



CA/BROWSER FORUM

F2F meeting

Progress report for administrative issues

List of tasks from August 2018

- ▶ *Formalize procedures for administrative tasks such as the following:*
 - ▶ *Ballot preparation, voting, results, IPR phase, publication on the public site and github*
 - ▶ *How to handle and maintain membership applications, IPR agreements, member representatives*
 - ▶ *Efficient scheduling of various Forum activities (WGs, Subcommittees, etc)*
 - ▶ *Drafting of Minutes (setting some form of expectations to Minute takers as discussed in the past)*
 - ▶ *Recording of meetings and rules for accessing these recordings by members*
- ▶ *Allow the possibility for other members to "Chair" specific sessions of interest during the F2F meetings, always under the Code of Conduct*
- ▶ *This is an International group. I will recommend a process to include special sessions in the F2F meetings for CAs located in Asia, Europe, and other large jurisdictions (even in North America) so that the Forum has an opportunity to hear and learn about specific challenges or possible issues they have with the current Guidelines. I would try to facilitate having at least one presentation for each territory and encourage more active participation.*
- ▶ *Formalize a "photo policy" by following examples of other Standards Organizations like [IETF](#).*

Other tasks

- ▶ Documented
 - ▶ Expectations for hosting a F2F meeting
 - ▶ Welcome presentations for F2F meetings
 - ▶ Etiquette and process for Virtual F2F meetings
 - ▶ Officer most common responsibilities
 - ▶ Teleconference meeting information
 - ▶ Keeping track of action items (didn't go very well)
 - ▶ GitHub process to update a Guidelines document
 - ▶ Election process

Other tasks

- ▶ Consistency checks for
 - ▶ IPR Agreements uploaded on the wiki
 - ▶ Official Representatives and access to resources
 - ▶ Ballots/Guidelines published on the public web site
 - ▶ Members listed on the public web site

Statistics

▶ Ballots

- ▶ 11 Forum-level including 2 Bylaws updates
- ▶ 23 SCWG

▶ Members

- ▶ 58 Voting Members (54 on 2018-11-01)
- ▶ 7 Associate Members (6 on 2018-11-01)
- ▶ 31 Interested Parties (23 on 2018-11-01)
- ▶ 287 Active Member Representatives (227 on 2018-11-01)

Incomplete tasks

- ▶ **Re-organize the official web site and all "public interfaces"** (such as mailing lists) for the information to be accurate, up-to-date and useful to the targeted audience
- ▶ **Move obsolete/old information** from the management wiki to a specific location so that it can be accessible for historical reasons, but only the currently used information will be available in the wiki's "front page"
- ▶ **Special sessions in the F2F meetings** for CAs located in Asia, Europe, and other large jurisdictions (even in North America) so that the Forum has an opportunity to hear and learn about specific challenges or possible issues they have with the current Guidelines. Difficult for Virtual F2F meetings

THANK YOU

- ▶ For your contributions
- ▶ For your patience
- ▶ For your support!!!

