

SBP/07-0018

INCITS

InterNational Committee for Information Technology Standards
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Date: October 12, 2007

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Draft Minutes - Formation Meeting
INCITS Study Group on Security Best Practices
Meeting 3

Teleconference Meeting

Wednesday, October 4, 2007 11:00 PM to 2:10 PM

1. Administrative

1.1 Call to Order

Mr. Stull, Chairman of the INCITS Study Group on Security Best Practices, called Meeting 3 to order at 1:10 PM. He welcomed the participants and thanked Mark Clancy and Citigroup for arranging the teleconference.

1.2 Appointment of Recording Secretary

Mr. Stull noted that he will prepare the minutes with the help of Robert Talbot and Scott Erkonen. Members that have not already provided their contact information were asked to send it to either the Reflector or Ed Stull, ASAP.

1.3 Introduction of Participants

The meeting attendees were introduced and invited to provide some information on their backgrounds:

Member	Representative(s)
Booz Allen Hamilton	Nadya Bartol (1 st Meeting)
Citigroup	Richard Gomes (Alternate)
Coventry Health Care	Robert Talbot
Credit Industriel et Commercial	Jean-Pierre Champigny
Direct Computer Resources (DCR)	Joe Buonomo (Alternate) Ed Stull
Department of Homeland Security (DHS)	Peter Shebell (1 st Meeting)
Financial Insights	Aaron McPherson
Orange Parachute	Scott Erkonen
IBM	Christine Knibloe
Pacific Life Insurance Co.	Micki Krause (1 st Meeting)
Zions Bancorporation	Preston Wood

1.4 Voting Status

At this meeting the following membership changes have occurred since the last meeting:

Organizations that have requested voting membership:

Booz Allen Hamilton - Nadya Bartol as principle
US Department of Homeland Security – Peter Shebell as principle
Pacific Life Insurance – Micki Krause as principle

Organizations that have requested advisory membership since the last meeting:

Communication Intelligence Corp (CIC) has requested to change from voting to advisory.

Organizations that have updated/changed their membership since the last meeting:

Citigroup - new alternate is Richard R. Gomes
CIC – added new alternates, Chris Baerwaldt and Lillian Mak

Organizations that have resigned their membership since the last meeting:

Lehman Brothers
PayPal
Texas Instruments
Webster Bank

Organizations that have missed the last two meetings and will be issued jeopardy letters:

First American Trust FSB
Greater Bay Bank
Questrade
Vineyard Bank
Wells Fargo

As of this meeting, the voting rights of each member are:

Member	Status
Booz Allen Hamilton	Advisory (pending)
Communication Intelligence Corporation	Advisory (missed Meeting 2, 3)
Citigroup	VOTING
Coventry Health Care	VOTING
Credit Industriel et	VOTING

Commercial	
Direct Computer Resources (DCR)	VOTING
Department of Homeland Security (DHS)	Advisory (pending)
Financial Insights	VOTING
Financial Services Technology Consortium (FSTC)	Liaison (missed Meeting 2, 3)
First American Trust FSB	Advisory (missed Meeting 2, 3)
Greater Bay Bank	Advisory (missed Meeting 2, 3)
Orange Parachute	VOTING
IBM	VOTING
INCITS/CS1 Liaison	Liaison
Pacific Life Insurance Co.	Advisory (pending)
Questrade	Advisory (missed Meeting 2, 3)
Vineyard Bank	Advisory (missed Meeting 2, 3)
Wells Fargo	Advisory (missed Meeting 2, 3)
Zions Bancorporation	VOTING
Total voting = 8, pending = 3	

1.5. Antitrust Guidelines

REF: <http://www.incits.org/inatrust.htm>

Ms. Stull reminded the participants of the need to maintain the utmost fairness in the conduct of the Study Group and referred the participants the reference document below.

2. Chairman's Remarks

Mr. Stull expressed the main goal of this meeting was to evaluate the discoveries being made and contributed by the members. Also, Mr. Stull emphasized the importance of developing a strong consensus base over the financial service and insurance sectors.

He expressed again that the goal of the Study Group was to develop and recommend a plan for standards development that would produce clear, technically-compatible and internationally-supported solutions that can be readily deployed in the financial services and insurance sectors.

3. Approval of the Agenda

REF: SBP/07-0017

Mr. Stull invited the participants to review the agenda to determine if any changes were needed. The following motion was addressed:

Motion: Buonomo - Move to approve the agenda.

Second: Talbot

Motion Discussion: There was no formal discussion of the motion.

Vote: 8-0-0=8

Motion passed.

4. Document Distribution

REF: SBP SD-01 (SBP Standing Document 1 – Document Register)

Mr. Stull call attention to the online Document Registered (http://www.incits.org/tc_home/sbp/sbpdocreg.htm) then called for any late documents to be presented. No late documents were presented.

Mr. Stull also call attention to the password-protected Members Only section of the Study Group's web site (http://www.incits.org/tc_home/sbp.htm) and noted the value of these document collections.

