CCUF Management Group Meeting – August 13, 2015

# Attendees:

\*Brian Smithson – Ricoh

\*Lachlan Turner – ArkInfosec

\*Matt Keller – Corsec

\*Miguel Bañón – Epoche & Espri

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

\*David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

**Brian:** work on CCUF FAQ – 15 July – COMPLETE

**All:** review the Strategic Plan – 17 August – COMPLETE

**David:** consider whether the iTC areas on CCUF portal can be opened up to the public – 16 February

# Agenda:

A. Updates from Specialization Areas (10-20 min)

B. Workshop planning (1 min)

C. Regular CCUF Member Calls (2 min)

D. Updates from David (5 min)

# Discussion:

### Updates From Specialization Areas

* Workshop planning – [Mike, Alicia, Miguel, Petra] – focused on ICCC Workshop
  + Planning beginning for London: Have 2 rooms committed to us at the same venue as the CCDB meetings.
    - * Schedule will be 4 days: Wednesday, 16 September; Thursday, 17 September; Friday, 18 September; and Monday, 21 September. CCDB will meet 15-17 September, CCES on 18 September, and CCMC on 21 September.
      * We have 2 rooms allocated to us from 8 AM – 6 PM each day.
      * Met the first week of June to begin planning, and have started to receive requests for blocks of time from iTCs and WGs.
      * As of mid July, schedule is now posted that shows start at Noon on Wednesday, has Friday allocated to most of the day with the CCDB, and Monday is iTC meetings.
      * Last remaining question is on coffee breaks and lunch timing.
* Tools – [Brian, Petra, Lachlan] – 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.
* 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.
* 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.
* 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 dates: updated working draft in July 2015; reviewed within the Management Group in August; ready for CCUF review/consideration in September 2015.
  + 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? This will also depend on the iTC areas in the portal being made public (see AI for David). Also dependent on the Tools Specialization area to determine the method for presentation.

**First Quarter Meeting 2016**

We have already received details on the location and dates for the First Quarter meeting in 2016, to be hosted by the Korean Scheme. It will be held from April 4th, 2016 to April 7th, 2016 at COEX, Convention and Exhibition Center in Seoul, South Korea. We have been allocated 2-3 meeting rooms, and we’ll be asking for early interest in the next few months.

**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. 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.

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| **2014 Month** | **Call** | **Who leads?** | **Targeted Date** | **Targeted Time** |
| January | CCUF Status Update conference call | Alicia/Matt | Didn’t happen | 11 AM EST |
| February | Informal Member Call | Miguel/Petra | Monday, 9-February | 10 AM GMT |
| March | Informal Member Call | Lachlan/Mike | Thursday, 19 March | 4 PM PST |
| April | CCUF Status Update conference call | Miguel/Petra | Cancelled for Workshop | 10 AM GMT |
| May | Informal Member Call/ Workshop debrief | Matt/Alicia | Monday, May 18 | 11 AM EST |
| June | Informal Member Call | Miguel | Tuesday, June 16 | 11 AM GMT |
| July | CCUF Status Update conference call | Mike/Brian | Didn’t happen | 4 PM PST |
| August | Informal Member Call | Brian/Lachlan | 20 August | 4 PM PST |
| September | Informal Member Call | Alicia/Matt | 9 September | 11 AM EST |
| October | CCUF Status Update conference call | Matt/ Alicia | mid October | 11 AM EST |
| November | Informal Member Call | Petra/Miguel | mid November | 10 AM GMT |
| December | Informal Member Call | Brian/Mike | mid December | 4 PM PST |

These times were chosen because they allow for two of the three to be ‘reasonable’ for each major geography where we have members:

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| **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

David is confirming with the iTC’s whether their areas on the CCUF Portal can be made public.

Speaker announcements have gone out. Hotel registrations are filling up fast. Important to book now.

# Next Meeting time and topics:

**In-Person at 10 AM BST on Wednesday, 16 September in the main CCUF room (Windsor 3)**