CCUF Management Group Meeting – March 12, 2014

# Attendees:

\*Brian Smithson – Ricoh

\*Matt Keller – Corsec

Miguel Bañón – Epoche & Espri - absent

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

\*Simon Milford – SiVenture/Cisco

\* David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

**Simon/Miguel/Petra:** work on outlining different types of voting structure – Feb 13 – COMPLETE

**Alicia:** post a survey asking for how many intend to attend the Workshop the week prior to ICCC in India. – January 31 - DELAYED

**Petra:** send reminder to non-MG session leaders requesting Workshop session summary by April 10 – March 31

**Session leaders:** Session summaries sent to Alicia – April 10

**Mike:** send email to new Workshop participants requesting feedback – April 3

**Matt:** post the voting announcement detailed below – April 2

# Agenda:

A. Debrief on First Quarter Meeting/5th Workshop in Turkey

B. Schedule for elections

C. Regular CCUF Member Calls

# Discussion:

### Debrief on First Quarter Meeting/5th Workshop in Turkey

Discussed the sessions, where progress was made, and obstacles that we’d encountered during the Workshop.

Many thanks to our Turkish hosts, again, for making the week so accommodating and basically a mini-conference.

We are gathering session data and will be posting the Workshop Summary around the middle of April.

#### Lessons Learned from our 5th Workshop

* Determine whether all sessions leaders will be there.
* Is 4 days the right amount of time? Depends on the schedule. The last items on the agenda seem to get shorted in terms of energy.
* Ask session leaders to pre-post agendas.
* Revert back to longer sessions for some TC’s, and keeping multiple shorter ones on other TC’s that are just in planning stages. WGs multiple shorter seems to work.
* Go back to those that it was their first time attending, and asking for feedback.
* Considering the Workshop and ICCC at the end of the year, staggering the start to at least Wednesday seems to be a good plan. Need to make use of the Monday, Sept 8 if we do delayed start.

### Schedule for Elections

We have now pre-announced the 2014 four of the seven CCUF Management Seats.

Discussed that the three members that aren’t up for election will run most of the election items, to avoid conflicts of interest.

#### Upcoming Election tasks

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

* ~~Announce voting to allow for candidate consideration: [election minus eight weeks] March 5~~
* Announce vote rules, get vote counters, voting alias, schedule: [election minus four weeks] April 2 – Matt to do
* Freeze date for membership: [election minus two weeks] April 16
* Dates of Nominations: [election minus two weeks] April 16-22
* Dates of Campaigning: [election minus one week] April 23-29
* Dates of Election: April 30-May 6
* Announcement of results: May 7
* Results take effect: May monthly meeting on/around 15th of the month

**Regular CCUF Member Calls**

The CCUF MG is considering starting 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 | Thursday, 16-Jan | 11 AM EST |
| February | Informal Member Call | Miguel/Simon | Friday, 21-February | 10 AM GMT |
| March | Informal Member Call | Brian/Mike | Wednesday, 12-March | 4 PM PST |
| April | CCUF Status Update conference call | Simon/Petra | TBD | 10 AM GMT |
| May | Informal Member Call | Matt/Miguel | TBD | 11 AM EST |
| June | Informal Member Call | Petra/Miguel | TBD | 10 AM GMT |
| July | CCUF Status Update conference call | TBD based on elections | TBD | 4 PM PST |
| August | Informal Member Call | TBD based on elections | TBD | 4 PM PST |
| September | Informal Member Call | TBD based on elections | TBD | 11 AM EST |
| October | CCUF Status Update conference call | TBD based on elections | TBD | 11 AM EST |
| November | Informal Member Call | TBD based on elections | TBD | 10 AM GMT |
| December | Informal Member Call | TBD based on elections | TBD | 4 PM PST |

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

**RSA Conference**

There was an in-person General CCUF Members Meeting at RSA. It was a chance to ask some questions of the CCDB members that were present.

### Updates from David

There have been a number of postings on the CC Portal on behalf of the forming USB iTC, including an announcement of the WG, a kickoff, and a number of countries issuing position statements: <https://www.commoncriteriaportal.org/news/>

# Next Meeting time and topics:

**11 AM EST/ 8 AM PST/ 3 PM GMT on Thursday, March 27.**

Post Workshop debrief

**11 AM EST/ 8 AM PST/ 4 PM GMT on Tuesday, April 15.**

voting in full-swing.