CCUF Management Group Meeting – May 15, 2014

# Attendees:

\*Brian Smithson – Ricoh

\*Lachlan Turner – CSC

\*Matt Keller – Corsec

\*Miguel Bañón – Epoche & Espri

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

\*Simon Milford – SiVenture/Cisco

\*David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

**Alicia:** post a survey asking for how many intend to attend the Workshop the week prior to ICCC in India. – January 31 - COMPLETE

**Session leaders:** Session summaries sent to Alicia – April 10 – COMPLETE

**Alicia:** post the session summary – April 18 – COMPLETE

**Matt/ Petra:** Reach out to TWG/TC’s and see who wants to meet at Workshop in India – May 29

**David:** review communication/outreach suggestions from Erin Connor. – May 30

**David:** review proposed content for the dashboard. – May 30

**Mike:** draft updated CCUF Governance wording to cover what constitutes an ‘entity’ and whether people can vote individually if they work for an entity that is voting. – June 5

**Brian/Petra/Lachlan:** create a draft of dashboard presentation format – June 16

# Agenda:

A. Updates from Specialization Areas

B. Results of elections

C. Regular CCUF Member Calls

D. Beginning prep for India

E. Updates from David

# Discussion:

### Updates From Specialization Areas

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 – [Mike, Alicia, Miguel, Petra] – focused on Istanbul First Quarter Meeting Workshop
  + Need to start considering space requirements for ICCC for India.
  + Need Workshop dates and interest level.
  + Need engaged with CII.
  + CCDB schedules are not finalized. Workshop likely to start Wed (3 Sept) afternoon. Idea that Monday could be the TC 2nd meeting/closeout day.
* Tools – [Brian, Petra, Lachlan] – focused on next tools needed and facilitating access for new members
  + CCUF should host a dashboard that shows all TCs (US and all others we know about) along with their status and basic contact information. Draft went out for comment. Awaiting comment from David.
  + Next steps are taking the suggested information and putting together a way to present it all – June 16
* Tracking templates – [Miguel, Petra, Lachlan, Brian] – focused on a method for tracking and making templates available
  + Drafted voting standards to add to our ToR template and comments to be incorporated. Was posted in the SIG for TC Governance and TORs. This is being used for a ToR template for iTCs that Brian drafted. Also created Decision Making Template, and Comment Tracking to come by June 16.
* Facilitating interaction with Schemes – [Miguel, Matt, Simon] – track open questions to the schemes and their open requests of us
  + Questions to be gathered for India Workshop and submitted by early August.
  + Received suggestions from Erin Connor for two outreach areas.
    - David asked to go back and look over these.
    - Mike to reply and put a strawman around how we could present the information on national procurement.
    - CCUF interaction with other nations – agree with communication and information sharing; determining how to open those dialogues (conference calls, Workshops, etc)
* Marketing of CCUF – [Alicia, Lachlan] – this could be handed off to the Marketing WG.
  + Instructions on how to join the CCUF have been added.
  + Creation of content for a ‘new.ccusersforum.org’ landing page for those new to CC is in-progress. To be live in June/July.
    - FAQ for new to CC
    - Prezi
    - Whitepaper
    - CCUF: FAQ
    - CCUF: Welcome Letter (first version already in use)
* 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
  + To Reach out to TWG/TC’s and see who wants to meet at Workshop in India – May 29
* 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.
  + CCUF has been asked for input on how to make ICCC’s in the future less onerous on the hosting nation [Alicia & Matt]. This meeting happened as a joint session in Turkey.
  + Consider what role the CCUF should play in the overall Project Awareness/Management of the international TCs (cPPs).
  + Given that we have several iTCs in a year or so, and that the Workshops and ICCC present the best venue for these groups to meet in-person. Having more formality to how these events are planned by the CCDB sponsor nation, and inclusion of the CCUF, will help keep this from being ad-hoc.
  + Need to fine-tune the bylaws around what constitutes an ‘entity’? Whether people can vote individually. Mike to look into this. – June 5

**Election Results**

The CCUF Management Group election results are as follows:

1.     Mike Grimm – Microsoft - 37

2.     Alicia Squires – Cisco - 37

3.     Brian Smithson – Ricoh - 36

4.     Lachlan Turner – CSC - 25

5.     Stephanie Motre – Athena Smartcard - 24

6.     Simon Milford – SiVenture (a division of Cisco) – 14

**Regular CCUF Member Calls**

The CCUF MG is now 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 | Thursday, 16-Jan | 11 AM EST |
| February | Informal Member Call | Miguel/Simon | Friday, 21-February | 10 AM GMT |
| March | Informal Member Call | Brian/Mike | Wednesday, 12-March | 4 PM PST |
| April | CCUF Status Update conference call | Simon/Petra | Thursday, 24 April | 10 AM GMT |
| May | Informal Member Call | Matt/Miguel | Wednesday, 14 May | 11 AM EST |
| June | Informal Member Call | Petra/Miguel | TBD | 10 AM GMT |
| July | CCUF Status Update conference call | Mike/Lachlan | TBD | 4 PM PST |
| August | Informal Member Call | Brian/Lachlan | TBD | 4 PM PST |
| September | Informal Member Call | Matt/ Alicia | TBD | 11 AM EST |
| October | CCUF Status Update conference call | TBD based on elections | TBD | 11 AM EST |
| November | Informal Member Call | TBD based on elections | TBD | 10 AM GMT |
| December | Informal Member Call | TBD based on elections | TBD | 4 PM PST |

These times were chosen because they allow for two of the three to be ‘doable’ 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 |

**Preparations for 6th CCUF-CCDB Workshop in India**

Alicia will create a new folder and copy over documents used for planning Turkey and past workshops.

### Updates from David

Considering some changes for first quarter meeting next year. Perhaps centered around RSA timeframe.

# Next Meeting time and topics:

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

Continued planning for India Workshop.