



NASPO

NORTH AMERICAN SECURITY PRODUCTS ORGANIZATION

NNSC
NASPO NATIONAL
STANDARDS
COMMITTEE

Minutes of a Teleconference Meeting

July 27, 2007, 10.00-11:00am Pacific

Attendees:

David Brown, Intel Corp. **Committee Chairman:** (david.a.brown@intel.com)

Kevin Kaporch, US GPO, **User Group Leader** (kkaporch@gpo.gov)

Eric Geiger, Brady Corp, **Producer Group Leader** (Eric.Geiger@bradycorp.com)

Graham Whitehead, NASPO, **General Interest Group Leader** (gdw-mail@telus.net)

Mike O'Neil, ProDocumentSolutions, **NASPO Chairman** (mikeo@prodocumentsolutions.com)

Purpose

The purpose of this teleconference was to initiate and plan the bi-annual review of the American National security assurance standard ANSI/NASPO-SA-v3.0P-2005. The due date for completion of review and update, in accordance with NASPO policy, is November 12, 2007. The Teleconference Agenda is attached as Exhibit 1.

Minutes

1. The NNSC Chairman, Mr. David Brown, welcomed the attendees and reminded all participants of the NASPO anti trust policy.
2. The goals of the review process were then reviewed. The goals included :-
 - o an end of year deadline for the Issue of the revised standard ANSI/NASPO-SA-2007
 - o the fixing of known "bugs" in the existing standard that have been revealed by audits carried out over the last 2-3 years.
 - o giving due consideration to several changes that were proposed by a task team (under the leadership of Dan Thaxton of Standard Register) that carried out a review of the official interpretations of the standard.
 - o to make adjustments, as necessary to the existing risk reduction requirements.
 - o to identify new or emerging risks to be managed and required methods of reduction.When asked by the Chairman, all in attendance confirmed both their understanding of the goals and belief that they are all attainable by the end of year due date. This confirmation was given by all attendees on the understanding that issues could arise during the course of the NNSC review and public review of the draft update, that could extend completion beyond the deadline because of difficulties encountered in the resolution of negative comments.
3. The NNSC Secretariat reported that additions were made to the NASPO website on July 25, 2007 to notify visitors to the site of the commencement of the formal review and to invite them to actively participate. Attendees all agreed that the NNSC Secretariat should now inform ANSI of the initiation of the review by completion and submission of the necessary ANSI Project Initiation Notice (PINS form) and ANSI Board of Standards Review notice

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(BSR8 form). These notices will then result in public notification of the review by ANSI in their weekly Standards Action publication. As well, the NNSC Secretariat undertook to request website postings of the notice of review with other anti-fraud and interested associations such as the DSA, IAFCI, AAMVA, ARMA, NAPHSIS, BPA, IAA, SIA, SEMI, PIA, etc and ANSI homeland security and identity theft standards panels.

The NNSC Secretariat also reported that an update of the NASPO Policies and Procedures for the Development of an American National Standard document has now been reviewed and approved by the ANSI Executive Standards Committee. Copies of this document were distributed to all attendees prior to the Teleconference. The Chairman emphasized that during the course of this review, the NNSC must comply with all policies and procedures contained in this document.

A review of the roster of the NNSC consensus body was carried out. The Chairman stated that the membership would consist of 15 in total with 5 representatives of each stakeholder group. Following a question from Eric Geiger, the Chairman explained that 15 was an arbitrary number that he and the Secretariat had chosen 15 as a tradeoff between the manageability of meetings and the guarantee of a quorum. The original NNSC consensus body was made up of 12 members and the Chairman noted that on more than one occasion attendance at meetings had come close to falling short of a quorum. He was hopeful that with 15 members there would be less likelihood of that in future meetings.

The Secretariat then emphasized that to comply with ANSI essential requirements, the NNSC must provide ANSI within a copy of the consensus body roster within the next 30 days. To this end, a review of the status of the roster was carried out. Graham Whitehead reported that candidates for the General Interest group included :-

- o Mr. Glen Gieschen publisher of the daily Central Intelligence Network for Counterfeiting & Piracy (CINCAP see <http://www.cincap.org/about.html>)
- o Mr. Lew Kontnik, Security Manager, Amgen (<http://www.amgen.com>)
- o Mr. Jim Schaffer, member of the X9 financial industry standards committee. (<http://www.x9.org/home>)
- o Mr Bob Tillman or Mr. Bill Millican of ARMA (see <http://www.arma.org/>)
- o Mr. David Lightfoot will assist GDW to provide auditor feedback to the roster as a whole.

