

CTI TC Approved on: 17th Jan 2019

Section 0: Committee Members & By-laws

- Allan Thomson (Interop Co-Chair)
 - Chet Ensign (OASIS)
 - Richard Struse (CTI Chair)
 - Trey Darley (CTI Chair)
 - Jason Keirstead (Interop Co-Chair)
- 1) Committee members are volunteers to the OASIS STIXPreferred program.
 - 2) Committee members are individuals, and while performing duties as part of the committee will represent the interests of the CTI TC with impartiality. Committee members will recuse themselves from any review directly or indirectly impacting themselves or their OASIS sponsoring organization.
 - 3) Committee members agree to uphold the rules of their offices held in the CTI TC and abide by the Terms of Use.
 - 4) All liability related to this committee, its members and its operations are defined in the Terms of Use.
 - 5) Addition to committee membership requires the unanimous agreement of all committee members.
 - 6) Replacement or removal of an existing committee member requires the unanimous agreement of all remaining committee members, or a resolution of the OASIS Board of Directors.
 - 7) Approval of this document (i.e. by-laws) and any subsequent changes requires CTI TC majority vote.

Section 1: Meeting and Submission Timing

- 1) Committee will meet every month to review any pending submissions
 - a) Exact day and time will be determined and advertised on the STIXPreferred portal so that submissions can meet the review deadline (see item 2)
- 2) A submission must be received via the STIXPreferred portal at least 5 working days prior to the committee review meeting to allow review of the materials.
 - a) If not received 5 working days prior then the committee may choose to defer the review of that submission until next meeting
- 3) A submission will be added to the STIXPreferred portal product listing page as ***pending*** within 5 working days of receipt of a submission.
- 4) Depending on the number of submissions received, the committee may choose to defer review of any new submissions that were unable to be reviewed during the monthly review meeting.

- 5) All submissions will be reviewed in the order they are received by the committee.
- 6) The committee makes no guarantee to how long a submission take to review and will make best effort to clear the review backlog at each committee meeting

Section 2: Review Criteria

- 1) Committee members will review each submission for completeness and accuracy of the submission documentation including
 - a) Submission contains the following mandatory information:
 - i) Org contact name, email, and phone number
 - ii) The software name and the version, or model number and version in the case of an appliance. In the case of any continuously updated / unversioned offering, an "effective date" after which the support is present can be substituted for the version.
 - iii) The persona(s) being submitted for
 - iv) The version of STIXPreferred
 - v) Requested badge(s), STIXPreferred or STIX/TAXIIPreferred
 - vi) For each persona and mandatory test defined in Part1 & Part2 Test document there is supporting documentation that shows evidence the software passes the tests defined as required for the persona, as defined in the appropriate Test Document
 - b) As defined in the STIXPreferred Test Documents there are certain optional use cases that an organization can choose to provide test results for additional credit associated with their certification. For this additional credit to be recorded as part of the certification the committee will verify:
 - i) There is supporting documentation that shows evidence the software passes the optional tests defined as optional for the persona as defined in the appropriate Test Document.
- 2) Reasons for submission rejection
 - a) The submission is missing a mandatory piece of information
 - b) A mandatory piece of information is invalid (ie, known incorrect contact information, etc.)
 - c) In the opinion of the Committee, the submission does not provide sufficient documentation to prove that the test was passed as described in the appropriate Test Document
- 3) Committee Decisions
 - a) All review decisions require 3 members to agree.
 - b) At least 3 committee members must be part of any review.
 - c) Any fewer than 3 does not represent quorum and the review will be deferred until such a time that at least 3 members are present

Section 3: Procedure

- 1) Pass:
 - a) Upon determination that the software passes the certification the committee will notify the submission's contact person that the certification has been approved and will be added to the approved page on the STIXPreferred portal
 - b) OASIS will send the STIXPreferred badges for the inclusion on the org's web-site or products including the rules of use
- 2) Fail:
 - a) Upon determination that the software does not provide sufficient evidence that the test was passed the committee will send an email to the contact provided with explanation for each reason (e.g. missing information or failure to provide sufficient test documentation) listed separately so that the submission can be corrected and individual tests can be easily addressed instead of having to review the complete test again
 - b) Upon failure, the submission will be removed from the STIXPreferred portal pending list no later than 5 working days of the final decision.

Section 4: Disputes

- 1) Upon failure or an optional test not being recognised as passed, the submitter has the right to submit a Dispute for reconsideration to stix-preferred@lists.oasis-open.org
- 2) Upon receiving a Dispute from an organization, the committee will schedule a teleconference with the organization and the committee where the submitter will be provided the opportunity to either provide additional information or opportunity to explain to the committee why the software should be recognized as passed.
- 3) All decisions by the committee in response to a Dispute are final.
 - a) If a conclusion of failure remains in place after a Dispute is concluded, the submitter has the option to resubmit a certification with new data to be re-evaluated.
- 4) All dispute decisions require unanimous agreement for all committee members.
 - a) Any committee member associated with the disputing organization will be excluded from this decision and unanimous agreement will be required on the remaining committee members.
 - b) In the very unlikely event that the committee are not able to achieve consensus then the original decision stands.