CCUF Management Group Meeting – April 15, 2014

# Attendees:

\*Brian Smithson – Ricoh

\*Matt Keller – Corsec

Miguel Bañón – Epoche & Espri - absent

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

Simon Milford – SiVenture/Cisco - absent

\*David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

**Petra:** send reminder to non-MG session leaders requesting Workshop session summary by April 10 – March 31 – COMPLETE

**Mike:** send email to new Workshop participants requesting feedback – April 3 – COMPLETE

**Matt:** post the voting announcement detailed below – April 2 – COMPLETE

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

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

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

**David:** review communication/outreach suggestions from Erin Connor. – April 18

# Agenda:

A. Updates from Specialization Areas

B. Schedule for 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. No dates (September), no location announced. Will post a query this month on TeamLab for number of attendees.
* Tools – [Brian, Petra, Simon] – 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
* Tracking templates – [Miguel, Petra, Simon, 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.
* 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, Simon] – 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.
    - 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 basis to see how they are progressing against their goals; plans being made to do this; awaiting dashboard for formal process
  + To Reach out to TWG/TC’s and see who wants to meet
* 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]
  + 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.

### Schedule for Elections [Leave in Meeting Minutes Until Elections]

We have now pre-announced the 2014 four of the seven CCUF Management Seats

#### Upcoming Election tasks

Working backward, items that need to be done for the Elections:

* Announce voting to allow for candidate consideration: [election minus eight weeks] March 5
* Announce vote rules, get vote counters, voting alias, schedule: [election minus four weeks] April 2
* Freeze date for membership: [election minus two weeks] April 16
* Dates of Nominations: [election minus two weeks] April 16-22
* Dates of Campaigning: [election minus one week] April 23-29
* Dates of Election: April 30-May 6
* Announcement of results: May 7
* Results take effect: May monthly meeting on/around 15th of the month

**Regular CCUF Member Calls**

The CCUF MG is considering starting 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 | TBD | 11 AM EST |
| June | Informal Member Call | Petra/Miguel | TBD | 10 AM GMT |
| July | CCUF Status Update conference call | TBD based on elections | TBD | 4 PM PST |
| August | Informal Member Call | TBD based on elections | TBD | 4 PM PST |
| September | Informal Member Call | TBD based on elections | 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:

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

Discussed sharing dates for Call for Papers for the ICCC ahead of time on the portal.

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 4 PM GMT on Thursday, May 15.**

Voting results will be in. Transition any departing members out and new ones in.