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January 2, 2018

Community Trust and Assurance Board (CTAB) Charter

Updated and Approved by InCommon Steering in December 2017

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1. Description & Constitution

The Community Trust and Assurance Board (CTAB) represents the InCommon community in InCommon's trust and assurance related programs and initiatives. It is advisory to the InCommon Steering Committee.

1.1 Membership

Voting membership of the CTAB is by appointment of the InCommon Steering Committee. Members serve three-year terms at the pleasure of the Steering Committee.

The CTAB should consist of between seven and thirteen voting members, including a member of the InCommon Steering Committee, chosen to ensure reasonable representation of InCommon's various constituencies and to ensure reasonable representation of various areas of expertise and perspective:

1. Universities and Colleges, both large and small
2. Research and scholarly communities
3. Commercial service providers, both large and small
4. IT and IT Security strategic leadership
5. IAM and Information Security operations
6. International perspective
7. Internal Audit
8. InCommon Staff

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In addition the CTAB may invite non-voting Subject Matter Experts to join them to advise on and support its work.

1.2 Selection of Chair and Vice Chair

The chair and vice chair of the CTAB shall be selected by the InCommon Steering Committee. The chair and vice chair will serve one year terms to begin on January 1st and end on December 31st. The InCommon Steering Committee will select a new vice chair each year who will become the chair following one year of service as vice chair.

2. Duties

The duties of the CTAB are to:

1. Shepherd community consensus on trust and assurance related issues.
2. Review trust and assurance related disputes between InCommon Federation participants. Liaise with international federations to address related disputes.
3. Provide leadership and oversight of InCommon's trust and assurance programs and initiatives. Identify and engage in opportunities to develop new initiatives and assurance profiles to enhance trust and assurance for InCommon, its participants, and other Research and Education federations, and advocate for their adoption.
4. Perform identified functions supporting the InCommon Assurance Program.
5. Coordinate with the InCommon Steering Committee and other groups as directed or reasonable.

3. Voting Requirements

The following voting rules shall apply to decisions of the CTAB:

1. A quorum comprises at least a simple majority of the voting members whether participating in person or electronically.
2. Recommendations to Steering Committee should be reached using a group decision process that seeks the consent, not necessarily the agreement, of all participants and the resolution of legitimate objections.
3. If a simple majority vote is necessary due to absence of general agreement, all those voting "no" should submit a minority report to accompany the recommendation to document the dissenting opinion for Steering Committee awareness. In the event that a minority report does not accompany CTAB recommendations, the Steering Committee will consider them as concurred by the majority of the CTAB and absent of significant concern.

4. Resource Requirements

The CTAB requires the following support from InCommon:

1. Operation of agreed workflows, websites, etc, in support of Baseline Expectations-related processes.
2. Access to InCommon Staff and Steering Committee for its receipt of certification recommendations and their timely processing.
3. Secure, restricted, and segregated access storage of certification applications, supporting documentation, and correspondence with applicants that is isolated from the general member area.
4. Access to the web-based applications as well as associated applications and related documentation.
5. Conference call facilities.
6. Logistics and administrative support, including documenting meeting discussions and decisions, and support for an annual face-to-face meeting.

5. Group Meetings and Communications

Communication is conducted mainly through electronic mail utilizing the mailing lists and through online meetings. CTAB voting may be conducted through email or online as determined most appropriate. Face-to-face meetings will occur as necessary, annually at a minimum, in conjunction with regularly scheduled conferences when possible.

Online and face-to-face meetings may be canceled as needed by the CTAB chair in consultation with InCommon Staff.

6. Membership Expectations

CTAB members shall:

1. Maintain strict confidentiality of information shared about participant practices in the context of dispute and assurance reviews.
2. Disclose any conflicts of interest and recuse themselves from associated discussions and votes.
3. Regularly participate in biweekly meetings and e-mail discussions.
4. Cover their own costs incurred as a result of participation, including the expectation of attending at least one face-to-face CTAB meeting per year.

7. Change Log

Date	Comments	Status
Dec 5, 2011	Steering approves first version of the Assurance Advisory Committee Charter	Public

Dec 19, 2013	Steering approves amending the terms of service from 2 to 3 years	Public
Dec. 1, 2014	Steering approves updated charter, which includes somewhat expanded duties including "Identify and engage in opportunities to provide new assurance profiles which will enhance Trust and Identity in Education and Research"	Public
Nov 2017	Substantial revisions and name change to reflect changes in trust and assurance within InCommon and other Research & Education federations.	Public