

# 2021-09-09 GSWG Plenary Meeting Notes

## Meeting Date

09 Sept 2021

## Zoom Meeting Link / Recording

- <https://zoom.us/j/94081088601?pwd=OTVHTDJIRkdnNWpPVmRxTIBEL2RjQT09>
- [Link to the recording](#)
- [Link to the chat](#)

## Attendees

- [Drummond Reed](#)
- [Scott Perry](#)
- [Steven Milstein](#)
- [Steve Magennis](#)
- [Chris Ingraio](#)
- [Albert Johnson](#)
- [Carly Huitema](#)
- [Daniel Bachenheimer](#)
- [Karen Hand](#)
- [Mary Lacity](#)
- [Ricky Ng-Adam](#)
- [Stu Vaeth](#)

## Main Goal of this Meeting

Track progress with deliverables and introduce the topic of terminology, terms wikis, and mental models.

## Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
5 min	<ul style="list-style-type: none"><li>• Start recording</li><li>• Welcome &amp; antitrust notice</li><li>• Introduction of new members</li><li>• Agenda review</li></ul>	Chairs	<ul style="list-style-type: none"><li>• <b>Antitrust Policy Notice:</b> <i>Attendees are reminded to adhere to the meeting agenda and not participate in activities prohibited under antitrust and competition laws. Only members of ToIP who have signed the necessary agreements are permitted to participate in this activity beyond an observer role.</i></li><li>• New Members:</li><li>• ACTION: <a href="#">Drummond Reed</a> talk to Elisa about new Zoom Room.</li></ul>
5 mins	Review of previous action items	Chairs	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> ACTION: Scott Perry to send out the proposed final Trust Criteria Matrix and Trust Criteria Companion Guide to the full GSWG.</li><li><input type="checkbox"/> ACTION: Ricky agreed to provide a specific review of the proposed final <a href="#">Trust Criteria Matrix</a> and <a href="#">Trust Criteria Companion Guide</a>.<ul style="list-style-type: none"><li><input type="checkbox"/> Ricky did provide comments to some of the docs, but not this particular set.</li></ul></li><li><input type="checkbox"/> ACTION: <a href="#">Drummond Reed</a> to finish his review of the <a href="#">ToIP Governance Metamodel Companion Guide</a>.<ul style="list-style-type: none"><li><input type="checkbox"/> Drummond not done yet. Carry over this action item.</li></ul></li><li><input type="checkbox"/> ACTION: <a href="#">Savita Farooqui</a> to post new versions of the <a href="#">ToIP Governance Framework Matrix</a> and <a href="#">Governance Framework Matrix Companion Guide</a> to the GSWG mailing list as soon as they are ready.<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Savita was not on the call. Scott reported that he's been working with her on an editing session.</li></ul></li></ul>

