CCUF Management Group Meeting Minutes

July 24, 2019

# Attendees:

* \*Fiona Pattinson ‑ atsec
* \*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.
* **Singapore** (CCDB/ICCC) - October 1-3 2019

**Actions:**

* FP/PM: Reach out to talk to Singapore about CCUF logistics
* PM: iTC/TC/WG
* PM: send out draft schedule, ask for topics & discussions, reg email issues

**Report:**

* Draft schedule prepared.
* Workshop is Wed-Fri and Monday (ICCC is following Tuesday-Thursday).
* Registration for CCUF Workshop is open. PM has emailed all iTCs to see what sessions are needed. Limit is 100 folks.
* Hotel is the Pan Pacific: We have 3 room and coffee/tea break area. CCUF on 2nd floor, CCDB on 1st floor. Coffee/Tea is included.
* Room rates (290 Singapore dollars) - Need to find the code to apply the discount.
* ICCC An announcement by Singapore has been made, and the [call for speakers](https://www.iccc2019.com/call-for-speakers) for ICCC is closed.
* ICCC Program committee has been convened by Singapore and had its third meeting.

## Communications/Outreach

* **Newsletter**

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

* Being worked on
* **Blogs/ CC External resources**

**Actions:**

**Report:**

* Spreadsheet has been updated, and CCUF members users encouraged to contribute.
* CCUF Calendar updated (19-05-28)
* KL has videos of Tools session and the CCUF update session but is awaiting approval from the video stars.
* **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 Reach out to Brian to see if he is willing to continue domain/hosting in the future.

**Report:**

* **Membership calls**

**Actions:**

~~MK/PM/KL: To organise the next calls potentially in July~~

**Report:**

* North America - August 20th
* EMEA & APAC – August 21st
* **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).

**Report:**

* + Vote for approval of HCD is underway.
  + Spring CCDB meeting location is to be confirmed.
  + 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
* **ISO (Kwangwoo Lee)**  
  **Actions:**
  + FP upload 15408 to portal
  + KL to draft reply liason report to WG 3 in time for the WG3 deadline (September).
  + Received feedback/comments from Network iTC, and DSC for FPT\_INI to be forwarded to ISO editor asap (Deadline is mid-June).
  + KL to contact members to

**Report:**   
ISO is almost complete 15408 editing

CCUF ISO member meeting before Sept and possibly at the workshop

48 members in ISO CCUF group.

The liaison was formally approved by ISO.  
Kwangwoo will represented the CCUF in WG3 in Paris which is being held after the CCUF Workshop.

## Conferences & Events with expected CCUF involvement

* ICCC (Singapore: October 2019)
* EU Cybersecurity conference (Brussels, November 2019) (Approved for MK to progress with CNXTD marketing)
* RSA (February/March San Francisco)
* CCUF Spring workshop
* ICMC (Maryland: April 28-May 1, 2020)
* CCUF MG elections (April 2020)

## Collaboration Tools

* **Only Office**

**Actions:**

* **PM/MV to sync up ref membership**
* PM to delete disabled accounts to free up space

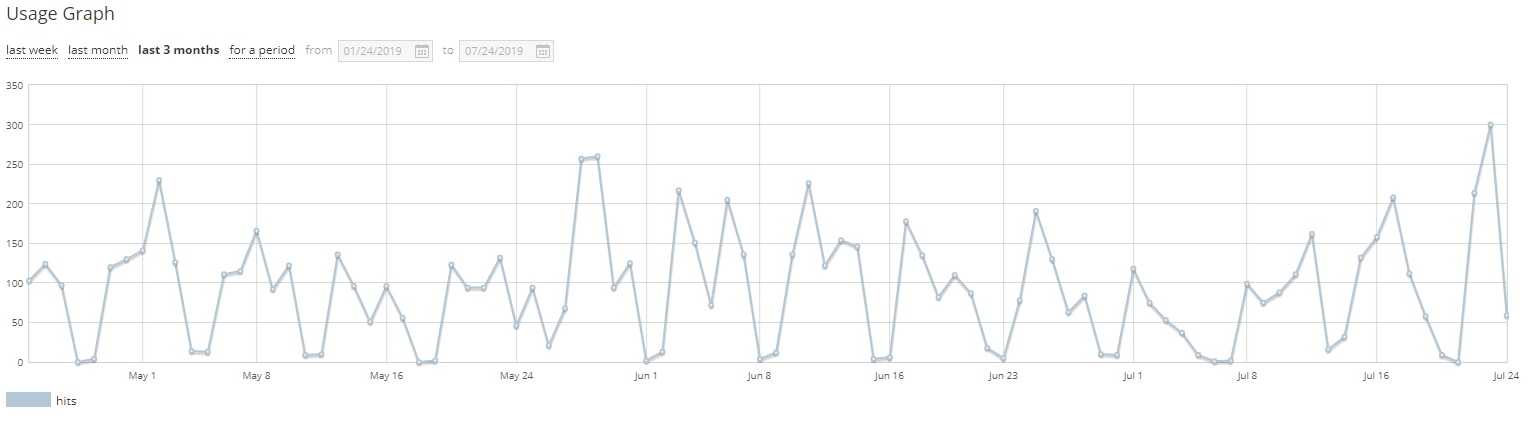
**Report:**

Management (members/storage/organization)

* + - Storage space used: **4.05 / 5**
    - Number of active users: **835 / 1000**

Backup schedule

PM Performed backup on **2019-07-24**

****

* **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 wgtools](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**

Fiona is resigning as chair. For next agenda vote for chair.

Next Meeting time:

* August 28th, 11 CT, 12 ET, 5pm UK, 6pm Europe, 1am Korea