Kevin Kaporch reported that candidates for the User group included :-

- o Mr. Tom Pickard, security manager of Bristol Meyers-Squibb (see <http://www.bms.com/landing/data/index.html>)
- o Mr. Garland Land, Executive Director of NAPHSIS (see <http://www.naphsis.org>)
- o Mr. Tom Wolfsohn, VP Government Affairs, AAMVA (see <http://www.aamva.org>)
- o A representative of DHS involved in the Real ID Act regulations.

Kevin also reported that Bristol Meyers Squibb has offered their office facilities in New York for use by the User group.

Eric Geiger reported that all members of the Producer group remained as reported at the last NASPO meeting held in Minneapolis on June 28, 2007

4. The Chairman confirmed that the scope of the review would be as outlined in item 2 above and that the process would involve :-
 - o an independent review by each review group followed by a proposal for change by each review group leader.
 - o the pooling of all change proposals into a comprehensive list of all changes
 - o one or two face to face meetings of the whole consensus body aimed at reaching consensus on the changes to be made

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- o a final drafting of all new or altered requirements and their official interpretations
- o release of a draft of the updated standard for public review
- o responding to public comments
- o closure – ANSI BSR9 form submittal.
- o replacement of ANSI/NASPO-SA-v3.0P-2005 with ANSI/NASPO-SA-2007 for online purchase from both the ANSI and NASPO websites.

To enable the review it was agreed that a review kit would be supplied to all members of the NNSC by the Secretariat no later than Aug 3, 2007. The review kit would include :-

- o a copy of the NASPO Policies & Procedures for the Development of an American National Standard
- o a complimentary copy of the current ANSI/NASPO standard
- o a complimentary copy of the official interpretations of the ANSI/NASPO standard
- o a personalized electronic worksheet that enables each reviewer to propose changes and give reasons (this same worksheet will also be provided to non-NNSC members who wish to participate in the review process)

5. The next teleconference meeting of the NNSC was scheduled for :-

Date: Wednesday, August 15, 2007

Time: 10:00 AM US Pacific Time

Lines: 15

Duration: 2 Hours

Chairperson: David A BROWN

Dial in # 916-356-2663

Bridge: 2

Passcode: 5260316

6. There being no other business the meeting was adjourned at 11:00am

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**NNSC
NASPO NATIONAL
STANDARDS
COMMITTEE**

Teleconference Meeting of Review Group Leaders

July 27, 2007, 10.00-11:00am Pacific

tel: 916-356-2663, Bridge 3, Passcode 593-6646

Attendees:

Committee Chairman: David Brown, Intel Corp. (<mailto:david.a.brown@intel.com>)

User Group Leader – Kevin Kaporch, US GPO (<mailto:kkaporch@gpo.gov>)

Producer Group Leader – Eric Geiger, Brady Corp (mailto:Eric_Geiger@bradycorp.com)

General Interest Group Leader – Graham Whitehead, NASPO (<mailto:gdw-mail@telus.net>)

Secretary – Ann & Graham Whitehead, NASPO

AGENDA

- 1. Welcome, Recital of Anti-Trust Policy & Introductions**
- 2. Goals of the Review Process**
 - end of year deadline for the Issue of ANSI/NASPO-SA-2007
 - to fix known “bugs” in the existing standard
 - to give due consideration to several changes already proposed
 - to make adjustments, as necessary to the existing risk reduction requirements
 - to identify new or emerging risks to be managed and required methods of reduction
- 3. Review of ANSI Formalities and NASPO Procedures**
 - submittal of ANSI BSR8 form to initiate public review
 - NASPO website – public review notice
 - other website notices
 - the NASPO consensus process
 - consensus body roster
- 4. Proposed Review Process.**
 - scope of the review
 - review kits and guidelines

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- independent review by each review group
- pooling of review group results
- reaching consensus and drafting the changes
- release of draft for public review
- responding to public comments
- closure – ANSI BSR9 form submittal.

5. Schedule of Meetings and Telecons

6. Any Other Business