CCUF Management Group Meeting – January 20, 2017

# Attendees:

* \* Alicia Squires – Cisco
* Lachlan Turner – ArkInfosec
* \*Matt Keller ‑ Corsec
* \* Michael Vogel ‑ Huawei
* \* Miguel Bañón ‑ Epoche & Espri
* \* Mike Grimm ‑ Microsoft
* \* Petra Manche ‑ Oracle
* David Martin – ~~CESG~~ NCSC

# January Agenda:

1. Will develop a plan for checking if accounts are active [Alicia], write a first draft of the renewal letter [Michael]
   1. Can export the user DB to check which users are active OR have CCUF MG members check which users are still active [Alicia, Petra]
   2. Need to start doing backups of Only Office [Mike]
   3. Renewal letter is in progress [Michael]
2. Renew when the domain is up for renewal in 2018 [Mike]
3. Draft an initial proposal for voter registration [Matt]
   1. Sent updated draft in early January; need to finalize on terminology and the decision-making process: (a) if a quorum of 50% of the registered entities for voting are cast for a yes/no decision, the measure passes if two-thirds of the votes are in favor; (b) don’t see a reason for write policy that all votes will be yes/no, instead this will be a best practice – Matt to send an updated draft for comment
   2. Up to two people per entity can register to be person who casts the vote for their organization (this would be a change)
   3. Add a write-up on what we’ve heard, the problem being addressed, and the solution
4. Start planning for the April workshop [Alicia]
   1. April 24 – 26 in Amsterdam; Alicia checking into space for CCDB and CCUF meetings
   2. Introduction posting [Alicia]
   3. Post announcement for TCs and iTCs to register [Michael]
   4. Will open registration without a pre-registration survey
   5. Touchpoint in February immediately after CCUF mgmt meeting
5. Proposed updates to CCUF charter for voting [Matt]
   1. See above
6. CCDB update [David]
   1. Nothing direct from CCDB
   2. Will invite scheme at RSA Conference about the CCUF meeting in San Francisco
   3. Getting closer to trialing the new collaboration site
7. Any other business
8. Next meeting Thursday, Feb 16 8:00 – 9:30 AM Pacific

# December Agenda:

1. Only Office user limits; current member # is 917; potential actions include
   1. Aging out unused accounts
      1. Have 50 pending invitations to join
      2. Will develop a plan for checking if accounts are active [Alicia], write a first draft of the renewal letter [Michael]
   2. Buying a subscription
      1. Could be a few thousand dollars per month
   3. Move to a different site
      1. Long-term item with many lead month lead time
   4. Accept the 1000 user limit
2. Disabling birthday reminders and other notifications
   1. Tried to shut down the notification feature and couldn’t
   2. The next step would be to escalate to Only Office tech support
   3. We no longer have access to the mail module
3. Better collaboration tools
   1. Concerns: assign tasks to groups and members and issue tracking [project management], online doc editing and change tracking, version mgmt
   2. earlier analysis on collaboration tools is at <https://ccusersforum.onlyoffice.com/products/files/#1408912>
4. Ccusersforum.org domain renewal in 2018
   1. Yes, we need to do this
   2. Mike G to renew when the domain is up for renewal
5. In-person meeting during RSA
   1. February 13 – 17; Wednesday February 15 is most likely time for in-person meeting
6. Spring 2017 workshop planning
   1. CCDB meetings are around April 24 – 26; workshop may be the same time
      1. April 27 is King’s Day and Rob H recommends seeing
   2. Start planning for this in January [Alicia]
   3. The CCUF will be in Amsterdam, hosted by Cisco
   4. CCDB meetings may be at Cisco Amsterdam too
7. Autumn 2017 workshop and ICCC
   1. Some background discussions but no definitive plan
8. Voting proposal discussion
   1. Matt has been checking to see how “voter registration” could fit into existing policies
   2. We can create a Only Office group to create a list of individuals who are the registered voters for their organizations’
   3. Matt to draft an initial proposal for voter registration
9. Update from David
   1. Checking on status for the prospect of a new site
   2. David recommends doing a trial with an iTC first before migrating away from Only Office
10. Next meeting is Thursday January 12, 2017 at 11:00 AM Eastern

