CCUF Management Group Meeting – March 24, 2016

# Attendees:

Brian Smithson – Ricoh – not present

\*Lachlan Turner – ArkInfosec

\*Matt Keller – Corsec

Miguel Bañón – Epoche & Espri - not present

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

David Martin – CESG – not present

\*Alicia Squires – Cisco

Action Items:

**Alicia:** return the MG response to Oracle – March 18 – COMPLETE

**Petra:** post reminder about the MG elections freeze date – April 1

# Agenda:

~~A. CCUF MG Elections (5 min)~~

B. Brian’s resignation and Dividing up his responsibilities.

C. CCUF Strategic Plan – Incorporation Proposal (45 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 14 March
      * 96 attendees registered as of 9 March, 60 of which are from Korea.
    - RSA Meeting
      * Informal meeting was held at Microsoft with ~40 mostly government and lab participants.
      * Agenda included reformed CCRA, CCUF MG elections, CCUF strategic plan, the Seoul Workshop
    - 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.

**As of March 11th (rescheduled mid-March meeting), the MG worked through two side-by-side drafts of the draft. It is still a work in progress, and attempts are being made to get it on the portal in the next week.**

* + 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.

**Brian’s Resignation**

Brian submitted his resignation from the Management Group on Friday, March 18.

Following are his duties and who will attend to them:

* Generate the semi-annual demographic reports and graphics as needed prior to workshops, conferences, and for voting freezes. Done by initiating a backup, download it, unzip it, and there are XML database files. -> All members, as necessary.
* Share with Petra the duty of handling new user requests, which go to all MG members. Brian generally handled those that come in during the Pacific time zone day and evening, and Petra picks them up during similar hours in the UK. On weekends, they just get done when someone has a chance to do them. -> Lachlan and Mike to cover the West Coast timezone.
* Respond to each new activated account with a welcome email using the template. -> Lachlan, Petra, Mike, as noted above.

Brian owns the ccusersforum.org domain, hosts the public facing website, and manages the email aliases the CCUF uses for the MG, workshop registration, voting, etc. That's all separate from being in the MG, and he has offered to continue.

**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

**Voting and Governance Requested Change by Oracle**

Oracle submitted the following request for an update to the CCUF Charter and Policies

*In accordance with CCUF Charter and Policies, January 19th 2015 draft, Section 4 Voting, Oracle Corporation requests that the MG administer a CCUF membership vote to amend the Section 4 of the above referenced document, to include:*

1.      *For any major modifications to the Charter or to the CCUF bylaws that of organizations two thirds (2/3) are required to participate*

*and*

2.      *A majority a minimum percentage (50%) of the organizations voting are required in order for such changes to be considered approved.*

*Major modifications include (but are not limited to) changes in status (from informal organization to incorporated), agreements to accept responsibility for conferences (such as ICCC), imposing of fees, hiring of staff, or any items that would have a substantial impact on the constitution of the CCUF.  Only if both the conditions above (1) (2)  are met will the measure be considered passed, otherwise the the voting will be considered as if the measure failed.*

The MG understands the request to be a suggestion to establish a minimum quorum of necessary voting organizations when ‘major modifications’ are to be made. For consideration, here are the percentage of organizations that participated in the CCUF elections to date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Vote** | **Number of Orgs** | **Number Voted** | **Percentage** |
| 2012 MG Elections | 122 | 49 | 40.16% |
| 2014 MG Elections | 196 | 48 | 24.49% |
| 2015 Governance Acceptance | 231 | 21 | 9.09% |

Requiring that two thirds of the eligible organizations must participate in such a vote, to have a quorum, would set any such vote up for certain failure. The MG understands the request and there seems to be consensus that a quorum could be put in place, but the circumstances that dictate it, and the percentage are to be determined. We request that Oracle provide additional clarification/information on the quorum percentage of other organizations with which they are familiar. We will continue this discussion in our April MG meeting. Also, for consideration is whether the principles of operation in the CCUF charter could be the definition for what constitutes a major modification (i.e. changes to those principles would trigger the need for the quorum).

**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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

None.

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 4 PM GMT on Thursday, 31 March 2016**