

# Action Items Log



This page is a running list of Action Items associated with the IAWG. The list includes Agenda items to be scheduled in upcoming IAWG meetings.

## Action Items

Legend: OBE= Overtaken By Events

Item #	Description	Assigned to	Est. Completion	Status
2016-04-07-01	Reinstate action item log	<a href="#">Scott Shorter</a>	2016-04-19	Complete
2016-04-07-02	Ping Jenn Behrens about privacy criteria	<a href="#">Scott Shorter</a>	2016-04-20	Complete
2016-04-07-03	Distribute current version of statement of requirements	<a href="#">Ken Dagg / Scott Shorter</a>	2016-04-19	Complete
2016-04-07-04	Charter review	<a href="#">Andrew Hughes</a>	2016-04-19	Complete

## Old Action Items

Item #	Description	Assigned to	Est. Completion	Status
2014-01-09-003	Determine if IAWG meeting time can be changed to avoid meeting conflicts with other WGs. Poll IAWG participants for new meeting time. Proposed Thursdays, noon EST.  2014-01-31: Poll results affirmative for change to Thursdays, Noon, EST. Calendar has been updated.	<a href="#">Andrew Hughes</a>	2014-01-16	Complete
2014-01-09-002	Add Report on Safe Harbour regulations impacts and implications for Kantara IAF to IAWG Roadmap	<a href="#">Andrew Hughes</a>	2014-01-16	Assigned
2014-01-09-001	Review approval status of IAF 3450 (S3A) - was it ever actually approved?  2014-01-09: S3A is an ARB document. Myisha to inform ARB of usability issues and other potential improvements.	Myisha	2014 01 13	Assigned
2013-12-18-002	Email KI Community reminder about SAC v3.1bis 45 day Comment Period close date (17:00 PST, January 30, 2014)  2014-01-30: Periodic reminders were sent to KI Community up until comment period close.	<a href="#">Andrew Hughes</a>	January 30 2014	Complete
2013-12-18-001	Draft an opinion or report regarding application of our program(s) toward Safe Harbour regulations.  Refer to J. Brennan email request: <a href="http://kantarainitiative.org/pipermail/wg-idassurance/2013-December/001880.html">http://kantarainitiative.org/pipermail/wg-idassurance/2013-December/001880.html</a>  2014-01-09: IAWG does not believe that a report is required at this time. An estimate of work effort to develop a Report in the future if the need arises would be prudent. Myisha to send IAWG List a request for volunteer to prepare analysis and estimate.	Myisha	2014-01-16	Assigned
2013-12-12-003	Arrange for text from <a href="#">Kantara Annual Conformity Review Discussion (1).doc</a> to be incorporated into AAS.  ~2014-01-09: Brief email discussion on work required.	<a href="#">Andrew Hughes</a>  <a href="#">Richard Wilsher</a>	2014-01-31	Assigned
2013-12-12-002	<a href="#">Kantara Initiative Staff</a> to add HIMSS event to Event Radar page	<a href="#">Kantara Initiative Staff</a>	31 December 2013	Assigned
2013-12-12-001	Publish <a href="#">Kantara IAF-5463 SEAG (WG Report) v0-1.docx</a> on the IAWG site	<a href="#">Andrew Hughes</a>	31 December 2013	Not started
2013-09-26-002	High level presentation / overview to IAWG on Resilient Trust Networks approach and plans.  2013-Nov-7: Work will kick off in earnest 2014Q1  Myisha to do	Resilient Network Systems or PKH	January 2014	Planned for January
2013-09-19-002	Submit discussion thread about interpretation of credential "disable" term to the Ticket system for formal disposition.  <ul style="list-style-type: none"> <li>(26Sep2013): Andrew surfaced link to the Ticket system on the IAWG wiki page to make it easier for people to submit items</li> <li>(2013Oct9): no action yet - waiting for updates to Ticket system by staff. On Hold.</li> <li>(2013Nov21): Staff have provided instructions to IAWG on use of Ticket system. This item can proceed.</li> </ul>	<a href="#">Andrew Hughes</a>	31 December 2013	In Progress
2013-08-1-002	Forward Ticket items that have been resolved to correct lists for next action.  <ul style="list-style-type: none"> <li>(29Aug2013): Sent request to Staff to clarify process.</li> <li>(12Sep2013): Staff to discuss process for updates internally.</li> <li>(26Sep2013): Still under discussion internally. On Hold.</li> <li>(21Nov2013): Operating Procedures state that WGs appoint an Editor for updates. Advise LC/BoT that staff support might be required to support this activity. Richard Wilsher volunteers to take on the Editor role.</li> </ul>	<a href="#">Andrew Hughes</a>	Updated: 31 December 2013	In Progress

