CCUF Management Group Meeting – November 14, 2013

# Attendees:

\*Brian Smithson – Ricoh

\*Matt Keller – Corsec

\*Miguel Bañón – Epoche

\*Mike Grimm – Microsoft

\*David Martin – CESG

\*Alicia Squires – Cisco

Action Items:

**Alicia:** post the outcome of the straw-draw for MG seat elections – Oct 31 – COMPLETE

**All:** consider the areas of specialization in ‘Management Group Member Specialization’ below – Oct 31 - COMPLETE

**Matt:** draft written feedback/summary for Anne – Nov 14 - COMPLETE

**Alicia:** reply to Umay with an updated estimate for the Fifth CCUF-CCDB Workshop – Nov 15

**Simon**: draft voting standards to add to our ToR template – date???

**Matt/ Petra**: reach out to existing TCs/WGs/TWGs and see who wants to meet in Turkey and requested meeting length (1, 2, 4, 8 hours) – Dec 10

# Agenda:

A. Management Group Member Specialization

B. Feedback/Summary of Anne Neuberger Meeting in Orlando

C. Outline schedule for First Quarter meeting – next joint workshop in Turkey

D. Outline schedule for elections

E. Discussions on CCUF strategy and organization

F. Updates from David

# Discussion:

### Management Group Member Specialization

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 to put together a rough schedule so David can start his planning
  + December tasks upcoming, see section below
* Tools – [Brian, Petra, Simon] – 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.
* Tracking templates – [Miguel, Petra, Simon] – focused on a method for tracking and making templates available
  + Draft voting standards to add to our ToR template.
* Facilitating interaction with Schemes – [Miguel, Matt, Simon] – track open questions to the schemes and their open requests of us
  + The CCDB asked us to come up with the new list of categories to be used on the CC Portal website to categorized the certified products list. – Delivered to Umay on Nov 13.
  + We were asked to provide input to NIAP for policy letters being prepared on two subjects: the requirements for Assurance Continuity, including maintenance and re-evaluation of NIAP validated products; and the applicability of NIST Cryptographic Algorithm Validation Program (CAVP) and Cryptographic Module Validation Program (CMVP) to NIAP evaluations.  There was not sufficient time to query and tally responses from all CCUF members, so we provided our inputs on November 6 based on feedback from a number of CCUF members. In doing so, as always, we sought to represent the varied view of the general CCUF.
* Marketing of CCUF – [Alicia, Simon] – this could be handed off to the Marketing WG.
  + Create ‘new.ccusersforum.org’ landing page for those new to CC
* Monitoring TWG status/progress – [Petra, Matt] – keeping track of TWGs
  + Need to prod groups on a monthly basis to see how they are progressing against their goals
  + Need to reach out to TWG/TC’s and see who wants to meet in Turkey and requested meeting length (1, 2, 4, 8 hours)
* Strategic vision – [All] – focused on “Where do we want to take the CCUF?”
  + How formal does CCUF need to be – become non-profit? [Brian and who else?]
  + CCUF has been asked for input on how to make ICCC’s in the future less onerous on the hosting nation [Alicia & Matt]

### Feedback/Summary of Anne Neuberger Meeting in Orlando

The CCUF MG met with Anne Neuberger during the ICCC. Matt drafted and circulated for feedback a summary reiterating what we shared with Anne Neuberger in writing. A posting will be made to the 4th Workshop Forum area summarizing this submission.

### Outline Schedule for First Quarter Meeting/Next Workshop in Turkey

The first quarter meeting/ next CCUF Workshop has been announced as March 17-21 in Turkey, likely Istanbul. Umay, the head of the Turkish Scheme has already been in discussion with Alicia about space requirements. Alicia will reply to Umay this week with the estimate of 40-50 people for the Workshop.

We have posted a survey on Team Lab to see who thinks they will be able to come. We already have 29 or so responses for people planning to be there, and that number could grow. We’ll come back with a request for more definite attendance later.

We are also exploring ability for virtualization of the Workshops.

#### Workshop Schedule

The Agenda is being sketched out, dependent upon information from the CCDB

#### Upcoming Workshop tasks

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

* Three months before (December): announce the Workshop (and request session topics)
* Two months before (January): registration, session descriptions, session leaders, social location finalized
* Month before (February): questions for CCDB, sign-up for sessions, session leaders invite Scheme members to joint sessions
* Week before (by March 10): preso’s ready (opening, joint, and each session), rooms allocated, badges?, door signs, schedule print offs

### Outline schedule for elections

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

#### 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
* 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

**From the last CCUF MG Meeting**

On hold until meeting with CCES on future ICCCs: Discuss atsec’s offer to help host another CC conference and how the CCUF could (or could not) help with hosting the ICCC or other events.

### Updates from David

USB/cPP group met last week to work on the next draft of the process, and will have another draft to circulate shortly.

# Future MG Items To Consider:

1. ~~How formal does CCUF need to be – become non-profit?~~ Part of strategic tasks specialization now.

2. Do we need someone to specifically think about growth and smart growth of the CCUF?

3. Consider what role the CCUF should play in the overall Project Awareness/Management of the international TCs (cPPs).

# Next Meeting time and topics:

**10 AM EST/ 7 AM PST/ 3 PM GMT on Tuesday, December 10.**

Need to discuss a rough schedule for Turkey (will iTCs be kicking off, other TC’s meeting?).