CCUF Management Group Meeting Minutes

December 05, 2019

# Attendees:

* \*Fiona Pattinson ‑ Apple
* Kwangwoo Lee ‑ HP
* \*Matt Keller ‑ Corsec
* \*Michael Vogel ‑ atsec
* \*Miguel Bañón ‑ Epoche & Espri
* \*Mike Grimm ‑ Microsoft
* \*Petra Manche ‑ Cisco
* \*Mary Baish NIAP (CCDB Liaison)
* David Martin ‑ NCSC (guest)

(\*) In attendance

# Agenda:

## General

A rough [plan for CCUF activities](https://ccusersforum.onlyoffice.com/products/files/doceditor.aspx?fileid=5836797) has been produced as a guideline. This can be reviewed and updated by the management team.

## CCUF Workshops

* San Francisco (RSA):
  + Action: FP to post a summary in Only Office.
* **CCUF Spring 2020**

**Actions:**

* ~~PM to put out poll on location~~
* ~~PM to issue result and depending on the result on result~~
* MG to confirm a location.

**Report:**

* CCDB meeting April 21-23 2020, Putrajaya, Malaysia
* Poll closes Oct 31 2019. Currently:
  + 14 (25%) - Hold with CCDB in Malaysia
  + 43 (75%) – Hold at a separate time & location to the CCDB
* Avoid ICMC and ISO
* Have possibility of two places to host workshop both on the east Coast of US. One is going through the approval chain. Possibly one other company in 2-3 places in the US.
* Pros and cons discussed.
* **Toledo, Spain October 14 – 16, 19 2020**

**Actions:**

* ~~PM to talk to Bill in Belgium~~

**Report:**

* CCUF Workshop will be 4 days Wed -Fri and Mon.
* 2 Rooms can accommodate 200 people.
* Lay out will be lecture style
* Meals, refreshments and AV will be covered.
* For joint session tables can be provided
* Happy hour – the hotel bar is in the center of the hotel
* Tuesday afternoon/evening & Wednesday am likely to be a shuttle from Madrid airport to hotel
* **ICCC 2020**

**Actions:**

~~MK to put out a poll~~

**Report:**

* ICCC will be October 20 -22 2020, Toledo Spain
* **ICCC 2021**

**Actions:**

* ~~PM to respond to Australian Scheme with agreed text~~

**Report:**

* Bill still discussing with Schemes

## Communications/Outreach

* **Newsletter**

**Actions:**   
FP/PM Ongoing: Next newsletter in Jan/Feb time-frame:   
**Report**:

* Newsletter went out Oct 16 2019
* **Blogs/ CC External resources**

**Actions**: ~~KL to collect & update data before workshop~~

~~KL to upload tools session to youtube within the month~~

**Report:**

* Spreadsheet has been updated, and CCUF members users encouraged to contribute.
* CCUF Calendar updated (19-05-28)
* ~~KL has videos of Tools session.~~
* **Linked In “Common Criteria Professionals”**

**Actions:**

**Report:**

Ongoing.

* [**CCUF website**](http://ccusersforum.org) **and** [**CCPortal**](https://www.commoncriteriaportal.org/CCUF/) **updates  
  Actions:** 
  + ~~Ongoing: FP: Events page needs update.~~
  + FP to work with Brian to take over the website.
  + FP Update website in regard to workshop & ICCC, ~~MG Roles and organisations~~

**Report:**

* Brian has asked MG to take over ownership of the website. FP is working on taking up wnership.
* **Membership calls**

**Actions:**

* + PM/KL to organize call 2nd week Dec.

**Report:**

* US call on Dec 12th
* **Member Survey**

**Action**: FP/MK to complete the draft of a survey and send to management group for review.

**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.

We will plan to perform another survey with a goal of presenting in Singapore. FP is drafting a survey using surveymonkey - Free service is limited to 10 questions.

## Liaisons

* **CCDB: (Mary Baish)  
  Actions:** 
  + We should produce and communicate the procedures to the iTCs and make reminders that iTCs should provide updates. 19/5/29: This process will be included in the iTC guide being co-ordinated by the Tools iTC (Brian Wood).
  + Action: FP/MV/ Need to identify a “champion” for each topic. MB volunteers to be a champion (Assurance Maintenance).
  + MB to doublecheck on the HCD TOR voting progress
  + MB to provide a list of CCDB attendees to the joint session

**Report:**

* + Vote for approval of HCD is underway.
  + Spring CCDB meeting location will be April 21-23 2020, Putrajaya, Malaysia.
  + MK: CCUF answers to CCDB questions could be improved. We need to provide input to the CCDB when they have asked us questions.
  + Feedback from iTC. Can the CCUF help co-ordinate iTC updates to the CC Portal?  
    Advice and monitoring by the CCUF management group is underway
  + CCDB has asked for an open discussion topic at the joint session in regard to iTC process whitepaper
* **ISO (Kwangwoo Lee)**  
  **Actions:**
  + KL to post liaison statement and work on reply

**Report:**   
Kwangwoo represented the CCUF in WG3 in Paris two weeks ago and presented the CCUF Report.

CCUF did not conclude comments, so will provide them for the next phase

54 members in ISO CCUF group.