2013-06-13-001	<p>Chair to discuss with Exec. Director the need for a Content Management System analysis and potential tool for IAF/SAC &amp; funding options</p> <ul style="list-style-type: none"> <li>(2013-Jun-20): Discussion occurred; vision has been always to have a CMS - possibly a database with online self-serve document generation capability (in whichever output format is needed); team will be needed to draw up a wireframe and requirements for a custom developed tool</li> <li>(2013-Jun-27): Call for lead is required. Myisha to send a call to list for volunteer lead.</li> <li>(2013-Aug-29): Call for lead has been put to the Quarterly Status report - will be distributed from there</li> <li>(2013-Sep-12): No report</li> <li>(2013-Sep-26): Early investigation indicates that Terena uses a system that looks promising - Terena lead available in November 2013. ARB has the same agenda item. Pause any activity on assessing systems until we are able to engage Terena. Proposed to continue seeking a Kantara lead. On hold.</li> </ul>	Myisha Frazier-McElveen	December 2013	On hold.
2013-06-06-005	<p>IAWG-NIST F2F in DC area to discuss approach and feedback on 800-63 v IAF analysis approach</p> <p>(2013-Aug-1): Comment that perhaps ICAM should be invited as well.</p> <p>(2013-Oct-31): Will schedule for once the SAC is in Public Review.</p>	Staff / IAWG Leads	TBD	On hold

## Recently Closed Action Items

Item #	Description	Assigned to	Est. Completion	Status
2013-11-21-001	<p>IAWG to discuss FICAM TFS Program updates and provide comments to <a href="#">Kantara Initiative Staff</a> for consolidation into a Kantara response.</p> <p>IAWG comments due to <a href="#">Kantara Initiative Staff</a>: December 6 2013</p> <p>(2013-12-06): IAWG Comments have been sent to Joni for incorporation.</p>	IAWG	6 December 2013	Complete
2013-11-21-002	<p>Myisha to distribute comments spreadsheet to IAWG list</p>	<a href="#">Myisha Frazier McElveen</a>	21 November 2013	Complete
2013-11-21-003	<p>Schedule ad hoc IAWG meeting to continue discussion on comments for 6 December 2013 @ 10:00 EST (07:00 PST)</p> <p>(2013Dec03): meeting invitation sent to IAWG list/calendar</p>	<a href="#">Andrew Hughes</a>	28 November 2013	Complete
2013-10-09-002	<p>Review new SAC draft for alignment to new Glossary, adjust as appropriate.</p> <p>2013-Nov-7: Ken has retired - waiting for status update on his participation (Myisha to follow up)</p> <p>2013-Nov-21: This activity will be rolled into the 45 day public review activity. Closed.</p>	K. Dagg	17 October 2013	Action closed. OBE.
2013-10-09-003	<p>Prepare package of new SAC materials and send out for 45 day Public Review when ready.</p> <p>2013-Nov-21: last section to be reviewed by IAWG. Completed on call.</p>	R. Wilsher / Staff	24 October 2013	Complete
2013-10-09-004	<p>Locate and publish as appropriate, the ARB Document describing the required pattern of scope selection for annual SAC audits. May result in AAS change request.</p> <p>2013-Nov-21: (complete) Document located - next step to provide to IAWG for review and decision about placement of content relative to IAF.</p>	J. Brennan	17 October 2013	Complete
2013-10-09-001	<p>Staff to tweet/blog the call for volunteers for the RTN sub-group.</p> <p>(2013-Nov-21: changed to OBE as work is well underway)</p>	J. Brennan	17 October 2013	OBE
2013-10-03-002	<p>Discuss timetable for moving the IAF v4 to Public Review stage at next call</p> <p>(2013Oct9): Decision made to move to 45 day public review stage for IAF once glossary alignment and final edits are complete. Closed.</p>	Chair	10 October 2013	Closed
2013-10-03-001	<p>Richard Wilsher will submit a ticket for CO_ISM#090 removal. Richard &amp; Rich will prepare discussion points on CO_ISM#090 for a vote on next IAWG call.</p> <p>(2013Oct9): After lengthy discussion, resolved on-call that the original motion to remove CO_ISM#90 stands. Closed.</p>	R. Wilsher	10 October 2013	Closed
2013-09-26-003	<p>Andrew to send out call for volunteers for subgroup. Patricia to provide content for the email.</p> <p>(2013Oct9): No responses. Request made to tweet the request through channels. Closed.</p>	Andrew Hughes / Patricia Hammar	27 September 2013	Closed.