# November Agenda:

1. Reading workshop wrap-up and next steps
   1. Workshop outcomes
   2. Request slides or meeting notes
   3. Next steps for the April 2016 incorporation proposal
      1. Alicia reports back on meeting notes from February and March: discuss in April, “voting in multiple phases after new mgmt board”; drafts posted to CCUF portal and left for the next MB to decide
      2. Continue with the strategic plan and solving problems w/r/t to IT and hosting workshops without depending on incorporation as the solution, but will no longer pursue the specific April 2016 incorporation proposal
      3. Lachlan to update the strategic plan; priorities are
         1. Growth and the 1000-user limit Only Office limit
         2. Better / more productive collaboration tools
         3. Ability to host a workshop when necessary
         4. Agreement on decision-making / voting rules
      4. Mike to add a post to the incorporation forum that we are pulling the proposal based on the feedback from the April and November workshops and feedback on the forum
   4. Next steps for the voting proposal
      1. Draft an updated proposal [Petra, Matt, maybe Michael V b/c he had the idea of adding a voter registration]
2. ICMC sponsorship / posting to Only Office
   1. We’ll do this. Mike to communicate back to ICMC organizers
3. Upcoming CCUF events
   1. Monthly calls? [put on hold for now]
   2. In-person meeting at RSA? [yes, get meeting space now]
   3. Spring 2017 CCUF workshop [start planning three months ahead 🡪 January]
4. Anything else?
5. Updates from David
   1. CC update in ISO/IEC SC27 WG3
   2. CCUF liaison to ISO [discuss at next meeting]
6. Next CCUF mgmt group meeting
   1. Tuesday, December 13, 2016 at 11:00 AM Eastern

# October Agenda:

1. Reading workshop preparations [Petra]
2. Key CCUF sessions at the workshop (CCUF Strategic Plan, CCUF and CC Futures) [Lachlan, Mike]
3. Proposed changes to voting procedures [Petra]
4. Latest NIAP advisory group [Matt]
5. CMUF Background info [Matt]
6. Only Office status and CMUF [Petra, Matt]
7. CCUF and ISO SC 27 [Mike]
8. Updates from David

# October Notes

* **Workshop prep**
* 81 workshop attendees so far, registration closes Friday morning (UK)
* Planning for teleconference in two conference rooms
* Meeting on Monday October 31, at Oracle, 3:00 PM
* **Proposed changes to voting procedures**
* Oracle provided a clarification to the voting proposal in July/August, no further discussion in CCUF MG
* Will discuss this as part of the Strategic Plan session and have open discussion
* Need to also discuss concerns about deadlock and if the group would get into a “stuck” state
* Continue moving towards a vote
* **NIAP Advisory Group**
* Started recently and will run until February
* Will ask for volunteers during Open Mic at the workshop
* **CMUF Backgrounder**
* CMUF focused primarily on US and Canada CMVP and related ISO standards, 200 members of which 50 – 60 are active, 15 – 20 people dial into calls
* Has a steering committee of 7 – 8 people
* Matt to liaison with CMUF and ask for an intro and clear request

Action Items:

* **Next meeting scheduled for Tuesday November 15, 11:00 AM Eastern**

# Last meeting

**Discussion on September workshop**

Options from Umay to CCRA committees: [and decide on August 1]

1. Carry on as-is

2. Cancel conference and hold CCRA meetings

3. Cancel conference and CCRA meetings

**CCUF potential actions**

A. Continue as-is

B. Cancel now -- announce on July 25, [look for a different venue and different time, not part of announcement]

[Mike to send draft copies to mgmt group and David of the announcement and an email to Umay]

