

Minutes of NNSC Teleconference October 18, 2007

Chairman – David Brown (Intel)

Callers: Graham Whitehead, Greenleaf Consulting (GDW); Mike O'Neil, ProDocumentSolutions (MON); Eric Geiger, Brady Corporation (EG); Chuck Hardester, NAPHSIS (CH); Bob Addlesburger, Gemalto (BA).

DB opened meeting at 10.00am PST and asked if anyone had not received a copy of the minutes of the last teleconference or had any corrections to be made. He then reviewed the actions.

1. AG (Andreas Gehrman) to send a copy of ISO 31000 to DB, He had not received this, but GDW had a draft copy. It is a draft as the ISO standard is also going through a review process. GDW will forward a copy to DB
2. GDW to send copy of Worksheets to all on last telecon who did not have copies. Action completed.
3. DB to approach TAPA re:approval to use/reference their standard. Have names of people to contact, but have not completed communications
4. ABW to find location for NNSC meeting in Dallas in December. To take place on afternoon of Thursday, December 13, after NASPO regular meetings. (for meeting details, see end of Minutes)
5. GDW to produce Master Worksheet. Done and distributed to all NNSC members. Anyone not received this document to contact GDW.

Noted that KK (Kevin Kaporch) also had an action to organize a meeting of the User Group. This has been done and will take place on October 31st. at Bristol-Myers Squibb, New York.

DB moved on to the new Master Worksheet prepared by GDW. He questioned reasons for different color fonts.

GDW explained that there was no real significance to colors, other than his own guideline. He was compiling a list of problems found to date. Some were questions relating to locations and wording such as wording of objectives on physical intrusion, 4.13 and 4.15 where 4.13 is a duplicate of section on Security breach management. Need to go to each section listed on page 3 and see how the sheets are being filled in. Some problems were found during audits and needed reference to the interpretations so the wording needs to be changed to ensure the wording reflects the objective. References to existing standards may need to be included e.g. TAPA standards

New requirements may also need to be added, such as qualifications for Security Manager and explicit requirement for Vulnerability Assessment.

DB – Sees 3 areas – problems with existing requirements, new additions to existing requirements and new risks or shortcomings.

P2. Section 1 is a list of problems noted to date – 4.13, new additions to 4A, 4B, 5A and new A,B,C. etc. Important to keep list current.

Note: An explanation on How to Make Worksheet Entries has been added at the end of these minutes

DB – should each group work through list or should the full NNSC start pounding through the worksheet together.

GDW – idea was for each group to do its own work. He is aware that KK was working on that plan and had arranged a meeting to get together to do that..

EG agreed, but asked what to do about non-respondents regarding a meeting of his group. He was advised to go ahead and if necessary find a replacement for the non active. It is possible to get input on paper if physical attendance is not possible.

Asked about GDW group he responded that he had been working with each member individually and using the December meeting as a deadline. Only person having availability difficulty was Tracey Christiansen (TAPA) who has offered to find a replacement if she cannot continue.

DB considered that at least a phone review would be necessary prior to the December meeting in order to get the maximum group interaction in Dallas.

CH asked for clarification of Class I, II and III levels of companies.

DB example was Class I could be currency producers/printers with full fenced and guarded facilities, Class II has no armed guards or fences, but still has strong focus on security and Class III uses trust but does not take extraordinary security measures.

i.e. blank checks – Class III, printing blank checks – Class II and Class I would be mint type protection

CH also observed that he considered the qualifications for the Security Manager must be included

DB noted that CH could register his point through two routes of protocol – under the group actions and also as an interested individual. NASPO is obligated to respond and to explain the reasons why any actions are, or are not, taken.

Discussion on the importance that the standard reflect only the WHY, not the HOW

Referring to CH's comment about Security Manager qualifications, BA commented on the importance of the wording to reflect reasonableness, especially in reference to staff who may already be in place.. Could use training, education or past experience which would cover staff in place who have had the responsibility for a while, but were not necessarily formally trained in the discipline of security management.

GDW – at some stage it may be necessary to have a minimum requirement for each Class, but that would be a new requirement. He noted that KK had commented that QA Managers should not be expected to perform as Security Managers.

DB- Any other concerns from CH or RA? No, still working through worksheet

DB looked at Worksheet and considered that the groups working through the Worksheet in detail using the December meeting as a milestone would establish a schedule.