5. Approval of Pervious Meetings (2, 3) Minutes

REF: SBP/07-0016 Draft Minutes - INCITS Study Group on Security Best Practices, Meeting 2

REF: SBP/07-0006 Draft Minutes - INCITS Study Group on Security Best Practices - Formation Meeting - September 19, 2007 - Scottsdale, AZ

In that the Meeting 2 Agenda was not completed, both Meeting 1 and 2 were reviewed. The following motion was addressed:

Motion: Champigny - Move to approve the agenda.

Second: Buonomo

Motion Discussion: There was no formal discussion of the motion.

Vote: 8-0-0=8

Motion passed.

6. Review of Previous Meeting's Action Items

Action Item 1: Members were invited to submit contributions for consideration at the October 23, 2007 teleconference meeting proposing further refinement of the work plan topics (Risk Management and Compliance).

Action Item 2: The Chair with contact INCITS Secretariat regarding the new members at this meeting.

Mr. Stull reported progress on each of the two action items, but neither are complete due to new members joining.

7. Unfinished Business

Mr. Stull explained that due to Meeting 2 Agenda not being completed, all of the Meeting 2 agenda items were conveyed to Meeting 3.

8. Review of Strategic Collaborations

REF: SBP SD-03 SBP Standing Document 3 – Strategic Collaboration

Mr. Erkonen, the Vice Chairman for Strategic Collaborations, explained that he pursuing was SC 27 members and their work products so as to add them to the SG-SBP document register. Mr. Stull asked Mr. Erkonen to have these in place soon so that they could be considered at the next SG-SBP meeting (October 23, 2007).

9. Review of Consensus Base for Financial Services Sector

Mr. Gomes, represented Mr. Clancy, the Vice Chairman for Financial Services, explained that he had been developing at Citigroup something like a smaller version of what the SG-SBP was developing and thus his findings and experiences would be value. Mr. Gomes discussed the various sectors of financial services and which would likely receive the most benefit from the SG-SBP work. Mr. Stull offered that it was important to also consider technology vendors, including service providers, in that their technology and the availability thereof is what drives the market place. The members also recognized and discussed the commonality shared by the financial services and the insurance sectors. Members were asked by Mr. Stull to approach their industry colleagues to participate in the SG-SBP.

10. Review of Consensus Base for Insurance Sector

Mr. Talbot, Vice Chairman for Insurance, in conjunction with Ms. Krause, explained that the insurance sector was just now being to recognize the need for insurance-sector wide cooperation and collaboration to achieve its goals for improved security. Further, Ms. Krause, a respected member of LOMA, will approach LOMA and its members regarding working with and participating in the SG-SBP. Members were asked by Mr. Stull to approach their industry colleagues to participate in the SG-SBP.

11. Technical Interchange: Risk Management and Compliance

Mr. Stull noted that due to the extensive and worthwhile discussions of the two previous agenda items, the Technical Interchange agenda item did not appear to be of any additional value. All of the contributions in the Document Register were noted to require further consideration based on the discussions of the two previous agenda items and thus they would be re-considered at the next meeting.

12. Technical Interchange: Other Proposed Study Topics

No contributions were made to this agenda item. Therefore, Mr. Stull, after calling again for contributions and without objection, moved to the next agenda item.

13. Development of Security Best Practices Report

Mr. Stull discussed the nature of Study Group Technical Reports and offered that a reasonable high level plan for creating the SG-SBP Technical Report would be to use the month of October to discover resources and concepts that were good candidates for further study; then, use the month of November decide about the discoveries of October; then, use December to create and assemble the body of the report; and lastly, use the early part of January (2008) to complete the final editing touches on the report. Delivery of the report would be at the January 2008 INCITS Executive Board meeting. Mr. Stull offered to create a high-level draft of the report that would subsequently be updated with member contributions.

Action Item 3: Mr. Stull will create and contribute a high-level draft of the SBP Technical Report.

14. Work Plan and Timeline

REF: SBP SD-04 (SBP Standing Document 4 - Work Plan)

Mr. Stull referenced the previous agenda item and offered, if no objection and in the absence of no other study topics, to use that discussion for specifying the Work Plan and Timeline.

Action Item 4: Members were invited to submit contributions on the Work Plan and Timeline for consideration at the next meeting.

15. Review of Action Items from This Meeting

The following action items were assigned during this meeting:

Continued Action Item 1: Members were invited to submit contributions for consideration at the next meeting (October 23, 2007) teleconference

meeting proposing further refinement of the work plan topics (Risk Management and Compliance).

Continued Action Item 2: The Chair with contact INCITS Secretariat regarding the new members at this meeting.

New Action Item 3: Mr. Stull will create and contribute a high-level draft of the SG-SBP Technical Report.

New Action Item 4: Members were invited to submit contributions on the Work Plan and Timeline for consideration at the next meeting.

16. Future Meetings

REF: SBP SD-05 (SBP Standing Document 5 - Calendar)

Mr. Stull noted that the next meeting would be held October 23, 2007 by teleconference, and that this would be the last meeting for basic discovery of documents, role-players and concepts whereas in November will be the month to make decisions plus morphs of and over the earlier discoveries.

17. Adjournment

The October 12, 2007, Meeting 3 of the INCITS Study Group on Accessibility adjourned at 2:10 PM by unanimous consent (Buonomo/ Champigny).