Petra, Mike, Alicia check on availability for rooms and times

Miguel to check if sideline meetings during ISO is a possibility / RSA in February 13 - 17 is another option / Spring 2016 CCDB meeting isn't fixed

out of band meeting on August 2, placeholder for August 4

C. Relocate

D. Survey members and then decide

E. Turkish members workshop

Agenda:

1. workshop futures

2. Korean CCUF - Matt is continuing to discuss, mostly information exchange

3. Voting proposal - current proposal is 50% of membership voting with 2/3rd voting in favor of the measure; 200+ organizations however many are not active; provided examples

4. Michael's CNITSEC visit - they are interested in seeking a meeting and want a response from CCUF

Agenda for early August meeting:

1. workshop futures

2. plan to engage with CNITSEC and non-CCUF stakeholders

3. voting proposal - review from ground up

# September Agenda:

1. September workshop and ICCC
   1. June 20: 17 abstracts received, need 40 abstracts and 60 speakers for a 3 day ICCC
   2. June 21: received 10 additional abstracts
2. Chinese Ministry offer to host a CCUF in China
3. K-CCCUF [Matt]
4. Proposed changes to voting procedures [Petra]
5. Updates from David

# Discussion:

**Management Group Elections in 2016**

The CCUF Management Group (MG) 2016 election completed on 5 May 2016, and the following are the results, with the top 7 vote recipients making up the new MG

**Final results**

|  |  |  |
| --- | --- | --- |
| **#** | **Name** | **Votes** |
| **1** | Miguel Bañón, Epoche & Espri | 39 |
| **2** | Alicia Squires, Cisco | 38 |
| **3** | Lachlan Turner, CSC | 34 |
| **4** | Mike Grimm, Microsoft | 33 |
| **5** | Petra Manche | 33 |
| **6** | Michael Vogel, Huawei | 32 |
| **7** | Matt Keller, Corsec Security | 29 |
| **8** | Bill Penny, IBM | 24 |

