CCUF Management Group Meeting – September 20, 2013

# Attendees:

Brian Smithson – Ricoh

Matt Keller – Corsec

Miguel Bañón – Epoche

Mike Grimm – Microsoft

Petra Manche – Oracle

Simon Milford – SiVenture/ Cisco

David Martin – CESG

Alicia Squires – Cisco

Action Items:

**Brian**: print nametags, door signs, and copies of the schedule – Sept 3 – COMPLETE

**David**: confirm plans for joint meals between the CCDB and CCUF – Sept 3 – COMPLETE

**David**: send CCDB question responses to Alicia – Sept 30 – COMPLETE

**Alicia:** create HSM Technical working group on TeamLab – Sept 20 – COMPLETE

**Brian:** create working space for ToR authors and PP authors – Sept 20

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

**Session leaders**: send session summaries to Alicia – Sept 30

**Alicia:** compile Workshop Summary and post to TeamLab – Sept 30

**Alicia:** draft survey wording for Turkey Workshop interest – Sept 30

**Matt:** draft written feedback/summary for Anne – date???

# Agenda:

A. Wrap-up summary and documentation of Orlando

B. Outline schedule for First Quarter meeting – next joint workshop in Turkey

C. Outline schedule for elections

D. Discussions on CCUF strategy and organization

E. Updates from David

# Discussion:

### Wrap-up discussion and documentation of Orlando

The CCUF Workshop seems to have been a big success. Based on the output slides it was clear that a lot of work was done on each topic. We will need to have some checkpoints with the WGs/TWGs that met over the next few months to encourage continuation of work on action items coming out of the Workshop.

The CCUF MG met with Anne Neuberger during the conference. Matt will draft and circulate more feedback for providing additional thoughts and reiterating what we shared with Anne Neuberger in writing.

Discussed Lessons learned from the 4th CCUF Workshop:

* Important to be ready with enough content for the longer sessions;
* Important to have a note-taker to assist the session leader;
* No promises on remote access to meetings, and test them once on-site;
* The TC sessions – the 8 hours block of time was beneficial;
* Keeping the longer sessions on the WGs/TWGs to around 2 hours, or spread the session over a few days. It seemed that exceeding 2 hours decreased effectiveness;
* Colocation with the CCDB was very beneficial;
* Need a way to involve others that are interested in contributing (including getting them signed up for tasks).

#### General Meeting

We held the CCUF General Meeting Tuesday, September 10 during the ICCC. We used the time to go over the summary of the Workshop sessions as well as solicit input from the attendees.

### Outline Schedule for First Quarter Meeting/Next Workshop in Turkey

The first quarter meeting/ next CCUF Workshop has been announced as March 17-21 in Turkey, likely Istanbul. Umay, the head of the Turkish Scheme has already been in discussion with Alicia about space requirements.

Going to post a survey on Team Lab to see who thinks they will be able to come. We’ll post one now for early interest indication, and come back for more definite attendance later.

Also exploring an ability for virtualization.

#### 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

### Outline schedule for elections

In accordance with the CCUF Governance document, in 2014 four of the seven CCUF Management Seats are up for election. While together in Orlando, the CCUF MG members drew slips of paper to determine those whose seats will be up for election in 2014, and the remaining three for 2015.

Seats up in 2014:

* Alicia Squires
* Brian Smithson
* Mike Grimm
* Simon Milford

Seats up in 2015:

* Matt Keller
* Miguel Bañón
* Petra Manche

#### Upcoming Election tasks

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

* Announce vote rules, get vote counters, voting alias, schedule: [election minus four weeks]
* Freeze date for membership: [election minus two weeks]
* Dates of Nominations: [election minus two weeks]
* Dates of Campaigning: [election minus one week]
* Dates of Election: April 23-29 or April 30-May 6?
* Announcement of results: April 30 or May 7
* Results take effect: May monthly meeting on/around 5/15

### Discussions on CCUF strategy and organization

Alicia investigated through a friend that works in non-profit that we can register as non profit in the US (under 501c3) and not have any income. However, we would be termed as an association and would have to file taxes. Is the US the right place to do this if we wanted to move forward?

Brian’s proposal for creating a Teamlab project for PP editors, and another for ToR writers. He'd like to create it as a project so that it has its own file space as well as a discussion forum. He proposed it could be useful for TCs of one sort or another to share how they're handling some of the trickier parts of ToR work; in particular, voting rules. These groups which aren’t really TWGs, would be called Special Interest Groups (SIGs). Brian will move forward with this.

We received a request to create an HSM module TC. We will create this space and make Chris Brych the space manager.

### Updates from David

David shared that the USB cPP WG believes that they have answered the open questions that they had received. They are putting together an FAQ to cover these.

**For the next CCUF MG Meeting**

Continue our discussion about management group members specializing in specific area and the future vision of the CCUF.  Areas outlined include: 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). Discuss where we want to take the CCUF.

Talk about Simon’s chart.

CCUF should host a dashboard that shows all TCs (US and all others we know about) their status and basic contact information.

The CCDB asked us to come up with the new list of categories to be used on the CC Portal website to categorized the certified products list.

Discuss atsec’s offer to help host another CC conference and how the CCUF could (or could not) help with hosting the ICCC or other events.

# 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 Wednesday, October 16.**