

IDENTITY ECOSYSTEM STEERING GROUP
CHARTER OF
The STANDARDS COORDINATION COMMITTEE

1. Official Title:

Standards Coordination Committee (SCC)

2. Statement of purpose:

The purpose of the Standards Coordination Committee (SCC) is to further the stated goals of NSTIC by identifying standards and frameworks that can support the stated key attributes of the Identity Ecosystem: Privacy, Convenience, Efficiency, Ease-of-Use, Interoperability, Security, Confidence, Innovation, and Choice.

As part of and in support of the Identity Ecosystem Steering Group (IDESG), the SCC will be the working element to accomplish clause B.1 of the Steering Group Rules of Association, namely:

"The IDESG shall establish forums and procedures to review applicable standards and adopt those that support achievement of the NSTIC vision, conform to the Guiding Principles, and meet other established requirements. Additionally, the IDESG shall:

- recommend standards be established when gaps are identified; and
- advocate for standards to be established and adopted in a timely manner and be sufficient to keep pace with emerging technology and market trends."

The SCC will accomplish its work through collaboration with existing SDO's to identify, adopt, and where necessary recommend updates to existing standards to meet the needs of the NSTIC identity ecosystem framework. It is not the intent of the SCC to serve as a Standards Development Organization (SDO) or to develop new standards itself, but wherever possible, will seek to re-use existing work. It will investigate the need for new profiles or modifications to achieve interoperability within current standards, and endeavor to facilitate the execution of such work within the relevant organizations, encouraging them to build new standards where needed.

NOTE: Use of the term SDO in this document is not intended as a term of art.

The identification of standards will be requirements and use case driven. Based on these requirements and the identity ecosystem architecture, the SCC shall identify applicable standards and ascertain gaps in existing standards and frameworks. The SCC will collaborate with other working groups and stakeholders to identify a common set of use cases.

34 The SCC shall collect and propose definitions, terminologies and establish a vocabulary for the
35 Identity Ecosystem.

36 **3. Scope:**

37 The SCC will define use cases and from the use cases identify requirements; identify and
38 recommend standards that meet requirements; define criteria for attributes or qualities which
39 standards ought to possess; identify gaps in existing standards; and recommend potential
40 profiles.

- 41 • The SCC will identify and recommend a terminology and definitions document, based on
42 existing standards, as it applies to the Identity Ecosystem.
- 43 • The SCC will identify and publish lists of new and/or existing open standards relevant to
44 the NSTIC Identity Ecosystem.
- 45 • The SCC will define use cases in an Identity Ecosystem context. These may be existing
46 use cases or new use cases as the SCC determines.
- 47 • Based on the established use cases, the SCC will identify gaps in existing standards and
48 use the Identity Ecosystem liaison process for communicating identified gaps to the
49 owning SDO.
- 50 • In all of its work, the SCC should, to the extent feasible, prefer widely implementable,
51 widely interoperable, modular open, accredited and market-supported standards,
52 extensions, profiles and methods that permit use by a variety of participants.
- 53 • The SCC will build on and use existing standards and specifications as much as possible.
54 When there is a need to modify existing Standards, then the SCC will document the
55 recommended modifications and work with the relevant SDO to initiate the work. In
56 cases where it is not feasible for the owning SDO to modify the standard and there are
57 no alternative standards, the SCC will provide recommendations on how to proceed.
- 58 • The SCC may identify and recommend proposed profiles as appropriate for the defined
59 use cases.
- 60 • The SCC will work with other ID EcoSystem working groups and committees to receive
61 their requirements and in turn to make standards recommendations.
- 62 • The SCC Chair may form ad-hoc groups for the purpose of addressing specific work items and
63 providing recommendations for the Committee's consideration.

64 The following items are out of scope for the SCC:

- 65 • The SCC will not serve as a Standards Development Organization (SDO) or develop new
66 standards.

67 The work of the SCC is dependent upon the following:

- 68 • Deliverables from other IDESG groups
- 69 • An agreed conceptual architecture
- 70 • Security/vulnerability analyses

4. List of Deliverables:

- A work plan for the SCC, including a current set of working assumptions and deliverables.
- An inventory of existing open standards, and their source, relevant to the Identity Ecosystem use cases.
- A document calling out in detail the specific use cases for the Identity Ecosystem.. This document will be provided to the Identity Ecosystem Management Council for approval.
- A set of profiles and gaps, as described above under “Scope”.
- Guidelines regarding the inclusion or assessment of prospective specifications as standards.
- Identification of recommended/required standards underpinning the Identity Ecosystem Framework.
 - Note: These standards may be cited as part of NSTIC accreditation requirements. The SCC will work with the Accreditation Committee in support of this work.
- Optionally, such other deliverables within the scope listed under “Scope” (including vocabulary and requirements documents), as the SCC may elect.

