CCUF Management Group Meeting Agenda

Feb 12, 2019

# Attendees:

* \*Fiona Pattinson ‑ atsec
* \*Kwangwoo Lee ‑ HP
* \*Matt Keller ‑ Corsec
* \*Michael Vogel ‑ Huawei
* \*Miguel Bañón ‑ Epoche & Espri
* \*Mike Grimm ‑ Microsoft
* \*Petra Manche ‑ Cisco
* \*David Martin ‑ NCSC
* \*Bill Rutledge CNXTD (guest)
* \*Mary Baish NIAP (guest)

(\*) 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 Workshops

* Amsterdam
  + Schedule/Calendar to identify working sessions vs presentation sessions.
  + List the session leaders on the schedule/Calendar.
* San Francisco (RSA):
  + Action: ~~MG to post announcement OnlyOffice, Linked In.~~ (Done)
  + Report: Meeting space arranged for the Tuesday. Currently 16 registrants. Location Microsoft Offices.  
    Agenda for the meeting is “Town Hall” (Informal).
* Rome (CCDB) - April 9-11, 2019
  + Action: PM to double check with Tyrone Stodart if this is still needed. - ISCI request for meeting space all day (10-4pm) on 10th April for around 35 people and working closer together with CCUF.
  + Action: Mike Grimm to post the announcement for the workshop on Only Office. (Done 2/12)
  + Action: MV to communicate with CCUF members about questions for the CCDB.
  + Action: KL to provide flags for the joint meeting.
  + Action: FP/PM Request for updates of “other activities”/status during the CCDB joint session.  
    **Report:**
  + Joint Session with the CCDB can be arranged, but likely not on the Wednesday.
  + Microsoft will provide one large room in Rome that can be broken down to 2 or 3 smaller rooms.
  + Food/refreshment options were discussed. we will likely need 1.5 - 2hr lunch break to accommodate.
  + **Thanks to Microsoft from the CCUF Management group.**
* \*\*\*\*\*\*\* (CCDB/ICCC) - October 2019
  + Action: FP to contact the Scheme and ask what “Restricted” means on their email.
  + **Report:**  
    Unfortunately, CNXTD cannot be used for the next ICCC organization. The management team worked to support CNXTD, but in this case the conference is part of a national cybersecurity focus week and the management of ICCC is included in the management of the larger event.
  + An announcement by Singapore is expected “soon”.
  + CCUF sent a list of candidates for the ICCC program committee.

## Communications/Outreach

* **Newsletter**

Action: Petra/Fiona to create a draft newsletter for review by Management Committee**.**

Action:   
Next newsletter in mid-year time-frame.:   
**Report**: Newsletter #2 was posted in Jan 18th, 2019

* **Blogs/ CC External resources**

Report: Kwangwoo has produced a spreadsheet that provides CC related external resources.

**Report:** Spreadsheet has been updated, and CCUF members users encouraged to contribute.

* **Linked In**

Report: ~~We decided (by email) to make better use of the existing Linked In group “CC Professionals”:~~ MK - Also give the workshop news to the Linked In group.

* [**CCUF website**](http://ccusersforum.org) **and** [**CCPortal**](https://www.commoncriteriaportal.org/CCUF/) **updates  
  Action:**

Ongoing: FP: Events page needs update.   
**Report:**

* **Membership calls**

Action: Ongoing: MK/PM/KL Post consolidated notes to the blog.

* **Member Survey**

It is four years since we last performed [a member survey](https://ccusersforum.onlyoffice.com/products/files/doceditor.aspx?fileid=4296282). Should we consider repeating that? It would be good to keep the questions the same as far as possible to enable comparison, but do we have any new questions?

**Report:** We will plan to perform another survey. We will review the questions to be asked and discuss at the next meeting.

