

Minutes of the Inaugural Meeting of the Executive Committee of the Security Professionals' Taskforce

Date: 9 July 2008 beginning at 12.30 pm

Location: Teleconf

In attendance:

Steve Barlow
Jason Brown
Michael Dever
Susan Gallagher
Brian Kelly
Brett McCall
Paul Murphy
Nara Srinivasan
Athol Yates
Don Williams

Apologies:

Jo Stewart-Rattray (represented at the meeting by Howard Nicholson)
Julian Talbot

Agenda:

A copy of the agenda is attached.

Note of clarification:

During this meeting it was determined that the Security Professionals' Task Force consists of the Executive Committee and the Working Groups. This terminology is used throughout these Minutes.

Minutes:

1. Interim coordinator. Don Williams was appointed Meeting coordinator until a Chair was elected.
2. Taskforce Structure and Management
 - a. Two members of the Interim Tasks Force that were not present at the end of the Congress but sought membership of the Executive Committee: Steve Barlow and Brett McCall. It was agreed, based on their previous commitment to the Interim Task Force and their ability to meet the stated requirements for membership of the Committee, they should join.
 - b. The draft Terms of Reference (ToR) for the Executive Committee were issued and members are to provide written comment, via Athol Yates, by close of business (COB) Friday 18 July 2008.

ACTION: All Committee Members

- c. Jason Brown was elected Chair of the Executive Committee until and including the December 2008 meeting. Don Williams was elected as Secretary until and including the December 2008 meeting. (At this point the chair was passed to Jason Brown). Athol Yates offered to provide administrative support to the Executive Committee, which the Committee accepted.
 - d. Business rules were discussed and the following initial rules adopted:
 - i. Any Committee member that misses more than three meetings will be asked to show cause why they should not be removed from the Committee.
 - ii. Members of the Task Force may be seconded on to the Committee as required.
 - iii. Documents are to be revised and returned to the Secretary in the time agreed in each instance.
 - iv. Business rules are to be embodied in the ToR.
 - e. It was agreed that the Task Force would have a working basis for implementation of all five cross-group initiatives by 15 April 2009 to enable the Executive Committee to report to the security community in May 2009.
 - f. It was agreed that all Executive Committee members would contribute financially to the administration of the Executive Committee with a degree of equity according to their means. It was agreed that the Committee would not establish a financial structure, books of account etc, rather costs would be met by Committee Members as agreed in each case.
3. Membership of Working Groups: This item was deferred until Item 6.
 4. Communication Strategy: A communication strategy for issuance of planned and impromptu statements relating to the activities and objectives of the Task Force will be raised and then used by all members of the Task Force. The draft outline Communication Strategy is to be prepared by COB 18 July 2008
ACTION: Brett McCall
 5. Advancing the in-principle statement for the advancement of the security profession: This was a requirement of the Congress. The views of the associations are to be sought as to the in-principle statement. The statement is to be incorporated into the Communication Strategy and then distributed to the Associations for their comments.
ACTION: Brett McCall, Don Williams

6. Establishment of the Working Groups: The intent of the Working Groups (WG) is to address the five cross-group initiatives. The members of the Executive Committee each nominated WG that they would help raise. The Committee members will report back to the Executive Committee on progress. It is not expected that the Executive Committee members will chair the WG. A call for expressions of interest in joining the Taskforce WGs will be issued to the associations and the general security professional community. Once the ToR is agreed, the call for Task Force membership will be issued.

ACTION: Don Williams

The allocation of Executive Committee members to WG is:

- a. New Security Umbrella Entity: Jason Brown, Brian Kelly, Paul Murphy, Jo Stewart-Rattray.
 - b. Security Professionals' Education Council: Michael Dever, Brett McCall, Susan Gallagher, Nara Srinivasan.
 - c. Security Professionals' Certification Board: Jo Stewart-Rattray, Paul Murphy, Susan Gallagher.
 - d. Security Professionals' Information Sharing Project: Susan Gallagher, Steven Barlow, Julian Talbot.
 - e. Multi-security association/group//interest conference: Athol Yates, Brett McCall, Brian Kelly, Don Williams.
7. Other Business: Nil.
 8. Allocation of tasks is as shown in above.
 9. Future Meetings of the Executive Committee: as per the Agenda other than the Meeting of Oct is moved from the 10th to the 17th to coincide with the Security in Government Conference. It was noted that the 23rd or 24th of July was an informal opportunity to meet.
 10. Meeting Closed: 2.15 pm.

