CCUF Management Group Meeting Minutes

April 8, 2020

# Attendees:

* Fiona Pattinson ‑ Apple
* \*Kwangwoo Lee ‑ HP
* Matt Keller ‑Nutanix
* \*Michael Vogel ‑ atsec
* \*Miguel Bañón ‑ Epoche & Espri
* \*Mike Grimm ‑ Microsoft
* \*Petra Manche ‑ Cisco
* Mary Baish NIAP (CCDB Liaison)

(\*) In attendance

# Agenda:

## General

A rough [plan for CCUF activities](https://ccusersforum.onlyoffice.com/products/files/doceditor.aspx?fileid=5836797) has been produced as a guideline. This can be reviewed and updated by the management team.

## CCUF Elections

**Actions:**

* + PM Check with FP about vote counter mail list
  + ?? Set up email address and test that the email goes to the vote counters only.
  + PM April 21 Freeze membership and inform members of the freeze
  + April 29 provide vote counters the organization list and candidate list.

## Report:

* **CCUF MG Elections 2020**

**Dates:**

* ~~March 17 announcement~~
* April 22 – 28 Candidate nominations and voting rolls freeze
* April 29 – May 5 Campaigning
* May 6-12 Voting
* May 13 Announce new MG – done by vote counters

**Report:**

* 3 Vote counters – Erin Connor, Shaun Lee, Nithya Rachamadugu
* Change of format for campaigning suggested by Josh Brickman. So far there has been no response to request.
  + Ask nominees to submit during April 29 – May 1 and that gives members 4 days to ask questions.

## CCUF Workshops

* **CCUF Spring Workshop Burlington, MA 2020 Mar 17 -19 2020**

**Actions:**

* ~~PM to post presentations~~
* ~~PM/KL to post recording~~

**Report:**

* Mar 17 virtual session took place and recording made.
* Announcement on OnlyOffice for recording and presentation.
* Wrap up posted by KL
* **Toledo, Spain October 14 – 16, 19 2020**

**Actions:**

**Report:**

* CCUF Workshop will be 4 days Wed -Fri and Mon.
* 2 Rooms can accommodate 200 people.
* Lay out will be lecture style
* Meals, refreshments and AV will be covered.
* For joint session tables can be provided
* Happy hour – the hotel bar is in the center of the hotel
* Tuesday afternoon/evening & Wednesday am likely to be a shuttle from Madrid airport to hotel
* **ICCC 2020**

**Actions:**

**Report:**

* October 20 -22 2020, Toledo Spain
* Planning committee has met once and meeting again on April 17
* Registration is open
* **ICCC 2021**

**Actions:**

**Report:**

* Bill has not heard anything since October.
* **San Francisco (RSA): Feb 8 -12 2021**

**Actions:**

**Report:**

## Communications/Outreach

* **Newsletter**
* **Actions:**   
  FP/PM Ongoing: Next newsletter in Summer time-frame:   
  **Report**:
* Last newsletter went out March 3 2020
* **Blogs/ CC External resources**

**Actions**:

* ~~KL to post video this month~~

**Report:**

* Spreadsheet has been updated, and CCUF members users encouraged to contribute.
* CCUF Calendar updated (20-04-08)
* **Linked In “Common Criteria Professionals”**

**Actions:**

**Report:**

Ongoing.

* [**CCUF website**](http://ccusersforum.org) **and** [**CCPortal**](https://www.commoncriteriaportal.org/CCUF/) **updates  
  Actions:** 
  + FP to resend link to KL and PM to activate accounts
  + ~~FP to work with Brian to take over the website~~.
  + FP Update website in regard to workshop & ICCC

**Report:**

* FP has bought domain.
* **Membership calls**

**Actions:**

* + PM/KL to organize call .

**Report:**

* European/Asia calls to have separate calls.
* **Member Survey**

**Action**: FP/MK to complete the draft of a survey and send to management group for review and completed after MG elections.

**Report:**

It is four years since we last performed [a member survey](https://ccusersforum.onlyoffice.com/products/files/doceditor.aspx?fileid=4296282). San Francisco meeting was supportive of repeating that.

We will plan to perform another survey with a goal of presenting in Singapore. FP is drafting a survey using surveymonkey - Free service is limited to 10 questions.

## Liaisons

* **CCDB: (Mary Baish)  
  Actions:** 
  + ~~CCUF Spring meeting invitation sent~~
  + We should produce and communicate the procedures to the iTCs and make reminders that iTCs should provide updates. 19/5/29: This process will be included in the iTC guide being co-ordinated by the Tools iTC (Brian Wood).
  + Action: FP/MV/ Need to identify a “champion” for each topic. MB volunteers to be a champion (Assurance Maintenance).

**Report:**

* + HCD iTC approved.
  + Spring CCDB meeting location cancelled.
  + MK: CCUF answers to CCDB questions could be improved. We need to provide input to the CCDB when they have asked us questions.
  + Feedback from iTC. Can the CCUF help co-ordinate iTC updates to the CC Portal?  
    Advice and monitoring by the CCUF management group is underway
  + CCDB has asked for an open discussion topic at the joint session in regard to iTC process whitepaper
* **ISO (Kwangwoo Lee)**  
  **Actions:**
  + ~~KL to post liaison statement and work on reply~~
  + KL to write up ISO meeting report and share with the group

**Report:**   
ISO editors updating final version.

CCUF ISO WG will be provided request for comments of documents expect Jan /Feb.