### Updates From Specialization Areas

* Workshop planning ‑ [Mike, Alicia, Miguel, Petra, Michael] ‑ focused on ICCC Workshop
  + Planning beginning for the 10th CCUF-CCDB Workshop in Turkey: Have been working with the Turkish Scheme, but we owe them some answers.
    - * Schedule will be 4 days: [information to be added]
      * Next meeting will be May 25.
    - ICMC Common Criteria Day, during the ICMC (18-20 May)
      * Several MG members were approached to contribute to the new Common Criteria day (on May 20) preceding the start of the ICMC 2016 in Ottawa. Matt talked to Bill, who organizes the ICMC, and he wants to divide that day into two tracks. One would be technical topics on CC and Crypto, and another would be possibly end-user focused.
      * We will continue to support postings about this on the CCUF Portal. Also, if anyone has input on a suggested keynote on the CC day, Bill was interested in that.
* Tools/Website ‑ [Michael, Petra, Lachlan, Miguel] ‑ focused on next tools needed and facilitating access for new members
  + CCDB reiterated in India that they would like us to provide the dashboard.
  + The tools and strategic plan are merging under the CCUF Strategic Vision work.
  + Website domain still owned by Brian and he has agreed to continue this.
* Tracking templates ‑ [Miguel, Petra, Lachlan, Brian] ‑ focused on a method for tracking and making templates available
  + No current actions.
* Facilitating interaction with Schemes ‑ [Miguel, Matt, Lachlan] ‑ track open questions to the schemes and their open requests of us
  + Need to ensure that questions that are gathered for the CCDB truly merit being circulated amongst the CCDB. There may not always be the need for it. It would be preferable to have single tough one or no questions than several that are not really needing to be asked.
  + Lachlan created a “Procurement Requirements Forum” on the CCUF Portal and began populating what he was aware of or had received. In Australia, this topic was discussed but no additional feedback has been received. This forum will be left open for any developments or new information.
  + The CCUF MG continues to facilitate the NIAP Collaboration WG. If people have interest in joining they should email [mgmt@ccusersforum.org](mailto:mgmt@ccusersforum.org). Matt put out another call for interest via OnlyOffice on 12/14/15, and has populated 3 more groupings of participants in the WG. The next transition will happen in February. Matt is working this transition by end of February.
* Marketing of CCUF ‑ [Alicia, Lachlan] ‑ this could be handed off to the Marketing WG.
  + Creation of content for a ‘new.ccusersforum.org’ landing page for those new to CC is in-progress.
    - Prezi ‑ ready for posting, Lachlan to post the link to the website with Brian/ Miguel
    - CCUF: FAQ ‑ Brian drafted and posted it in the wiki pages, also in the new welcome message
    - CCUF: Welcome Letter (first version already in use)
  + Coming out of the India Workshop was an idea to liaise between the CCUF and SmartCard Community, and any others that would help drive end user involvement. Goal of reaching technology end users. Lachlan to widen the discussion in the Marketing WG. ISCI WG1 was suggested as a place to start with this. Should we have a liaison out to the end user community that is looking for ways to sell CCUF to them? Miguel already interacts with ISCI WG1 and will contact them in this regard.
  + At the Australia Workshop, breakout sessions generated a number of ideas. They were posted for others review in the workshop summary.
  + AI’s coming out of Windsor included defining a customer base to target and mapping the CC to other controls being used (FedRAMP, HIPAA, PCI).
* Monitoring TWG status/progress ‑ [Petra, Matt] ‑ keeping track of TWGs
  + No current actions.
* CCUF Strategic Vision ‑ [Lachlan, Brian, Petra, Matt] ‑ focused on “Where do we want to take the CCUF?”
  + There is a need for an overall strategic plan to be created (based on guiding principles). Lachlan suggested this and create a draft outline, which is out for comment. Petra, Mike, and Brian also are involved and had a meeting. They will be reaching out to various stakeholder groups with questionnaires/polls. Survey results are in: 49 responses. Subgroup (Petra, Mike, Brian, Lachlan) met after the results came in. Continuing to work on the strategic plan and the Workshop session. Summary of the results were posted to the portal as well. A draft of the Strategic Plan was documented and shared with both CCUF and CCDB at the Workshop. Comments were received from the CCDB in the joint session. Upcoming items: after the Workshop adding rationale to the objectives around funding and legal entity. Also posing a question to the CCMC at the upcoming Workshop around a vision from them on Incorporation/funding/tools (even as wide as the role of the CCUF) of the CCUF. Also, is there a 3-5 year plan for Common Criteria overall? Meeting on Tuesday 8 December dedicated to this topic. The following Action Items will be worked by end of January:
    - Mike took an Action to document triggers for incorporation as well as a risk/rewards.
    - Petra took an Action to document alternatives
    - Brian to provide updates on the tool and organization
    - Alicia took an Action to get help on pulling together the plan

The plan is to put this plan together in January; meet on it in mid-February; incorporate updates; post to the CCUF membership by mid-March. Also have a topic on it in Seoul. Voting, which may be multiple-phased, to begin after CCUF MG elections (June).

As of February 18, 2016, the updated plan is to get additional options put into the draft (being circulated with these meeting minutes amongst the MG), and individually mark it up by February 29. Then if we can agree on the draft contents, we will send it out to the community before the next management group meeting on March 17. At the March 17th meeting we will discuss the plan for information sessions and voting.

