CCUF Management Group Meeting Minutes

August 19, 2020

# Attendees:

* \*Brian Wood - Samsung
* \*Kwangwoo Lee – HP
* Lachlan Turner - Lightship
* \*Michael Vogel ‑ atsec
* \*Miguel Bañón ‑ Consultant
* Mike Grimm ‑ Microsoft
* \*Petra Manche – Cisco
* \*Mary Baish NIAP (CCDB Liaison)

(\*) In attendance

# Agenda:

## CCUF Elections and Charter

**Actions:**

* + PM ping Erin to provide feedback on process.
  + BW to do final edit on charter before members review.
  + MG to look at the definition of the organization in the Charter, in particular individual consultants.

## Report:

* **CCUF MG Elections 2020**

**Report:**

* PM emailed Erin no reply as yet
* Wording of meetings – specifying exactly types of meetings
* KL would like discussion on definition of the organization.
* Final edits need to be done by 2 weeks before next week.
* Future look at moving voting into TOR with same restrictions.

## CCUF Workshops

* **CCUF Fall Workshop Virtual 2020**

**Actions:**

* BW ask members if there are topics they want via a survey.
* PM to send MB link of previous recordings.

**Report:**

* Bill has offered either one day the week before ICCC or 1 day after ICCC. He would like us to stick to 1 day.
* Looking at what to do with at workshop.
* **ICCC 2020**

**Actions:**

**Report:**

* November 16-18 2020, Virtual
* Planning committee met on August 17, 2020, Papers are currently being reviewed.
* Registration is open and cost for virtual conference (early registration $390, reg fee $560)
* 3 days, 6 hours long. 13:00 -19:00 CET (07:00 – 14:00 Eastern)
* 52 presentations, there will be two keynotes (1 confirmed) and 2 plenary (possibly CCDB & CCUF)
* Hoping final schedule to be ready by September 11.
* CCRA meeting week before
* **San Francisco (RSA): May 2021**

**Actions:**

**Report:**

## Communications/Outreach

* **Newsletter**
* **Actions:**   
  + ~~PM/BW Ongoing: Next newsletter in Summer time-frame:~~
* **Report**:
* Newsletter went out July 28 2020
* **Blogs/ CC External resources**

**Actions**:

* **Report:**
* Spreadsheet has been updated, and CCUF members users encouraged to contribute.
* CCUF Calendar updated (08-10-2020)
* **Linked In “Common Criteria Professionals”**

**Actions:**

**Report:**

Ongoing.

* [**CCUF website**](http://ccusersforum.org) **and** [**CCPortal**](https://www.commoncriteriaportal.org/CCUF/) **updates  
  Actions:**

**Report:**

* FP has bought domain.
* BW, KL, PM delegates on the domain. BW has fixed bugs and looking at setting up Wordpress site.
* Wordpress is free. GoDaddy allows for pre-configured setup including Wordpress.
* **Membership calls**

**Actions:**

* + MG/LT/BW to provide minutes of call
  + KL will set up a APAC call Sept 10 or 11

**Report:**

* North America call was on August 12th 2020
* European call will be on Sept 9th 2020
* KL has a bi-weekly Asia call
* **Member Survey**

**Action**:

~~LT to send revised version for comments/review~~

~~BW/LT to complete the draft of a survey and send to management group for review and completed after MG elections~~.

CCUF MG to review and comments 1st week of Sept and review on next call.

**Report:**

It is four years since we last performed [a member survey](https://ccusersforum.onlyoffice.com/products/files/doceditor.aspx?fileid=4296282). San Francisco meeting was supportive of repeating that.

## Liaisons

* **CCDB: (Mary Baish)  
  Actions:**

MB to draft report

CCUF MG to provide feedback on report

**Report:**

* + CCDB & CCMC meeting week before ICCC for 4 days
  + Formal report being presented to CCDB
* **ISO (Kwangwoo Lee)**  
  **Actions:**

**Report:**

Virtual meeting Sept 12-16 2020.  
Liaison statements received and posted statements to portal.

Received comments on 18045, End of Day for nations comments 08/20.

Posting of JC21 meeting in September Poland cancelled

61 members to CCUF group

DIS documents posted and comments by next week.