* Next ISO meeting April 20- 24 Russia Zoom video conference
* September 14-19 Poland

Draft standards are at “Enquiry stage”, ISO members will vote on the draft. Results due in fall (sept 2020)

CCUF did not conclude comments, so will provide them for the next phase

57 members in ISO CCUF group.

KL has uploaded to the portal project area

* [ISO-IECJTC1-SC27-WG3-N1762\_WG3\_LS\_to\_CCUF](https://ccusersforum.onlyoffice.com/products/projects/tmdocs.aspx?prjID=534176#2402615)
* [3rd CD 15045\_18045\_22216](https://ccusersforum.onlyoffice.com/products/projects/tmdocs.aspx?prjID=534176#2502249) and comment template

An extension has been submitted and expected publication is April 2021 (6 month delay)

## Conferences & Events with expected CCUF involvement

* ISO Meeting (April 20-24 2020, Russia) – Zoom conference
* ~~CCDB Meeting (April 21-23 2020, Putrajaya, Malaysia) cancelled~~
* CCUF MG elections (May 6-12 2020)
* ICMC (Maryland: August 25-28, 2020) New date
* ISO Meeting (Warsaw, Poland September 14-19 2020)
* CCUF Fall Workshop (Toledo Spain October 14 – 16, 19 2020)
* ICCC 2020 (Toledo Spain October 20-22 2020)
* EU Cyber Security Act Conference (Brussels, Belgium December 2-3 2020)
* RSA (February 8-12 2021 San Francisco)

## Collaboration Tools

* **Only Office**

**Actions:**

* PM/MV contacting members of unused accounts
* MG to investigate and discuss archiving projects to an alternative site
* PM to delete MFP document folder and CCUF Incorporation.

**Report:**

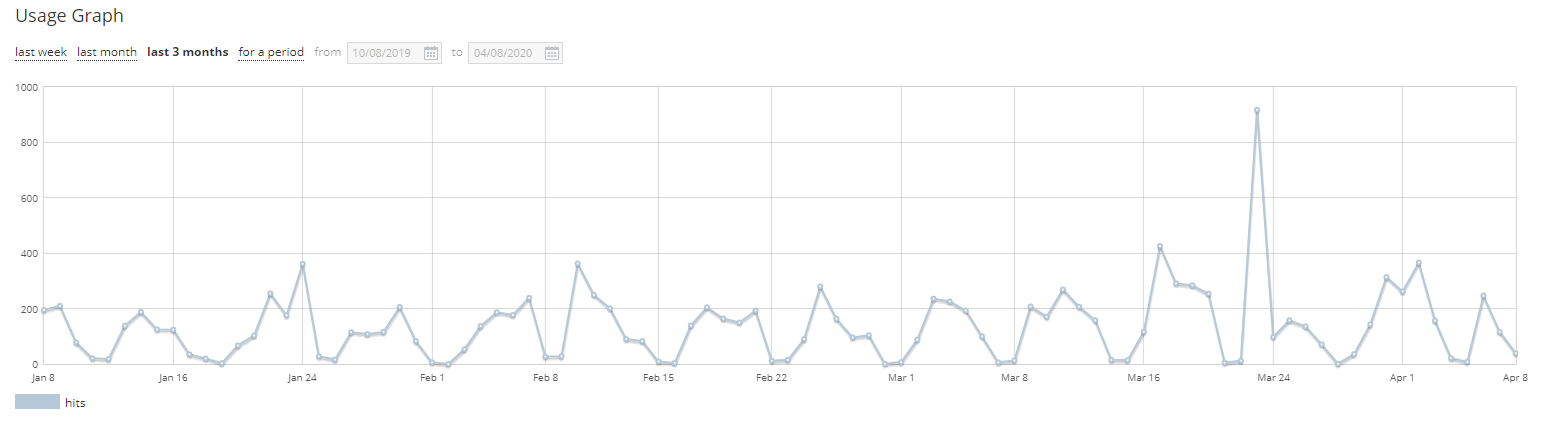
* Reaching maximum storage issues
* HCD iTC needs to move back over from Causeway to Onlyoffice and needs 50MB
* KL has reached out to:
  + Il-Hee Choo to delete unnecessary files
  + Brian Smithson about copying “CLOSED” projects to an alternative site and deleting the projects to free up space.
    - Delete MFP Document folder only not the discussions
* MV/PM are in the process of contacting members who have not logged in for a while to see if they want to keep their accounts. They have until April 17 2020 to respond.
* PM has deleted older blog posts from 2012 – 2015.
* There needs to be a discussion about archiving closed projects to possibly another site.
* Check with CCDB about their project areas.
* Long term project to combine onlyoffice and tools github project.
  + Look at a group to pilot

Management (members/storage/organization)

* + - Storage space used: **4.62 / 5**
    - Number of active users: **820 / 1000 (last month 858)**

Backup schedule

PM Performed backup on **2020-04-08**

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* **Future of the collaboration tool**

**Report:** Ongoing work is being handled by the [Team Tools WG](https://ccusersforum.onlyoffice.com/products/projects/tasks.aspx?prjID=598898#sortBy=title&sortOrder=ascending). (Brian Wood). Real work is on GitHub at [iTC wg tools](https://github.com/itc-wgtools) repository. David Martin volunteered.

Really good work done

Encourage iTC/Tcs to move to method on github.

* **Any Other Business**

Next Meeting time:

* 2020,May 14 7 PT 9 CT, 10 ET, 3pm UK, 4pm Europe, Midnight Korea