2021-08-26 GSWG Plenary Meeting Notes

Meeting Date

26 Aug 2021

Zoom Meeting Link / Recording

- https://zoom.us/j/94081088601?pwd=OTVHTDJIRkdnNWpPVmRxTlBEL2RjQT09
  (This link will be replaced with a link to the recording of the meeting as soon as that is available)

Attendees

- Drummond Reed
- Scott Perry
- Steven Milstein
- Ricky Ng-Adam
- Carly Huitema
- Daniel Bachenheimer
- Savita Farooqui
- Vikas Malhotra
- Kaliya Young

Main Goal of this Meeting

Move forward deliverables and discuss some WG policy questions.

Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
5 min	- Start recording - Welcome & antitrust notice - Introduction of new members - Agenda review	Chairs	**Antitrust Policy Notice:** *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.* - New Members: - Ricky Ng-Adam from the Province of Quebec
10 mins	Blog post for our new ToIP Approved Deliverables	Chairs	- The ToIP Steering Committee approved the **ToIP Risk Assessment Companion Guide** and the **ToIP Risk Assessment Worksheet Template** as ToIP Approved Deliverables. Now we need to prepare a blog post for the announcement. - Here are the new guidelines from the Communications Committee for such a blog post. - Review of Draft Blog Post announcing issuance.
20 mins	Policy discussion about pro bono work contributions	Chairs	- Scott Perry will lead this discussion. - The question is how we manage the increasing number of requests for our WG members to provide pro bono advice to governing authorities and trust communities seeking to develop and operationalize a governance framework. - Scott shared his particular perspective that, as a professional auditor, he does not conduct audits on a pro bono basis. But he has contributed to his work here in our WG and to other ToIP Foundation projects, such as the Interoperability Working Group for Good Health Pass, on a pro bono basis like many other ToIP members. - However, as some efforts at ToIP, such as the Good Health Pass WG, have been very large all-volunteer efforts, have set the expectation that the Foundation provides a large amount of pro bono services. This is causing friction with some ToIP members having expectations set on their time. - Scott raised this topic with the ToIP Steering Committee (SC) members earlier this week, and they requested that interested WGs discuss the topic and bring back recommendations to the SC. - Scott wanted to see what other WG members think about this topic. - Drummond shared a few thoughts about this topic: - Good Health Pass was an anamoly. - Our two Foundry WGs (Ecosystem and Utility) should establish Vendor Directories in which ToIP members can choose to be listed in order to make their commercial services available. - The SC and individual WGs should publish applicable policies about pro bono work and the separation of commercial services. - Daniel Bachenheimer said that at Accenture, they have specific services that they decide to provide on a pro bono basis, and other services are contracted. - Savita Farooqui said the model is similar from her standpoint. She has transitioned away from her previous business and made a conscious choice to do more pro bono work for a period of time. But we need to provide ways to set expectations about the level of pro bono assistance that should be available from ToIP members.

| 20 mins | Task Force reports | TF Leads | Trust Assurance TF Approval of Update to Introduction to Trust Assurance section of the Trust Assurance Companion Guide Karen Hand contributed editorial improvements after this deliverable **DECISION: The revised document with the accepted editorial revisions is approved as a Working Group Approved Deliverable.** Opening Review Period of Trust Criteria Matrix and Trust Criteria Companion Guide Scott Perry provided a brief review of both documents. Both documents have been available for review by the Trust Assurance Task Force for the past month. No further comments have been received. Scott is soliciting feedback from the full GSWG on the document. ACTION: Scott Perry to send out the proposed final Trust Criteria Matrix and Trust Criteria Companion Guide to the full GSWG. ACTION: Ricky agreed to provide a specific review of the proposed final Trust Criteria Matrix and Trust Criteria Companion Guide. Governance Architecture TF Currently waiting for Drummond Reed to finish his review of the ToIP Governance Metamodel Companion Guide. ACTION: Drummond Reed to finish his review of the ToIP Governance Metamodel Companion Guide. Savita Farooqui reported that she received feedback from sankarshan on the Governance Framework Matrix and will produce a new version. ACTION: Savita Farooqui to post new versions of the ToIP Governance Framework Matrix and Governance Framework Matrix Companion Guide to the GSWG mailing list as soon as they are ready. ToIP Stack Design Principles TF See the progress and comment discussion in the Design Principles for the ToIP Stack (Google doc draft) Drummond Reed said very good progress is being made; the final Community Writing Workshop on this document is today at 17:00-18:00 PT / 00:00-01:00 UTC. |
| 5 mins | Review decisions /action items Planning for next meeting | Chairs | |

Decisions

- **DECISION: The revised Trust Assurance Companion Guide document with the accepted editorial revisions is approved as a Working Group Approved Deliverable.**

Action Items

- ☐ ACTION: Scott Perry to send out the proposed final Trust Criteria Matrix and Trust Criteria Companion Guide to the full GSWG.

- ☐ ACTION: Ricky agreed to provide a specific review of the proposed final Trust Criteria Matrix and Trust Criteria Companion Guide.

- ☐ ACTION: Drummond Reed to finish his review of the ToIP Governance Metamodel Companion Guide.

- ☑ ACTION: Savita Farooqui to post new versions of the ToIP Governance Framework Matrix and Governance Framework Matrix Companion Guide to the GSWG mailing list as soon as they are ready.