlan, Brian] – focused on a method for tracking and making templates available
  + Looking for lessons learned from use of any of the templates by the iTCs. Possible Workshop topic.
* 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. There were many comments, and Lachlan will use this to reinvigorate the topic.
* 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.
    - FAQ for new to CC – posted in September
    - Prezi – not yet ready, Lachlan took action to rework it per workshop comments
    - Whitepaper – posted in September
    - CCUF: FAQ
    - 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.
* Monitoring TWG status/progress – [Petra, Matt] – keeping track of TWGs
  + Need to prod groups on a monthly/quarterly basis to see how they are progressing against their goals; plans being made to do this; template emails being drafted; awaiting dashboard for formal process
  + Due to collect updates from the TC’s on the statuses. Reconsidering the schedule for polling information to include the Workshop summary timeframes.
* Strategic vision – [All] – focused on “Where do we want to take the CCUF?”
  + How formal does CCUF need to be – become non-profit? Brian continuing to look into quotes from some organizations. Quotes are coming in from entities that provide this as a service. This work has been delegated to the CCUF Incorporation WG, which will feed back into MG.
  + 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? This will also depend on the iTC areas in the portal being made public (see AI for David). Also dependent on the Tools Specialization area to determine the method for presentation.
  + 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. Work continued on the strategic plan in March/April, leading into the Workshop.

**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. The frequency is up for debate. We are going to start on a trial basis, with the following schedule. This can be updated as needed.

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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| **2014 Month** | **Call** | **Who leads?** | **Targeted Date** | **Targeted Time** |
| January | CCUF Status Update conference call | Alicia/Matt | Didn’t happen | 11 AM EST |
| February | Informal Member Call | Miguel/Petra | Monday, 9-February | 10 AM GMT |
| March | Informal Member Call | Lachlan/Mike | Thursday, 19 March | 4 PM PST |
| April | CCUF Status Update conference call | Miguel/Petra | Cancelled for Workshop | 10 AM GMT |
| May | Informal Member Call/ Workshop debrief | Matt/Alicia | mid May | 11 AM EST |
| June | Informal Member Call | Petra/Miguel | mid June | 10 AM GMT |
| July | CCUF Status Update conference call | Mike/Brian | mid July | 4 PM PST |
| August | Informal Member Call | Brian/Lachlan | mid August | 4 PM PST |
| September | Informal Member Call | Alicia/Matt | mid September | 11 AM EST |
| October | CCUF Status Update conference call | Matt/ Alicia | mid October | 11 AM EST |
| November | Informal Member Call | Petra/Miguel | mid November | 10 AM GMT |
| December | Informal Member Call | Brian/Mike | mid December | 4 PM PST |

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

David is confirming with the iTC’s whether their areas on the CCUF Portal can be made public.

ICCC website created and location was announced!

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 4 PM GMT on Thursday, April 30.**

Workshop debrief.

**11 AM EST/ 8 AM PST/ 4 PM GMT on Wednesday, May 20.**

Continue work on all items. Start prep for ICCC.