CCUF Management Group Meeting – July 16, 2013

# Attendees:

\*Brian Smithson – Ricoh

\*Matt Keller – Corsec

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

\*Simon Milford – SiVenture/ Cisco

\*David Martin – CESG

\*Alicia Squires – Cisco

# Action Items:

**Mike:** session summaries from Ottawa (~~Supply Chain~~, OS PP Interest, IPR/Innovation) - COMPLETE

**Petra:** session summary from Ottawa (DBMS, What should CCUF do next?) - COMPLETE

**Alicia:** post workshop announcement – June 21 - COMPLETE

**Alicia/Matt:** compile CCDB action items from the Ottawa Workshop – June 21 – COMPLETE

**All MG**: brainstorm session topics – July 2 – COMPLETE

**Alicia**: create workshop session leader’s guide with tips on conferencing, slides, summaries, etc. – August 15 **–** COMPLETE

**Simon**: draft voting standards to add to our ToR template – date???

**Alicia:** post Workshop registration and schedule to TeamLab – July 17

**Alicia/Matt:** get confirmation that the room requests were able to be accommodated – July 23

**Alicia/David**: ask NIAP whether any phone capabilities will be available in the meeting rooms – July 23

**Brian**: confirm CNSSP #11 session with NIAP – July 23

**David**: make suggestions for CCDB members for each of the four breakout sessions during the Workshop – July 31

**Miguel**: post high-level information about the CCUF-CCDB Workshop on the website – July 31

**Breakout session leaders**: invite CCDB members to breakout sessions – Aug 2

**Alicia**: work on keynote – Aug 8

**David**: confirm plans for joint meals between the CCDB and CCUF – date???

# Agenda:

A. Continue planning for Orlando

1. Mesh schedule with CCDB

2. Session times and leaders set

3. Response to NIAP on session on CNSSP #11

4. Meals with CCUF

5. Getting schedule posted

6. Upcoming tasks

B. Technical Working Groups to Form

# Discussion:

## Continue Planning for Orlando

### Mesh schedule with CCDB

David has the CCDB schedule outlined, and we have verified that the Workshop schedule matches up with it. David will make suggestions for CCDB members per breakout session.

### Session times and leaders set

The session leaders and times have been confirmed for all sessions. The only unknown variable is if we will be able to get all of the space that we have requested. Alicia and Matt will continue to follow-up on that request. Alicia and David will question NIAP on whether there will be any phone capabilities or even wired Internet access available in the rooms.

### Response to NIAP on session on CNSSP #11

It was suggested that as the US is hosting we have a session specific to CNSSP #11. NIAP responded that they would be able to do that, but they had concerns about it being the only topic for the meeting. They suggested that a discussion of different nations' procurement policies and how they align w/CCRA could be very interesting (and not too US focused). This was a suggestion for a shorter time slot, so it’s not clear whether there would be time to cover such a wide topic. Brian will reach back out to Janine on this.

### Meals with CCUF

Mark has offered to allow the CCUF members to share some meals with the CCDB. We have suggested Thursday (5th) and Friday (6th) lunches, and possibly Wednesday (4th) lunch. An offer was also made for shared breakfasts that we can consider. Logistics on cost still need to be worked out. David will float the idea around CCDB members as well. This will be finalized as late as onsite that week.

### Getting schedule posted

We are behind our schedule for posting the schedule, but after today’s meeting it will be posted. Alicia will also post the method for registration (email to the MG) and separate confirmation of attendance with session leaders on the semi-closed sessions.

Miguel to post information to the website about the conference.

### CCUF MG Meetings

Tuesday at 9 PM in the lobby lounge.

Thursday breakfast [location TBD].

### Upcoming tasks

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

* ~~Three months before (June): announce the Workshop (and request session topics)~~
* Two months before (by July 2): registration, ~~session descriptions, session leaders, social location finalized~~
* Month before (by Aug 2): questions for CCDB (Matt will post request), sign-up for sessions (Alicia), session leaders invite Scheme members
* Week before (by Aug 26): preso’s ready, rooms allocated, schedules created

### Keynote

The ICCC committee has offered, and the CCUF MG has graciously accepted the opportunity to do the keynote the second day of the conference. Alicia will be presenting.

## Technical Working Groups to Form

The proposal was made to form many technical working groups during the Ottawa Workshop. These included:

* CC Marketing Working Group (Eric Winterton & Alicia)
* Structured Vulnerability Testing Technical Working Group (Simon)
* End User Engagement Technical Working Group (Matt)
* TC Tools Technical Working Group (Brian)
* A group to look at how to do better PPs?

Suggested first steps for each group: create workspace on TeamLab, invite interested parties, announce formation via posting, and hold first meeting. The people in parenthesis above will be working to accomplish these steps for each group.

Updates on TWGs as of July 16:

The Marketing Working Group has formed and had its first meeting on July 11.   
Simon has formed the Structured Vulnerability Testing TWG.   
Matt has formed the End User Engagement Technical Working Group (TWG). A first meeting is scheduled for the week of July 29.  
Brian has formed the TC Collaboration Tools TWG.

Work is also happening with some existing TWGs, including the CC Evolution TWG. Members are welcome in all.

# Future MG Items To Consider:

1. How formal does CCUF need to be – become non-profit?

2. Do we need someone to specifically think about growth and smart growth of the CCUF?

3. Consider what role the CCUF should play in the overall Project Awareness/Management of the international TCs(cPPs).

# Next Meeting time and topics:

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

**11 AM EST/ 8 AM PST/ 4 PM GMT on Thursday, August 27.**