D. Williams Secretary

J. Brown Chair

11 July 2008

Security Professionals' Task Force

Inaugural Teleconference 12:30 (Canberra time) 9 July 2008

Agenda

Don Williams is the teleconference controller until item 1 is decided.

- 1. Nomination of Interim Chairperson and Secretary.**
 - a. Appointees to fill position for this Meeting until Chairperson and Secretary appointed at next Meeting as per Item 2.

- 2. Task Force Structure and Management.**
 - a. Agreement of Task Force (TF) membership, including nomination of Brett McCall and Julian Talbot. (Brett and Julian were members of the Interim TF who sent their apologies to the Congress and sought to join the TF.)
 - b. Terms of Reference for TF. Draft ToR to be provided prior to the Meeting.
 - c. Appointment of Chairperson and Secretary. Suggest nominations be submitted for selection at next meeting. Options are permanent Chair and Secretary or one to be permanent and the other rotating. Role of Chairperson; to Chair and host the meeting (including cost of teleconf), to confirm agenda and minutes, to coordinate TF activity. Secretary to arrange meetings, to take and distribute minutes, to coordinate TF administration and correspondence. (Possibly a rotating Chair and permanent Secretary may best suit the needs of the TF?)
 - d. Business rules including turnaround of documents within 5 working days. Requirement not to miss more than two TF meetings, compliance with agreed ToR, other?
 - e. TF timeline: TF to have working basis for implementation of all five cross-group initiatives by 15 April 2009 to report to the security community in May 2009.
 - f. TF financial issues: Teleconference and secretariat costs

- 3. Membership of Working Groups (WG) and possibly the TF.**
 - a. To increase inclusiveness, actively seek, through the professional associations and other links expressions of interest to join the WG.
 - b. Consideration of seeking expressions of interest to join the TF based on the same criteria as required at the Congress.
 - c. Action plan to seek membership of WG (and TF).

- 4. Communication Strategy.**
 - a. Agreement on who can speak for the TF. (All TF members?)
 - b. Key points to be communicated when discussion the TF.
 - c. Agreement only to quote from published TF material.
 - d. Requirement for formal, written communication strategy.
 - e. Action Plan for Communication Strategy.

- 5. Advancing the in-principle statement for the advancement of security professionals**

6. Establishment of the five WG.

- a. How WG will be established rather than detail of what WG will address.
- b. WG to raise a project plan showing: title; aim; output/deliverables; schedule (delivered by 15 April 2009); resources required; stakeholders; stakeholder liaison; etc.
- c. Who on TF will raise each WG and then oversee/mentor the WG and report back to the TF at each meeting. Each TF member is expected to work with a WG.

7. Other Business.

- a. As raised by TF members. (Please submit to Athol prior to the Meeting.)

8. Allocation of Tasks.

- a. Based on above items confirm allocation of tasks to TF members or others as applicable.

9. Future Meetings/teleconferences

Wednesdays: 12:30-1:30, except if otherwise noted.

2008

- 24 July, 4:00-6:00, Realm Hotel, after Safeguarding Australia conference, Canberra (informal)
- 20 August
- 10 September
- 15 October
- 12 November
- 10 December

2009

- 14 January
- 11 February
- 11 March
- 15 April

10. Close Meeting.

Attachment: List of confirmed TF members

- Athol Yates (temporary)
- Brian Kelly
- Don Williams
- Jason Brown
- Nara Srinivasan
- Paul Murphy
- Jo Stewart-Rattray
- Steve Barlow
- Mike Dever
- Susan Gallagher
- Julian Talbot

SPC TF Exec Minutes

To be confirmed

- Brett McCall
- Steve Barlow