CCUF Management Group Meeting – January 15, 2014

# Attendees:

\*Brian Smithson – Ricoh

\*Matt Keller – Corsec

Miguel Bañón – Epoche – absent

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

\*Simon Milford – SiVenture/Cisco

\*David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

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

**Simon/Petra/Brian:** work on outline of dashboard – Feb 13

**Simon/Miguel/Petra:** work on outlining different types of voting structure – Feb 13

**Alicia/Simon:** work on draft outline of format/content for the website landing page with marketing group – Feb 13

**Brian:** get preliminary quotes from some organizations on costs to become non-profit – Feb 13

# Agenda:

A. Updates from Specialization Areas

B. Specific notes on First Quarter Meeting/5th Workshop in Turkey

C. Schedule for elections

D. Regular CCUF Member Calls

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
  + Met on 1/9 to outline the work to be done and divide it out
  + Have included both Marcus and Roger in our planning, per their offers to help.
  + Tracking items on TeamLab in the Planning folder under the 5th Workshop folder.
  + 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.
  + For February – outline what we want this to look like.
* Tracking templates – [Miguel, Petra, Simon] – focused on a method for tracking and making templates available
  + Draft voting standards to add to our ToR template.
  + For February – outline different types of voting structure
* Facilitating interaction with Schemes – [Miguel, Matt, Simon] – track open questions to the schemes and their open requests of us
  + Need to gather and submit questions from the CCUF ahead of First Quarter meeting. – IN PROGRESS
* Marketing of CCUF – [Alicia, Simon] – this could be handed off to the Marketing WG.
  + Creation of ‘new.ccusersforum.org’ landing page for those new to CC is ramping up. Will likely begin in January.
  + For February – outline of format/content
* 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
  + Reached out to TWG/TC’s and see who wants to meet in Turkey and requested meeting length (1, 2, 4, 8 hours) – received requests from many that have fed into the scheduling. – COMPLETE
  + Using the contact from the Turkey workshop planning to confirm main contacts, determine process for continued interaction, as well as where the data is posted
* Strategic vision – [All] – focused on “Where do we want to take the CCUF?”
  + How formal does CCUF need to be – become non-profit? [Brian looking 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 has been pushed out, but the need still exists.
  + 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.

### Specific Notes on First Quarter Meeting/5th Workshop in Turkey

Update from Umay today: the hotel announcement will be pushed back a bit due to some challenges.

#### Workshop Schedule

The Agenda is drafted and will be posted, likely today.

#### Upcoming Workshop tasks

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

* Three months before (December): announce the Workshop (and request session topics)
* Two months before (January): registration, session descriptions, session leaders, social location finalized
* Month before (February): questions for CCDB, sign-up for sessions, session leaders invite Scheme members to joint sessions
* Week before (by March 10): preso’s ready (opening, joint, and each session), rooms allocated, badges?, door signs, schedule print offs

### 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2014 Month** | **Call** | **Who leads?** | **Targeted Date** | **Targeted Time** |
| January | CCUF Status Update conference call | Alicia/Matt | 16-Jan | 11 AM EST |
| February | Informal Member Call | Miguel/Simon | TBD | 10 AM GMT |
| March | Informal Member Call | Brian/Mike | TBD | 4 PM PST |
| April | CCUF Status Update conference call | Simon/Petra | TBD | 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 |

**RSA Conference**

We will do an in-person General CCUF Members Meeting for those that will be attending RSA, Wednesday, February 26 at 3-4:30 PM PST. It will be at the Microsoft offices at 835 Market Street, Suite 700. This is during the RSA sessions, but it was the only time that we could find available conference space.

### Updates from David

USB/cPP group met and has been working on the next draft of the process and work plan, and will have another draft to circulate shortly. A newsletter about the work that is going on will be coming out. Responses to CCUF Lifecycle WG will be posted on the portal. These postings got delayed from the end of the year, but are expected in the next few days.

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 4 PM GMT on Thursday, February 13.**

Moving ahead with planning for Turkey, updates from other specialization areas.