## Liaisons

* **CCDB: (David Martin)  
  Report**
  + - Status of Only Office
    - Causeway
  + DM: Causeway funding will likely come to an end at the end of March - This will affect the HCD iTC ~~Action: Done (2019/2) Fiona to liaise with David Martin in regard to the date.~~CCUF liaison from CCDB: Mary Baish to be the CCDB/CCUF liaison. DM to announce this change to CCUF members.
  + MV: Is leading further CCUF action in regard to CCDB questions.
* **ISO (Kwangwoo Lee)**  
  **Report:**   
  46 members in ISO CCUF group.  
  We received a message from ITTF with questions in regard to approval of the liaison with ISO. We have documented our organizational status in order to allow this to move forward in ISO. (We added a policy to our charter describing the organization as an “unicorporated nonprofit association.”)  
  CCUF Management team voted on including the status as a non-substantive change to our CCUF charter: (See item below).
  + We held one meeting in order to introduce folks to the ISO process.
  + We will schedule a meeting in regard to the terminology and the concepts presentation.
  + We have interest in the WG4 Study Period on IoT
  + FDP\_ITT contribution:

**Action:**

Kwangwoo will represent the CCUF in WG3 in Tel Aviv, and prepare the CCUF liasion statement .

Kwangwoo responsible for sending to ISO any comments/liaison from CCUF members.

## Conferences

* + **RSA (San Francisco: March 4-8)** 
    - CCUF activities - MG to organize CCUF activities at RSA - Ongoing
  + **ICMC (Vancouver: May 14/17)  
    Report: (M Keller):** Free conference pass (?Reach out to the Norwegian University that hosted CCUF.)
  + **ICCC** (\*\*\*\*\*: October 2019)

## Collaboration Tools

* **Only Office**

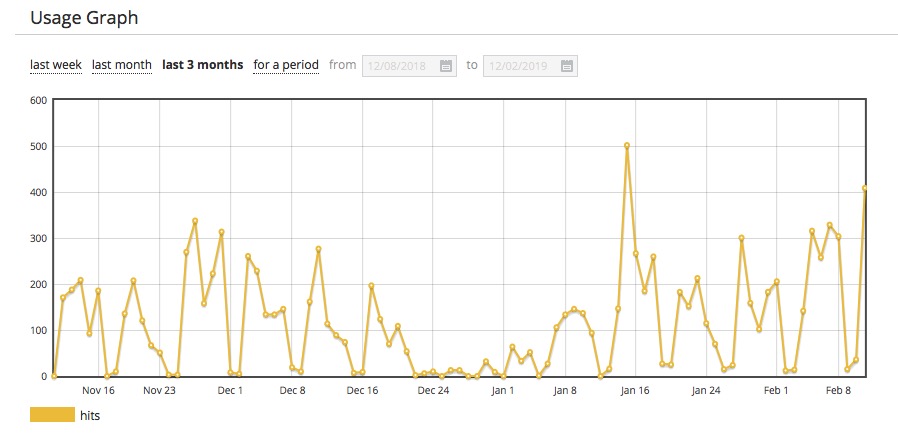
**Report:**

Management (members/storage/organization)

* + - Storage space used: **3.22 / 5**
    - Number of active users: **790 / 1000**

Backup schedule

FP Performed backup on **2019-02-12**



* **Future of the collaboration tool**

**Report:** Ongoing discussion: Will be discussed at the next management meeting.

* A**ny Other Business**
  + **None**

## CCUF Charter

Report : The management group voted in accordance with section 3 of the CCUF charter. The result was 6”Approve”, 1 “Not approve” for the following motion:

**Motion**

**The MG will add a new policy to the**[**CCUF charter and policies**](https://ccusersforum.onlyoffice.com/products/files/doceditor.aspx?fileid=5505984) **in accordance with section 3.4 .**

**"5.     Organization Status**

**5.1 The CCUF is an unincorporated non-profit association."**

Accordingly, the CCUF charter has been updated (Date 4th February, 2019) and the CCUF membership notified.

Next Meeting time:

* **Wednesday March 13: 11 am ET , 3pm UK, EU 4pm, midnight in Korea.**Call details to be sent by Petra.