2013-09-19-001	<p>Refer to LC for discussion:</p> <ul style="list-style-type: none"> <li>• Discussion about "Proposers" section - the initial ones are important (since this is not a group re-formation, but a charter refresh)</li> <li>• Refer to LC for discussion: do we want brand new proposers every revision? a record of the Chair /Vice at the time of the revision? or other?</li> <li>• (26Sep2013): Question about order of process: IAWG should vote on it first then LC votes on acceptance of it.</li> <li>• (3Oct2013): Include original Proposers in the charter and note this in the text. Closed.</li> </ul>	Myisha Frasier-McElveen	25 September 2013	Closed
2013-06-13-002	<p>Glossary updates underway. Next draft should be available in 4 weeks</p> <ul style="list-style-type: none"> <li>• (11July2013): Defer item to future meeting</li> <li>• (1Aug2013): No comments on new additions received yet - reminder sent to sub-group.</li> <li>• (29Aug2013): Working through comments now. Aiming for distribution prior to next call.</li> <li>• (5Sep2013): A few comments remain outstanding.</li> <li>• (12Sep2013): Glossary draft has been distributed for IAWG comments and feedback.</li> <li>• (19Sep2013): Repeated call for comments. Finalization of draft text scheduled for next call.</li> <li>• (26Sep2013): Still waiting for comments.</li> <li>• (3Oct2013): Suggestion that the Glossary be attached to the SAC so that public comment would catch final comments.</li> <li>• (9Oct2013): Final alignment of new SAC to Glossary to be done, then package sent to 45 day public review. Closed.</li> </ul>	Ken Dagg	Updated:26 Sept 2013	Closed.
2013-09-26-001	Add the RSN subgroup to the Roadmap: Q4 for Phase 1	Andrew Hughes	26 September 2013	CLOSED
2013-09-12-001	<p>Charter redraft work item</p> <ul style="list-style-type: none"> <li>• (12Sep2013): Andrew to continue to update draft charter text based on comments and feedback from IAWG participants</li> <li>• (19Sep2013): This round complete.</li> </ul>	Andrew Hughes	19 September 2013	CLOSED
2013-09-12-002	<p>Status update on Resilient Networks work item</p> <ul style="list-style-type: none"> <li>• (12Sep2013): Waiting for information</li> <li>• (19Sep2013): See meeting minutes. Closed.</li> </ul>	Myisha Frasier-McElveen	19 September 2013	CLOSED