GDW stated that as the work moved forward he would keep all input documented.

DB –Any other business?

DB requested that the December 13 meeting be added to the teleconference schedule

GDW noted that the meetings and minutes would also be added to the website. This teleconference was not added to the NASPO website.

DB requested that the minutes note that the NNSC were not totally in compliance with their own procedures with the omission of notice on the NASPO website of this teleconference discussion.

DB also requested that the minutes of this meeting reflect the need to state the Anti-Trust Policy at the beginning of each meeting and requested that MON lecture him on the omission. In reference to the Anti-Trust Policy meetings should also include teleconferences.

MON stated the Anti-Trust Policy

DB referenced Intel policy on teleconferences as being that if you requested the conversation stop, or change, and there was no action taken by the group then you exit the call.

GDW noted that a group headed by Dan Thaxton had reviewed the interpretations of the standard and there were still some unresolved points from the review.

DB requested that this list, which is about a 3 page document, be forwarded to the formal committee members and should be added to the Worksheet by the December 13 meeting. Most of the points were 'mechanical', but there are a few points which need to be addressed more deeply.

GDW – one further action was to get the meeting notifications added to other websites, such as TAPA, NAPHSIS, AAMVA and IAFCI. They were cooperative in the previous review and he thought they would be cooperative again this time.

There being no other business the meeting was adjourned at 11.00amPST.

Attached to these minutes is an updated version of the Master Worksheet, dated October 23, 2007.

How to Make Worksheet Entries

The intent is that the NNSC Secretariat will now maintain the Master Review Worksheet, an updated copy of which is attached to these minutes.

The Master Worksheet has now been structured with an index starting on page 3 that lists all change to the ANSI/NASPO Standard that have been recommended for consideration by the NNSC as of the date shown. The list is then broken down into three TYPES of changes:-

1. Problems with the existing standard
2. New requirements related to existing risk management areas
3. new requirements that are not related to the existing risk management areas.

The recommendations for change are entered into the Master Worksheet as follows:-

Type 1 recommendations are entered into the actual requirement that is addressed by the recommendation. For example, the problem with the statement of "Physical Intrusion Risk Management Objectives is entered on page 32 (of the Oct.23, 2007 version) in the statement of Physical Intrusion Risk Management – Objectives. Likewise, the Type 1 recommendation related to requirement 4.13 is entered on page 28 under that specific requirement.

Type 2 recommendations are entered at the end of the corresponding risk management area. For example 4A is a recommendation for a new transportation assurance procedure. This is entered under "New requirements" in Section 4 on page 31. The second Type 2 change is also entered in Section 4 on page 31 and the third Type 2 is entered in Section 5, New Requirements on page 39.

Type 3 change recommendations are entered at the end of the Worksheet. For example, recommendations A,B and C shown on page 3 are entered at the end of page 54.

NASPO NNSC Conference call information

Topic: NASPO Standard Update
Date: **Thursday, November 08, 2007**
Time: 10:00 AM US Pacific Time
Duration: 2 Hours
Chairperson: David A BROWN
Dial in # 916-356-2663
Bridge: 2
Passcode: 4180676

Topic: NASPO Standard Update
Date: **Thursday, November 29, 2007**
Time: 10:00 AM US Pacific Time
Duration: 2 Hours
Chairperson: David A BROWN
Dial in # 916-356-2663
Bridge: 1
Passcode: 9662494

Topic: NASPO Standard Update
Date: **Thursday, December 20, 2007**
Time: 10:00 AM US Pacific Time
Duration: 2 Hours
Chairperson: David A BROWN

Dial in # 916-356-2663
Bridge: 5
Passcode: 1887727

NNSC Meeting**Thursday December 13, 2007****Lunch: noon-1.00pm****Meeting Time: 1.00pm-4.00pm**

The Embassy Suites DFW South
4650 W. Airport Freeway
Irving, TX
75062

A block of rooms has been reserved at the hotel for the nights of Monday, December 10 through to Wednesday December 12 at a rate of \$159.00 per night. This rate includes complimentary hot breakfast, free self parking, and complimentary airport shuttle service.

To make your hotel reservation, please call the hotel directly at

(972) 313 8014 and ask for the NASPO rate

Hotel reservations should be made on or before **November 26, 2007** after which time rooms will be released for general reservations.

More information about the hotel can be found at: <http://www.esdfwsouth.com>