30 mins	Task Force reports	TF Leads	<ul style="list-style-type: none"> <li>• <a href="#">Trust Assurance TF</a> — <a href="#">Scott Perry</a> <ul style="list-style-type: none"> <li>◦ <a href="#">Comment period for Trust Criteria Matrix</a> and <a href="#">Trust Criteria Matrix Companion Guide</a> has completed. Need approval vote with GSWG.</li> <li>◦ Scott reported that there has not been much additional feedback.</li> <li>◦ <a href="#">Karen Hand</a> did provide an editing review of the Companion Guide.</li> <li>◦ Scott did a quick run-through of the Trust Criteria Matrix and the Companion Guide.</li> <li>◦ We discussed the relationship of different documents that we want to advance. From a sequence standpoint, the highest priority is the ToIP Governance Metamodel &amp; Companion Guide.</li> <li>◦ <a href="#">Judith Fleenor</a> is going to connect with Scott about putting them into the template.</li> <li>◦ <b>DECISION: Trust Criteria Matrix and Trust Criteria Matrix Companion Guide are approved as a Working Group Approved Deliverable.</b></li> <li>◦ Scott reported that he is suspending the weekly meetings of the Trust Assurance Task Force since it has completed all of its deliverables at this time.</li> <li>◦ <a href="#">Ricky Ng-Adam</a> has suggested to his government contacts that they should join ToIP.</li> <li>◦ Scott mentioned the good news about the Province of Ontario's <a href="#">publishing their digital identity strategy</a> that explicitly includes ToIP</li> <li>◦ <a href="#">Steve Magennis</a> asked if ISO 23220 Part 5 was on Scott's radar? The standard deals with mobile driver's licenses. Part 5 deals with trust confidence levels. Steve offered to make a connection there if it would help. <ul style="list-style-type: none"> <li>▪ If we want to do something larger, we can make a formal connection, but we can start more informally.</li> <li>▪ <a href="#">Daniel Bachenheimer</a> brought up ISO SC 17 WG 3, which is focused on security for travel documents. It has been discussed about pursuing an ISO WG on healthcare.</li> <li>▪ Scott brought up other ISO WG 17 SCs - see screenshot #1</li> <li>▪ Even though these ISO standards take a long time, we want to be involved.</li> <li>▪ Dan said he is the SC 37 liaison officer to ISO TC 307 on blockchain, so he can help there too.</li> </ul> </li> </ul> </li> <li>• <a href="#">Governance Architecture TF</a> — <a href="#">Drummond Reed</a> <ul style="list-style-type: none"> <li>◦ The main progress in the past two weeks has been on planning for terminology development to support the terms defined in the <a href="#">ToIP Governance Architecture Specification</a> and <a href="#">ToIP Governance Metamodel Specification</a> (see topic below).</li> <li>◦ Scott shared an update for <a href="#">Savita Farooqui</a> on the Governance Framework Matrix and Governance Framework Matrix Companion Guide. <ul style="list-style-type: none"> <li>▪ More was added to the Companion Guide explaining the matrix and how to use it.</li> <li>▪ A section called "objects of governance" was added.</li> <li>▪ It also has more guidance about how to operate a governing authority—more of a step-by-step process.</li> <li>▪ Scott believes it will be ready by the next plenary meeting.</li> <li>▪ ACTION: <a href="#">Scott Perry</a> will notify <a href="#">Savita Farooqui</a> about the requirement to provide 7 day advanced notice (via the GSWG mailing list) if she would like to request WG approval of new versions of the <a href="#">ToIP Governance Framework Matrix</a> and <a href="#">Governance Framework Matrix Companion Guide</a> at the next meeting.</li> </ul> </li> </ul> </li> <li>• <a href="#">ToIP Stack Design Principles TF</a> — <a href="#">Drummond Reed</a> <ul style="list-style-type: none"> <li>◦ See <a href="#">Design Principles for the ToIP Stack</a> (Google doc draft).</li> <li>◦ Good progress — document is approx. half way done — goal is to finish as quickly as possible.</li> <li>◦ Strongly encourage input/feedback of GSWG members.</li> </ul> </li> </ul>
10 mins	Terminology and Mental Models	<a href="#">Drummond Reed</a>	<ul style="list-style-type: none"> <li>• The <a href="#">Concepts and Terminology Working Group</a> is rolling out a capability for ToIP WGs to create their own <a href="#">terms wikis</a>.</li> <li>• We need to start this process to have defined terms and glossaries for our deliverables.</li> <li>• However, it is <b>strongly recommended</b> that we dig deeper to determine if we want to base these terms in sound <b>mental models</b></li> <li>• <a href="#">Rieks Joosten</a> has been leading a team building these mental models at eSSIF-Lab — see the <a href="#">Overview of eSSIF-Lab Mental Models</a></li> <li>• Do we want to begin this work, and if so, should we start a <b>GSWG Terminology &amp; Mental Models Task Force</b>?</li> <li>• <a href="#">Carly Huitema</a> asked how a mental model differed from an ontology? <ul style="list-style-type: none"> <li>◦ Drummond posited that a mental model is in fact a very simply ontology designed for one specific scope.</li> </ul> </li> <li>• We ran out of time to discuss further on this call.</li> <li>• ACTION: <a href="#">Drummond Reed</a> to start an async discussion on the topic of GSWG terminology, glossaries, and mental models on the <a href="#">#governance-stack-wg</a> Slack channel.</li> </ul>
5 mins	Any other business		
5 mins	<ul style="list-style-type: none"> <li>• Review decision s/action items</li> <li>• Planning for next meeting</li> </ul>	Chairs	<ul style="list-style-type: none"> <li>• Our next special topic meeting is in 2 weeks.</li> </ul>

## Screenshots/Diagrams (numbered for reference in notes above)

REFERENCE ↓	TITLE	TYPE
ISO/IEC JTC 1/SC 17/AG 1 ⓘ	Registration Management Group (RMG)	Working group
ISO/IEC JTC 1/SC 17/CAG 1 ⓘ	Chairman advisory group	Working group
ISO/IEC JTC 1/SC 17/WG 1 ⓘ	Physical characteristics and test methods for ID-cards	Working group
ISO/IEC JTC 1/SC 17/WG 3 ⓘ	Traveller identification	Working group
ISO/IEC JTC 1/SC 17/WG 4 ⓘ	Generic interfaces and protocols for security devices	Working group
ISO/IEC JTC 1/SC 17/WG 8 ⓘ	Integrated circuit cards without contacts	Working group
ISO/IEC JTC 1/SC 17/WG 10 ⓘ	Motor vehicle driver licence and related documents	Working group
ISO/IEC JTC 1/SC 17/WG 11 ⓘ	Application of biometrics to cards and personal identification	Working group
ISO/IEC JTC 1/SC 17/WG 12 ⓘ	Drone license and drone identity module	Working group

## Decisions

- **DECISION:** The [Trust Criteria Matrix](#) and [Trust Criteria Matrix Companion Guide](#) are approved as a Working Group Approved Deliverable.

## Action Items

- ACTION: [Drummond Reed](#) to finish his review of the [ToIP Governance Metamodel Companion Guide](#).
- ACTION: Scott Perry to notify Savita Farooqui about the requirement to provide 7 day advanced notice (via the GSWG mailing list) if she would like to request WG approval of new versions of the ToIP Governance Framework Matrix and Governance Framework Matrix Companion Guide at the next meeting.
- ACTION: [Drummond Reed](#) to start an async discussion on the topic of GSWG terminology, glossaries, and mental models on the #governance-stack-wg Slack channel.