CCUF Management Group Meeting – February 19, 2015

# Attendees:

\*Brian Smithson – Ricoh

\*Lachlan Turner – ArkInfosec

\*Matt Keller – Corsec

Miguel Bañón – Epoche & Espri

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

**Mike:** post consolidated clean draft for CCUF review – 19 January – DONE

**Alicia:** announce voting rules/ timeline for Governance – when Governance is posted – DONE

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

# Agenda:

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

B. Governance Updates (5-10 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.
      * We sent around a list of potential topics on 12/1 within the MG. We are now determining how much time each session leader wants allocated to their topic and whether any additional TCs/iTCs/ WGs want to meet.
      * The potential topics will be posted on the CCUF Portal.
      * Spent time in the meeting determining topic orders and lengths of sessions.
* 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
  + 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 in progress.
  + 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.
  + Gathering the on procurement information – what to gather, where to put it? – Lachlan sent on June 23, but has had no/few responses. David to facilitate getting information out to CCDB/CCRA members.
  + 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.
  + 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 – 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?
  + 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. They have drafted a survey that will go out in January to all of the CCUF via Teamlab.

**Governance Updates**

The highlights of the updated Governance were presented to those present at the CCUF General Meeting in India, on 8 September.

Note that any changes to the Governance must be accepted by a vote of the membership (see Governance Voting Logistics, below).

A smaller group met to work on this (Mike, Brian, Alicia)

**Proposed schedule (working backwards):**

Vote by CCUF in November – will likely slip to February

Draft to CCUF in October – getting pushed to January

~~Present high level to CCUF at Workshop in September~~

~~Draft agreed upon by MG at August meeting~~

~~Updates in June/July – completed and delivered to MG August 12.~~

**Governance Voting Logistics**

Voting is to happen in February. Need to follow current voting rules.

The three MG members (Matt, Petra, Miguel) whose terms would be extended will not be among the vote counters. Nithya, Shaun Lee and Alicia are counting votes.

**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 | mid March | 4 PM PST |
| April | CCUF Status Update conference call | Miguel/Petra | mid April | 10 AM GMT |
| May | Informal Member Call | 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.

Hope to have announcement on ICCC soon.

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 4 PM GMT on Thursday, February 19.**

Continue work on all items.