**As of March 11th (rescheduled mid-March meeting), the MG worked through two side-by-side drafts of the draft. It is still a work in progress, and attempts are being made to get it on the portal in the next week.**

* + Following work on the strategic plan: Consider what role the CCUF should play in the overall Project Awareness/Management of the international TCs (cPPs). This overall topic came up again in India. The CCDB has been discussing how they want us to be involved in iTC work. Should we draft and present a proposal for what we can do? Also dependent on the Tools Specialization area to determine the method for presentation. This will be a request from the CCDB for Seoul.
  + The Management Group was posed a question on whether the CCUF could support Technical Rapid Response Team (TRRT) expertise for questions coming out of use of the new cPPs. The Management Group sees no role for the larger CCUF, and David is taking action item to investigate the original question. It is our understanding that the iTC’s are standing up this capability themselves. There may be an opportunity to take what the NDcPP group has done and help circulate that information to other iTCs. This is a good Workshop topic for Seoul.

**New Members and New Roles**

A process for election of chair and vice-chair is needed.

Nominations:

Miguel ‑ vice chair

Petra ‑ chair or vice chair

Mike ‑ chair or vice chair

Lachlan ‑ chair or vice chair

~~Matt ‑ chair or vice chair~~

Proposal to create a third role for Alicia for continuity, a Chair Emeritus.

Miguel will be the vice chair.

After discussion, Matt removed himself from consideration.

Mike will be the chair.

**Voting and Governance Requested Change by Oracle**

Oracle submitted the following request for an update to the CCUF Charter and Policies

*In accordance with CCUF Charter and Policies, January 19th 2015 draft, Section 4 Voting, Oracle Corporation requests that the MG administer a CCUF membership vote to amend the Section 4 of the above referenced document, to include:*

1.      *For any major modifications to the Charter or to the CCUF bylaws that of organizations two thirds (2/3) are required to participate*

*and*

2.      *A majority a minimum percentage (50%) of the organizations voting are required in order for such changes to be considered approved.*

*Major modifications include (but are not limited to) changes in status (from informal organization to incorporated), agreements to accept responsibility for conferences (such as ICCC), imposing of fees, hiring of staff, or any items that would have a substantial impact on the constitution of the CCUF.  Only if both the conditions above (1) (2)  are met will the measure be considered passed, otherwise the the voting will be considered as if the measure failed.*

The MG understands the request to be a suggestion to establish a minimum quorum of necessary voting organizations when ‘major modifications’ are to be made. For consideration, here are the percentage of organizations that participated in the CCUF elections to date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Vote** | **Number of Orgs** | **Number Voted** | **Percentage** |
| 2012 MG Elections | 122 | 49 | 40.16% |
| 2014 MG Elections | 196 | 48 | 24.49% |
| 2015 Governance Acceptance | 231 | 21 | 9.09% |

Requiring that two thirds of the eligible organizations must participate in such a vote, to have a quorum, would set any such vote up for certain failure. The MG understands the request and there seems to be consensus that a quorum could be put in place, but the circumstances that dictate it, and the percentage are to be determined. We request that Oracle provide additional clarification/information on the quorum percentage of other organizations with which they are familiar. We will continue this discussion in our April MG meeting. Also, for consideration is whether the principles of operation in the CCUF charter could be the definition for what constitutes a major modification (i.e. changes to those principles would trigger the need for the quorum).

**Regular CCUF Member Calls**

The CCUF MG is hosting regular conference calls for CCUF Members to come and have an ad-hoc discussion on any current issues. In 2016 we are moving to a quarterly call, based on participation.

Note that the leaders will be responsible for scheduling the bridge (or requesting someone to do it for them), sending the invitation, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2016 Month** | **Call** | **Who leads?** | **Targeted Date** | **Targeted Time** |
| January | CCUF Status Update conference call | Alicia/Matt | 21 January | 11 AM EST |
| April | CCUF Status Update conference call | Miguel/Petra | ~mid April (could be done in March before Workshop) | 10 AM GMT |
| July | CCUF Status Update conference call | Lachlan/Mike | mid July | 4 PM PST |
| October | CCUF Status Update conference call | Matt/I | mid October | 11 AM EST |

These times were chosen because they allow for two of the three to be ‘reasonable’ 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 |

### Updates from David

None.

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 4 PM GMT on Tuesday, June 21, 2016**