CCUF Management Group Meeting – June 11, 2014

# Attendees:

\*Brian Smithson – Ricoh

\*Lachlan Turner – CSC

\*Matt Keller – Corsec

Miguel Bañón – Epoche & Espri - not present

\*Mike Grimm – Microsoft

\*Petra Manche – Oracle

\*David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

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

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

**Alicia:** post the session summary – April 18 – COMPLETE

**David:** review communication/outreach suggestions from Erin Connor. – May 30 – COMPLETE

**David:** review proposed content for the dashboard. – May 30 – COMPLETE

**Matt/ Petra:** Reach out to TWG/TC’s and see who wants to meet at Workshop in India – May 29 – IN PROGRESS

**Mike:** draft updated CCUF Governance wording to cover what constitutes an ‘entity’ and whether people can vote individually if they work for an entity that is voting. – June 5 – IN PROGRESS

**Alicia/ David:** reply to Erin on outcome (moving forward on the information gathering/sharing from CCRA members, but not the Non-5-I nation meeting idea) – June 18

**Brian/Petra/Lachlan:** create a draft of dashboard presentation format – June 23

**Mike, Alicia, Miguel, Petra:** meet to go through planning activities for New Delhi Workshop – by June 30

**Lachlan:** work on plan for gathering procurement information from the CCRA members – what to gather, where to put it – July 15

**Mike, Brian, Alicia:** meet and draft updates on Governance – July 15

# Agenda:

A. Updates from Specialization Areas (5-10 min)

B. Governance Updates (20-30 min)

C. Regular CCUF Member Calls (2 min)

D. Beginning prep for India (15 min)

E. Updates from David (5 min)

# Discussion:

### Updates From Specialization Areas

Continuing our discussion started in Orlando about management group members specializing in specific area and the future vision of the CCUF. We outlined the following areas: 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).

Here are the current specialization areas, who has showed interest in working on them, and any items pending in each group.

* Workshop planning – [Mike, Alicia, Miguel, Petra] – focused on Istanbul First Quarter Meeting Workshop
  + Need planning meeting ASAP.
  + Need engaged with CII.
  + CCDB schedules are not finalized. Workshop likely to start Wed (3 Sept) afternoon. Idea that Monday could be the TC 2nd meeting/closeout day.
* Tools – [Brian, Petra, Lachlan] – focused on next tools needed and facilitating access for new members
  + CCUF should host a dashboard that shows all TCs (US and all others we know about) along with their status and basic contact information. Draft went out for comment. David highlighted that we will likely have information in at least three areas: web presence for the iTC, CC Portal, CCUF website/Teamlab. Need to balance what fast-changing data is kept on the dashboard (like the listing of products meeting that PP).
  + Next steps are taking the suggested information and putting together a way to present it all – June 23
* Tracking templates – [Miguel, Petra, Lachlan, Brian] – focused on a method for tracking and making templates available
  + Drafted voting standards to add to our ToR template and comments to be incorporated. Was posted in the SIG for TC Governance and TORs. This is being used for a ToR template for iTCs that Brian drafted. Also created Decision Making Template, and Comment Tracking to come by June 16.
* Facilitating interaction with Schemes – [Miguel, Matt, Lachlan] – track open questions to the schemes and their open requests of us
  + Questions to be gathered for India Workshop and submitted by early August.
  + Received suggestions from Erin Connor for two outreach areas.
    - CCUF interaction with other nations – agree with communication and information sharing; determining how to open those dialogues (conference calls, Workshops, etc) – Could we post this information on our proposed Dashboard? Could we make a space for nations to post their own?
      * Need to reply to Erin on outcome (moving forward on the information gathering/sharing from CCRA members, but not the Non-5-I nation meeting idea) – Alicia/ David
      * Gathering the information – what to gather, where to put it? – Lachlan
* Marketing of CCUF – [Alicia, Lachlan] – this could be handed off to the Marketing WG.
  + Instructions on how to join the CCUF have been added.
  + Creation of content for a ‘new.ccusersforum.org’ landing page for those new to CC is in-progress. To be live in June/July.
    - FAQ for new to CC
    - Prezi
    - Whitepaper
    - CCUF: FAQ
    - CCUF: Welcome Letter (first version already in use)
* Monitoring TWG status/progress – [Petra, Matt] – keeping track of TWGs
  + Need to prod groups on a monthly/quarterly basis to see how they are progressing against their goals; plans being made to do this; template emails being drafted; awaiting dashboard for formal process
  + To Reach out to TWG/TC’s and see who wants to meet at Workshop in India – May 29
* Strategic vision – [All] – focused on “Where do we want to take the CCUF?”
  + How formal does CCUF need to be – become non-profit? Brian continuing to look into quotes from some organizations. Quotes are coming in from entities that provide this as a service.
  + CCUF has been asked for input on how to make ICCC’s in the future less onerous on the hosting nation [Alicia & Matt]. This meeting happened as a joint session in Turkey.
  + Consider what role the CCUF should play in the overall Project Awareness/Management of the international TCs (cPPs).
  + Given that we have several iTCs in a year or so, and that the Workshops and ICCC present the best venue for these groups to meet in-person. Having more formality to how these events are planned by the CCDB sponsor nation, and inclusion of the CCUF, will help keep this from being ad-hoc.
  + Need to fine-tune the bylaws around what constitutes an ‘entity’? Whether people can vote individually. See Governance Updates section below.