ISO topic connected vehicle and lab CC crypto validation study period

## Conferences & Events with expected CCUF involvement

* ISO Meeting (Virtual September 12-16 2020)
* ICMC (Virtual: September 21-24, 2020) New date and location
* CCUF Fall Workshop (Virtual , 19 2020) New date and location
* ICCC 2020 (Virtual November 16-18 2020) New date and location
* EU Cyber Security Act Conference (Brussels, Belgium December 2-3 2020)
* CCUF Spring Workshop (TBD 2021)
* RSA (May 17-21 2021 San Francisco)

## Collaboration Tools

* **Only Office**

**Actions:**

CCUF MG to look at OnlyOffice, space and github

BW to look at Team Tools applicable to CCUF

**Report:**

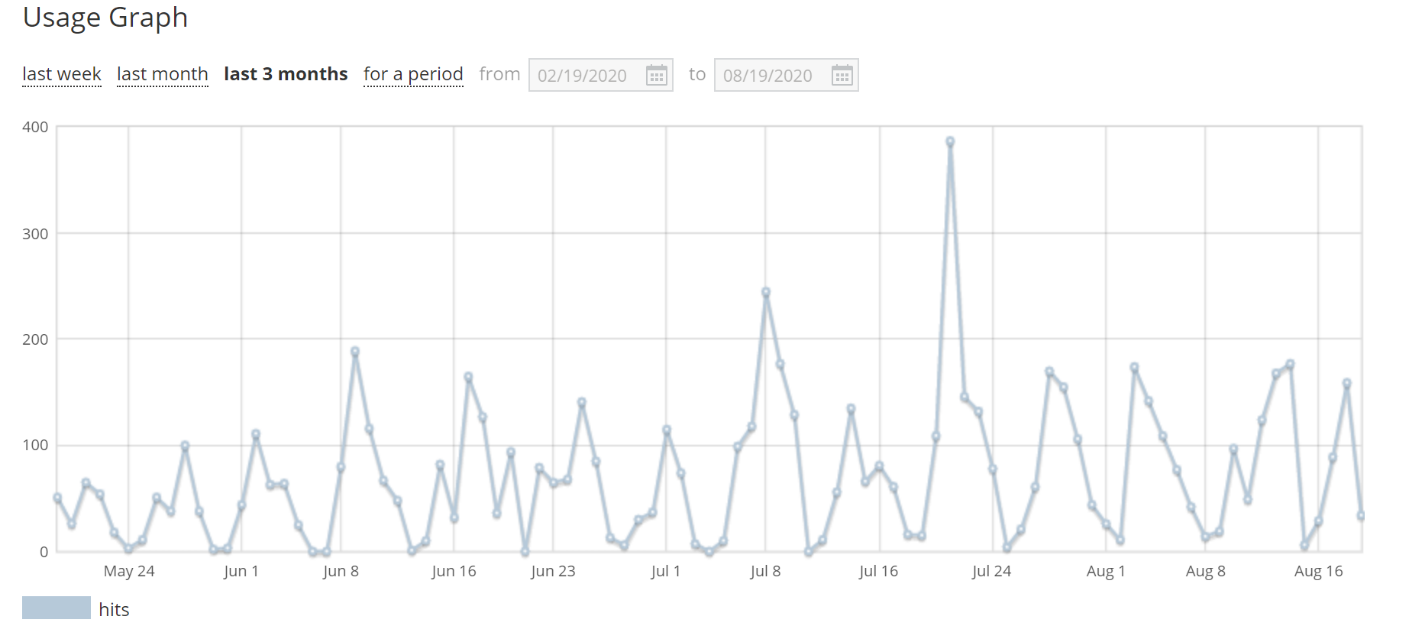
* Look at wordpress on ccuserforum.org.

Management (members/storage/organization)

* + - Storage space used: **5.09 / 50**
    - Number of active users: **654/ 1000**

Backup schedule

PM Performed backup on **2020-08-19**

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* **Collaboration tool Report:**

Has setup DSC and DBMS is starting to setup.

HCD iTC using github.

Waiting on feedback from users who are using the tools.

Ongoing work is being handled by the [Team Tools WG](https://ccusersforum.onlyoffice.com/products/projects/tasks.aspx?prjID=598898#sortBy=title&sortOrder=ascending). (Brian Wood). Real work is on GitHub at [iTC wg tools](https://github.com/itc-wgtools) repository.

Encourage iTC/Tcs to move to method on github.

* **Any Other Business**

Next Meeting time:

* 2020, 16 September 7 PT 9 CT, 10 ET, 3pm UK, 4pm Europe, 11pm Korea