CCUF Incorporation WG meeting notes

For the teleconference held on October 17, 2014. 8:00AM PDT  
Prepared by Brian Smithson / Ricoh Americas

# Attendees

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| --- | --- | --- | --- |
| Joshua Brickman | Erin Conner | Douglas Gebert | Tammy Green |
| Mike Grimm | Ryan Hill | Petra Manche | David Martin |
| Simon Milford | Andy Nissen | Brian Smithson | Alicia Squires |
| Lachlan Turner |  |  |  |

*(Sorry if I missed anyone – please let me know)*

# Agenda

1. Discuss “divide & conquer” approach
2. Action items / next steps

# Notes

We discussed the division of labor by topical area, as outlined in the [agenda announcement for this meeting](https://ccusersforum.onlyoffice.com/products/projects/messages.aspx?prjID=484766&id=277835). There were additional discussions about more specific issues related to those topical areas.

We decided to add an additional area, related to the expanded scope of the CCUF that would be made possible by incorporating (or otherwise having a budget to work with).

We also decided to prioritize the topics into two groups, each group to be worked on in parallel.

After the meeting, I added another topic to cover tools and telecom requirements. I put it in the first priority group because (a) the tools part is fairly well established, but little work has been done on telecom, and (b) cost estimates for these services is needed to support any plans related to budgets and membership fees.

Here is the list of topics in each group (new topics are highlighted):

## First priority

**Membership fees, classes, and rights**. This is a big topic to look into how we can create a structure of membership classes and fees that are fair to smaller organizations, and also to organizations that might have limited interest in the CCUF (but want to participate in, for example, one iTC), and yet bring in enough revenue to support the organization.

**Membership agreements and rules that apply to supported activities**. I think it will be relatively easy to find examples of membership agreements that won't be a problem for legal departments, but I wonder if we need to consider any rules (particularly having to do with transparency or decision-making) or policies (particularly related to IP and patents) that could or should apply to any CCUF-supported activities like WGs and iTCs.

**Engaging the CCUF membership**. How and when should we inform and engage the CCUF membership in this process, and especially, how and when should we go about getting the CCUF to vote on incorporation?

**Relationship to the iTCs and other CCRA-nation-driven activities**. We currently support them on Teamlab, and would presumably continue to encourage iTCs to use CCUF collaboration tools. Do those relationships change if we become CCUF Inc., and if so, in what way?

Tools and telecom requirements. What are our requirements for collaboration tools, and should we try to provide telecom (e.g., webex, gotomeeting, etc.) services?

**Alternatives to incorporating**. For those who think incorporation is not the best approach, you could save us all a lot of work if you can propose alternatives that at least provide an equally improved set of collaboration tools without the need to incorporate to pay for them. Otherwise, it's likely that we'll end up proposing some way to incorporate!

## Later priority

**Intellectual property, patent, and anti-trust policies**. There are many examples in other, similar organizations. What is appropriate for the CCUF?

**Outsourcing choices for legal, admin, and IT (collaboration/telecom) services**. I've looked into three alternatives, but each needs more investigation. And there may be better alternatives to consider than the ones I've come up with.

**Expanded scope for the CCUF**. Should the CCUF consider (as part of incorporating) expanding its role in other areas, such as helping or hosting the ICCC?

# Action items

## Old

Alicia completed an action item from last meeting, to summarize the benefits of joining the CCUF:

* Insight on where Common Criteria is going
* Access to community for questions/answers/discussions
* Participation in Workshops offering direct dialogue with CCDB and government scheme members.
* Access to international Technical Communities work spaces
* Access to Technical Working Groups
* A voice in the community
* Usage of CCUF tools/wiki

## New

1. All: Look at the topics in the First Priority group and volunteer to work with others on one or more of them.
2. Topic groups: Get to work ☺

# Next meeting

We’ll have another meeting in about two weeks. Since some of the WG membership has changed since the last doodle, I’ll launch another doodle to decide on the date/time for the next meeting.