**Governance Updates**

Mike went off and considered the needed Governance updates that were brought to light during and after the elections.

* Election highlighted CCUF growing pains
  1. Participation was lower than expected w.r.t. candidates and voting orgs
  2. Possibility of inequitable voting based on organizational structure
  3. Possibility of inequitable voting based on category (ex. Lab / Consultant / User)
  4. Relatively high-overhead process, election and aftermath have taken 4+ months
  5. In the last two years, most of the hard discussions by the CCUF Board were about (b) and (c)
* Consider revising CCUF governance
  1. Original governance doc was intentionally vague after CCVF and CCF experiences
  2. Current approach does not seem to scale well
  3. May need adjustments now that iTCs are real; iTCs and cPPs raise the governance stakes
* One possible direction
  1. Develop more specific governance policies for CCUF management
  2. Reconsider whether tying role categories and votes is essential
  3. Revisit the “separate votes for separate parts of a company” rule
  4. Could we elect the entire board for a two-year term instead of split elections
  5. Consider including international Technical Communities as a formal part of CCUF

Note that any changes to the Governance must be accepted by a vote of the membership. Thus we should draft all of the changes and have them voted on at one time.

A smaller group will meet to work on this (Mike, Brian, Alicia)

**Proposed schedule (working backwards):**

Vote by CCUF in October

Draft to CCFU in September (have a Workshop session to discuss)

Draft agreed upon by MG at August meeting

Updates in June/July

**Formalizing the CCUF as an Organization**

Brian’s research has turned up a number of possible opportunities to use to formalize the CCUF as an organization. He looked at four options, “create your own", use IEEE-ISTO, use VTM group, and partner with the CMUF crypto group to form an umbrella for both CMUF and CCUF. The costs run from just a few thousand to about $70,000 per year. He also looked at a membership fee structure to support it and came up with some proposals. At this point the MG is considering the information and will continue to discuss it and begin to seek input from others in the community.

**Regular CCUF Member Calls**

The CCUF MG is now 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 | 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 | Thursday, 24 April | 10 AM GMT |
| May | Informal Member Call | Matt/Miguel | Wednesday, 14 May | 11 AM EST |
| June | Informal Member Call | Petra/Miguel | Monday,  9 June | 10 AM GMT |
| July | CCUF Status Update conference call | Mike/Lachlan | TBD | 4 PM PST |
| August | Informal Member Call | Brian/Lachlan | TBD | 4 PM PST |
| September | Informal Member Call | Matt/ Alicia | TBD – with Workshop and ICCC do we hold this one? | 11 AM EST |
| October | CCUF Status Update conference call | Matt/ Alicia | TBD | 11 AM EST |
| November | Informal Member Call | Petra/Miguel | TBD | 10 AM GMT |
| December | Informal Member Call | Brian/Mike | TBD | 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

**Preparations for 6th CCUF-CCDB Workshop in India**

Alicia created a new folder and copy over documents used for planning Turkey and past workshops.

Rough schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tuesday, 2 September | Wednesday, 3 September | Thursday, 4 September | Friday, 5 September | Monday, 8 September |
| CCDB Meetings | CCDB Meetings | CCES Meetings | CCUF-CCDB meetings | CCMC Meetings |
| No CCUF | No CCUF | CCUF WG’s  CCUF iTCs? | CCUF-CCDB meetings | CCUF WG’s  CCUF iTCs? |

### Updates from David

Two new iTCs are very active. Tools are becoming more important. Things like email alias are becoming an issue. Have used Doodle and public Google calendars to show cross-iTC work.

ESRs have been accepted, technical work starting next week.

Considering some changes for first quarter meeting next year. Perhaps centered around RSA timeframe.

# Next Meeting time and topics:

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

Continued planning for India Workshop.