CCUF Management Group Meeting Minutes

June 28, 2018

**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

(\*) In attendance

**Agenda:**

* **Communications/Outreach**
* **Newsletter:** *Discussed having update in between workshops or after membership calls. Concern that this could be time consuming to create. Combine with Membership calls.*

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

* **Blogs:** *Concern that this might turn into advertising which members are sensitive abou*t.

**Action: Kwangwoo to introduce the ideas and co-operate with CCUF members.**

* **Liaisons:**
* **ISO**: *CCUF seeking to become member of ISO and the forms have been completed.*
  + - * **ICMC/ICCC Program Committees**: *Lachlan Turner continues for ICMC 2019: ICCC 2018 : All CCUF Mgmt committee invited (MB, FP, PM, AS, MK) - To be reviewed for next round of conferences.*
      * **SOG-IS:** *labs are members of the SOG-IS technical committees - Have onsite meetings, not open for CCUF liaison. Do not progress SOG-IS liaison at this time*
      * **Others:** *Korea KCCUF - Have a monthly meeting. Only open to Korean organisations.*

**Action: Fiona to send ISO forms to Naruki/Krystyna in ISO**

**Kwangwoo to be bi-lateral liaison officer.**

* **Membership Calls:**
  + - * *Agreed to start with 2 calls one to cover West Coast US & Asia and one to cover East Coast US and Europe.*
      * *Calls to be scheduled in same week a couple of days apart*
      * *For CMUF monthly calls there is one person leading the call and one person taking the minutes.*

**Action: ALL to organise the calls**

* [**CCUF website**](http://ccusersforum.org) **and** [**CCDB portal**](https://www.commoncriteriaportal.org/CCUF/) **updates**
  + - * *CCUF Website has been updated*
      * *NIAP have been requested by FP (18-06-02) to update CC Portal*

**Action: FP to remind NIAP to update the CC portal**

* October CCUF Workshop
* **Management**
  + - * *Michael, Mike, Kwangwoo, Miguel, Fiona and Petra to be on the management team*
* **Agenda/Schedule**
  + - * *Discussed whether there is enough content to fill 4 days*
      * *Some iTC’s are likely to prefer to meet on the Monday before iTC*
      * *Need for the agenda to be published soon*
* **Other Ideas**

**Action: Petra to send out doodle for meeting either 1st or 2nd week of July**

* **ICCC**
* **CCUF Presentation:** *tabled until next call*
* **CCUF slots in ICCC agenda**
* **CCUF Booth**: *tabled until next call*
  + - * *Need to be clear on what we want to accomplish with the booth*

**Action: To be progressed in the CCUF Workshop management meetings.**

* **Collaboration Tools**
* **Requirements:** *Availability, Storage, number of user, functionality, budget etc.*

*Report from Kwangwoo in regard to HCD TC moving to Causeway.*

* **Only Office**
* **Management** (members/storage/organization)
  + - * + *Members ‑ Michael & Petra starting to work on the members list to see who has not accessed the system since December 2016*
        + *Storage*:

**Action: Petra to investigate removing the email storage.**

* **Causeway:** *tabled until the next call*
* Others

**Action: Fiona initiate a discussion document. We can work on requirements and options, and the management committee can collaborate until a plan emerges.**

**All: Make this a theme for the CCUF workshop.**

* Updates from David Martin: *Not in attendance*

**Next Meeting time and topics:**

* **Thursday July 26, 11:00 AM Eastern US, call details to be sent by Petra**