5. IPR Mode:

The SCC shall operate under the IPR Policy adopted by the Identity Ecosystem Steering Group.

6. Anticipated Audiences:

- Enterprises and users interested in providing or using Identity Ecosystem capabilities (i.e., stakeholders).
- Other IDESG components (i.e., Management Council, Plenary, Committees, Working Groups)
- Identity system developers and vendors interested in conformance with identified standards.
- Standards Development Organizations (SDO's)

7. Roles and Responsibilities:

- Responsibilities of the Chair
 - The Chair is the presiding officer of the SCC, and guides its efforts to the effective completion of its tasks.
 - The Chair shall adhere to the Charter and such other rules of order and operating procedures as the SCC may adopt.

- The Chair shall maintain a respectful environment that allows all members to be heard and work to build consensus within the SCC.
- The Chair shall guide the consensus processes in the SCC, ensuring that all points of view, to include minority views, are adequately expressed and understood by all present.
- The Chair shall provide guidance and direction for the development of the SCC work plan.
- The Chair shall be responsible for membership recruitment as necessary to support balanced viewpoints within the SCC.
- The Chair shall report to the Identity Ecosystem Plenary Chair or the Management Council as necessary.
- The Chair shall be responsible for addressing any impediments to the effective functioning of the SCC and taking appropriate corrective actions.
- The Chair shall be responsible for working with other Committee and Working Group chairs, the Plenary Chair, and the Secretariat as appropriate to resolve concerns raised by Liaisons on Steering Group work products.
- The Chair shall assign Liaisons to the working groups to ensure SCC expertise is available during the development of work products and recommendations, and assist them as needed. This responsibility may be delegated to other officers as necessary.
- Responsibilities of the Vice-Chair
 - The Vice-Chair shall support the Chair in fulfilling his or her responsibilities.
 - The Vice-Chair shall assume and perform the duties of the Chair in the event the Chair is absent or unavailable.
- Responsibilities of the Secretary
 - The Secretary shall write meeting minutes and present them to the SCC for approval.
 - The Secretary shall maintain the roster of members and voting eligibility.
 - The Secretary shall support the Chair in fulfilling his or her responsibilities.
 - The Secretary shall assume and perform the duties of the Chair in the event that both the Chair and Vice-Chair are absent or unavailable.
- Responsibilities of the Inter-SC/WG Liaisons
 - The Liaisons shall attend relevant meetings of their assigned working group or committee.

- The Liaisons shall report on the activities of their assigned working group or committee to the SCC.
- The Liaisons shall facilitate and coordinate SCC input on work products with their assigned working groups.
- The Liaison shall facilitate communication between the SCC with their assigned working groups task force, or committee.
- The Liaisons shall attend relevant meetings of their associated working group, task force, or committee; and report on the same to the SCC.
- Responsibilities of SCC members:
 - SCC members shall attend meetings of the Committee and work to support the objectives of the SCC.
 - SCC members shall adhere to the Charter and such other rules of order and operating procedures as the SCC may adopt.
 - SCC members shall strive for a respectful environment that allows all members to be heard and work to build consensus within the SCC.

8. Appointment of Officers:

The charter establishes the positions of Chair, Vice-Chair and Secretary. The Chair, Vice-Chair and Secretary shall be elected by simple majority vote and shall serve a term of 1 year after the initial term specified by the Plenary. The Chair, Vice-Chair and Secretary may serve multiple consecutive terms.

In case a position is vacated during the 1 year term, a new candidate shall be elected by simple majority during a scheduled meeting.

The Chair, Vice-Chair and Secretary may be replaced at any time during their term if the SCC simple majority believes that this needs to happen.

9. SCC Participation:

SCC meeting and listserv participation is open to all Identity Ecosystem Steering Group members and other interested parties.

SCC membership is open to IDESG members, via self-declaration, by requesting to the chair (either in writing or verbally at an SCC meeting) to be added to the SCC membership roster. Members may also ask to be removed from the roster via this same process.

10. Operational Procedures:

- The SCC shall establish and maintain an email distribution list and provide a mechanism for individuals to add and remove themselves from the list.
- The SCC shall use the Secretariat provided Work Space (<http://www.idecosystem.org/group/standards-coordination-committee>).
- The SCC shall establish a meeting schedule for both in person meetings and teleconferences. Meeting announcements will be published and a minimum of 5 days' notice will be given.
- The SCC shall develop and maintain a work plan.
- The Chair and/or Vice-Chair will select the editor(s) for the SC deliverables.
- The SCC shall conduct meetings according to the procedures laid out in the Identity Ecosystem Steering Group Rules of Associations (RoA), supplemented where necessary with Roberts Rules of Order (Current Edition).

a. **Quorum** – For business in the SCC, a quorum is defined as:

- i. Quorum for meeting conduct and voting shall be as defined in the IDESG RoA. Attendees to any meeting are recorded by the Secretary, and a roster of attendees is attached to meeting minutes.