KL has uploaded to the portal project area

* [ISO-IECJTC1-SC27-WG3-N1762\_WG3\_LS\_to\_CCUF](https://ccusersforum.onlyoffice.com/products/projects/tmdocs.aspx?prjID=534176#2402615)
* [3rd CD 15045\_18045\_22216](https://ccusersforum.onlyoffice.com/products/projects/tmdocs.aspx?prjID=534176#2502249) and comment template

An extension has been submitted and expected publication is April 2021 (6 month delay)

## Conferences & Events with expected CCUF involvement

* RSA (February/March San Francisco)
* CCUF Spring workshop
* ISO Meeting (April 20 – 28 2020, Russia)
* CCDB Meeting (April 21-23 2020, Putrajaya, Malaysia)
* ICMC (Maryland: April 28-May 1, 2020)
* CCUF MG elections (April 2020)
* CCUF Fall Workshop (Toledo Spain October 14 – 16, 19 2020)
* ICCC 2020 (Toledo Spain October 20-22 2020)

## Collaboration Tools

* **Only Office**

**Actions:**

* PM/MV to sync up ref membership in Jan

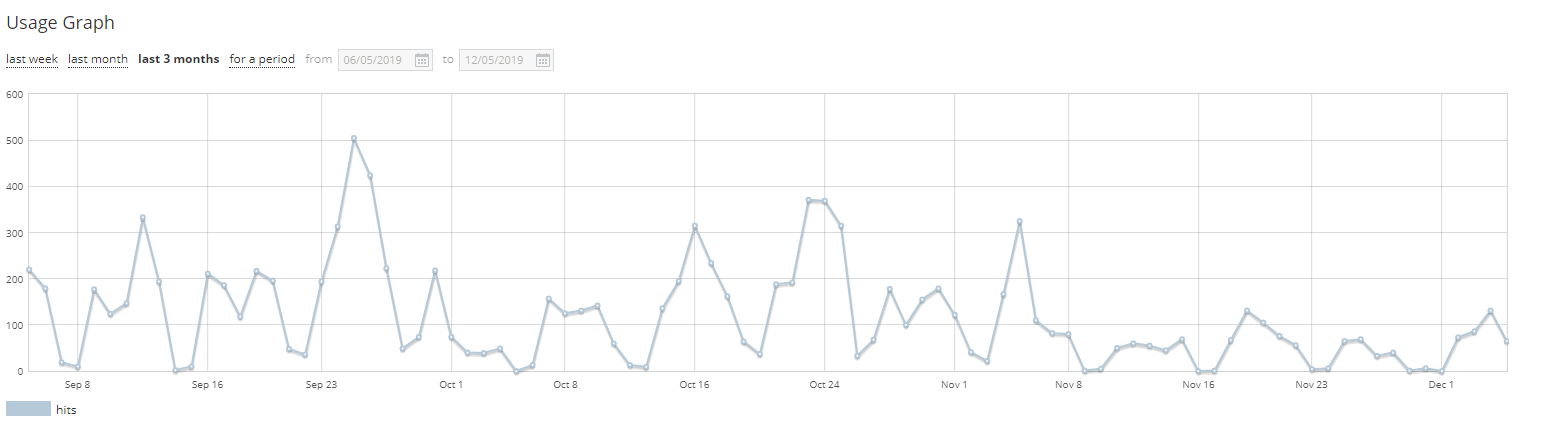
**Report:**

Management (members/storage/organization)

* + - Storage space used: **4.27 / 5**
    - Number of active users: **845 / 1000**

Backup schedule

PM Performed backup on **2019-12-05**

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* **Future of the collaboration tool**

**Report:** 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. David Martin volunteered.

Really good work done

Encourage iTC/Tcs to move to method on github.

* **Any Other Business**

Next Meeting time:

* January 15 2020, 7 PT 9 CT, 10 ET, 3pm UK, 4pm Europe, Midnight Korea