

Notes from OASIS PKCS 11 TC convener call 8-Jan-2013 (taken by Bob Griffin)

**Action Items:**

Chet: add co-editors to call for nominations form

Bob: send email to oasis-charter-discuss mailing list confirming that call for comments has ended and no comments received.

Bob: get any additional sponsors/proposers and final charter to chet by 17-Jan (18-Jan at absolute latest)

The conference call was kicked off by Chet at 11:00 EST (US). Chet requested names of people on call:

Chet Ensign (OASIS)  
Bob Griffin (RSA)  
Rob Philpott (RSA)  
Darren Learmonth (Thales)  
Terry Fletcher (SafeNet)  
Robert Burns (Thales)  
Michael Stevens (QuintessenceLabs)  
John Leiseboer (QuintessenceLabs)  
Sue Gleeson (Oracle)  
Dee Schur (OASIS)

Chet then walked through the slide deck distributed in the invite for the call.

**Agenda**

- Roll call
- Member Comment Review
- TC Launch Timeline
- TC Resources
- Promotion
- Next Steps

**Purpose**

Chet: determine whether any changes are needed to the proposed charter; review TC launch timeline, resources, promotion, etc

**Member Comment Review**

Call for comment went out on December 20; ended this past week. No comments received.

**TC Launch Timeline**

- Draft charter submitted 19-Dec
- We have up to 18-Jan to submit final charter, and names of additional proposers / sponsors
- Call for participation will go out on 18-Jan; this gives 45 days before the first meeting of the TC. At this point, the TC web site, email addresses, and doc repository are all set up and people can actually join the TC.

- Everyone will need to explicitly join the TC (even if approval needed first by org; BobG will already be included). Members have to join 7 days before first meeting in order to ensure have voting rights (25-Feb)
- Call for nominations for co-chairs and co-editors will be sent out by OASIS by 23-Feb. Interested parties can nominate themselves or others prior to the first meeting. The floor will be open for nominations during the first meeting prior to the vote as well.
- List generated by 26-Jan of everyone who joined as member in time to be eligible to vote at first meeting. Bob will use list of both voting and non-voting members to send email with conference call info prior to meeting;
- First meeting 4-Mar (Monday)

#### Agenda for first meeting

- First order of business is election of (co-) chair. Then the TC officially can begin business; shouldn't do anything considered TC business until this point.
- Co-editor election should be immediately after the election of co-chairs.
- Next can accept contributions. Contributor loads contribution to the document repository, including email about the contribution (being made on behalf of organization xxx) to go into email on form); can do reply if there is shared copyright.

Chet: What contribution means is that you give OASIS and the TC a non-exclusive license to use the contribution in the work of the TC and the specification to be published; contributors don't give up rights to their work.

#### TC Resources

Include repository etc (see slide).

OASIS admin can also set up version control and wiki; TC should consider this at first meeting (can be set up in 24 hours).

#### Promotion

- Dee: tremendous interest in the TC already; let Dee know of any other interested parties.
- Bob: currently working with HP, Red Hat, Bloomberg, IBM.
- Dee: Press release will be after the first meeting. Carol Geyer will send email to committee about the press
- BobG: also doing a number of other promotional activities, including: second blog on RSA site after call-for-participation; pointer on RSA PKCS page; Birds-of-a-Feather at RSA Conference. Also will do dinner following 4-Mar meeting.
- Dee: IDTRUST member section has allocated funds for this.

#### Next Steps

- **Bob:** send out the notes