- ii. E-voting: For all e-voting, a quorum shall be as defined in the IDESG RoA.

b. **Voting Eligibility** - Voting rights are conferred upon SCC members (as defined in §9) based upon IDESG voting status and active participation. SCC members who are voting members of the IDESG are eligible for voting rights in the SCC. To maintain those rights (i.e., participate in a vote), the member must meet the requirements in RoA §12.16.

c. **Decisions** - The SCC shall make decisions by consensus, or majority voting in the absence of consensus.

- i. Consensus process – The IDESG RoA defines consensus as the absence of sustained objection, with a quorum present. SCC also defines consensus as a business process which maintains representative safeguards for the SCC as a whole, while simplifying decision-making. If a quorum is present, the Chair may declare approval by consensus of proposed Administrative (non-procedural) business, after:

1. Members have openly discussed the topic;

2. Consensus is seconded by any SCC member with voting privileges, and;
3. No continued dissent is raised by a SCC member.

If Consensus cannot be achieved:

4. A vote may be called to decide approval of the matter;
5. The matter may be tabled for discussion on a later date, or:
6. The matter may be tabled indefinitely, or withdrawn.

ii. Voting process – Votes are by member organization, with one vote per voting IDESG organization. Individual IDESG voting members are considered organizations for voting purposes and receive one vote.

1. For a given vote, counts are based on the number of members who are eligible to vote at the time the vote is taken. For electronic votes, this is at the time the ballot is opened.
2. An SCC officer will schedule e-voting using IDESG Secretariat resources. Once the ballot is prepared, the Chair will notify all members with voting privileges of the opportunity.
3. All matters except voting on SCC deliverables and charter amendments may be passed by a simple majority vote.
4. SCC deliverables MUST be approved by a super-majority of at least 2/3. Ballots on SCC deliverables MUST be announced 1 week prior to the vote, be via electronic voting, and be open for a period no less than 14 days.
5. All other electronic ballots will have at least a 14 day voting window.

d. **Language** - SCC business and proceedings will be conducted in English.

e. **Reporting** - The SCC shall periodically create reports about its activities and make these reports available to the public. It shall report directly to the Plenary Chair and to the Management Council Chair upon request. The

238 Secretariat shall provide administrative assistance in the publication of these
239 reports.

240 f. **Amendment** – After initial approval, the SCC Charter will only be amended
241 by a 2/3 vote; voting on a proposed amendment cannot take place until at
242 least 5 working days after the written proposal is posted on the SCC website.
243 A Charter amendment proposed verbally during a SCC meeting will be
244 recorded by the Secretary and reported in meeting minutes, but the
245 proposed amendment must be submitted to SCC officers in writing before it
246 is posted to the website. Approved versions of the Charter will reflect version
247 number and date of approval for that document, and be available on the SCC
248 website.

249 **11. Collaboration:**

250 As the work of the SCC comprises deliverables which underlie the work of the entire IDESG, the
251 SCC will establish processes (or work with the IDESG to establish such processes) to maximize
252 collaboration with other IDESG members and groups in the development of these work
253 products. In particular, the SCC will act as the steward of the IDESG use cases and terminology,
254 but not the "owner" thereof. These items will be developed collaboratively with the whole of
255 the IDESG.

256 **12. Liaisons and Relationships:**

257 The SCC shall work with other IDESG working group, standing committees and stakeholder
258 groups to:

- 259 • Understand their requirements
- 260 • Recommend appropriate standards in support of their needs

261 The SCC shall work with various SDO's to:

- 262 • Identify existing standards applicable to the NSTIC effort
- 263 • Suggest new standards projects or revisions of existing standards to meet NSTIC identity
264 ecosystem needs.

265 The SCC will focus on direct collaboration with relevant standards development and standards
266 setting organizations such as de jure, consortia, professional society and industry associations
267 (e.g., IETF, OASIS, W3C, ISO, ITU, and relevant other consortia), in the area of Security and
268 Identity Management. Liaisons will be identified with other standards bodies, and content-
269 sharing arrangements sought where possible.

270 All liaison activity shall be subject to applicable IDESG IPR and other relevant policies.

271 **13. Duration/Termination of the SCC:**

272 The SCC shall continue for the duration of the Identity Ecosystem Steering Group or until it may
273 be dissolved by amendment to the Identity Ecosystem Steering Group charter, whichever may
274 be the earlier.

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