

Common Vulnerabilities and Exposures (CVE®)

Strategic Planning Working Group Charter

Version 1.3

(This version of the CVE SPWG Charter was approved and effective June 15, 2020)

CVE Strategic Planning Working Group (SPWG) Charter

1. CVE Strategic Planning Working Group Overview

The CVE Strategic Planning Working Group (SPWG) was established as the first CVE Program sanctioned working group by the CVE Board in October 2016. The purpose of creating the SPWG was to provide a needed forum for CVE strategic planning to occur. The SPWG activities and discussions are focused on improving the CVE Program while providing directional recommendations to the Board on the future of the project, its structure, governance, automation and enhance related community efforts, etc.

2. Working Group Membership

Any active, CVE authorized program member may participate on the SPWG. This includes [Board members](#), [CVE Numbering Authority \(CNA\) representatives](#), Authorized Data Publishers (ADP), and participants from the Secretariat's organization.

There is no limit to the number of representatives a given CNA may have as members of the working group. **The SPWG is not open to participation from the public at large. On a case by case basis, the SPWG can decide through consensus to allow a non-CVE program member to participate in the SPWG. Their membership will be reviewed annually.**

3. Working Group Materials

SPWG members shall have access to live and recorded meetings and other material generated by the SPWG. Any materials supplied to or generated by the SPWG are to be treated as [TLP: Amber](#) materials (unless otherwise explicitly noted in those materials). Violating this trust is grounds for removal from the SPWG.

4. Working Group Discussions

All discussions during meetings or via the SPWG mailing list or other channels shall be subject to the [Chatham House Rule](#), with an exception when coordinating with other CVE sanctioned WGs and when communicating with members of the CVE Board.

5. Size of the SPWG

There is no cap on the number of members an organization may have on the SPWG, though this practice may be revisited if the size or membership mix increases to the point that it negatively impacts the ability of the SPWG to make decisions or take action. With a recommendation from the SPWG Chair(s), it is up to the Board and the Secretariat to determine when actions need to be taken to resize or restructure the SPWG.

6. Professional Code of Conduct Guidance

Members of the SPWG must agree to abide by the professional conduct guidance as described below. Complaints regarding inappropriate behavior are welcomed by SPWG Chair(s) or another member of the CVE Board.

In the interest of fostering an open and welcoming environment, SPWG members agree to make participation in the SPWG and directly related activities, a harassment-free experience for everyone, regardless of age, body size, disability, ethnicity, gender identity and expression, level of experience,

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education, socio-economic status, nationality, personal appearance, race, religion, or sexual identity and orientation.

The Chair(s) of the SPWG and the CVE Board are responsible for clarifying the standards of acceptable behavior and are expected to take appropriate and fair corrective action in response to any instances of unacceptable behavior.

Examples of unacceptable behavior by participants include:

- Public or private harassment.
- The use of sexualized language or imagery and unwelcome sexual attention or advances.
- Trolling, insulting/derogatory comments, and personal or political attacks.
- Publishing others' private information, such as a physical or electronic address, without explicit permission.

Other conduct which could reasonably be considered inappropriate in a professional setting.

Complaints should be sent to the SPWG Chair(s). All complaints will be reviewed and investigated and will result in a response that is deemed necessary and appropriate to the circumstances. The Chair(s) is obligated to maintain confidentiality with regard to the reporter of an incident

If action is necessary due to a verified complaint:

1. The CVE Program requires any response should be as transparent as possible.
2. The Secretariat, speaking on behalf of the CVE Program and the SPWG, will send a public message to the SPWG mailing list calling out the unacceptable behavior. It will explain that such repeated behavior will result in removal from the list.
3. The Secretariat, speaking on behalf of the Board, will send a direct warning to the SPWG member. That warning will explain to the individual that disciplinary actions will be taken, and will outline the consequences of failing to correct the inappropriate behavior. The violating member will not be removed at this time.
4. If the unacceptable behavior is corrected, the Secretariat should send a message back to the initial submitter explaining the actions taken, and at this point the issue is closed.

If the violating member in question has repeated complaints against him/her then the situation needs to be discussed with the Chair(s) and the Secretariat as to the steps that need to be taken next. If it becomes necessary for drastic action to be taken, such as removal of the offender, the Chair(s) and the Secretariat will follow the SPWG member forced removal process specified in the Removing SPWG Members section.

7. Change in Member's Affiliation

If an SPWG member has a change in organizational affiliation that renders the member unable to meet the SPWG membership qualifications, that member must notify the Secretariat of the change. Once known, the Secretariat will remove the unqualified member from the SPWG mailing list and the departing member's access to other CVE SPWG resources (i.e., SharePoint).

8. Removing SPWG Members

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SPWG members will be considered for removal if:

1. The SPWG member asks to be removed.
2. A current SPWG member nominates the person or organization for forced removal. Forced removal may be based on lack of collegiality or professional conduct or failure to follow conventions as established in this Charter.

Once the removal process is trigger, the Secretariat will remove the identified member from the SPWG mailing list and the departing member's access to other CVE SPWG resources (i.e., SharePoint).

9. Consensus Determination

It should be understood that the development of rough consensus is extremely important in a strategic forum developing recommendations for the Board to act on. It is the responsibility of the SPWG Chair(s) to facilitate the consensus process. Consensus in this case is defined by "the lack of sustained disagreement" on the issue being discussed.¹

Once consensus has been called by the Chair(s), the recommendations of the SPWG will be submitted to the CVE Board in written form, indicating the result of the consensus and describing any difficult issues where consensus was difficult to achieve.

While most times consensus can be accurately determined on a working group call, there may be cases where consensus is split. In such a case, both points of view will be documented in the above and the CVE Board will make the final determination, by vote if necessary.

10. Working Group Meetings

SPWG meetings are held routinely as required. The Secretariat, in conjunction with the SPWG Chair(s), will establish the agenda for each meeting. SPWG members are free to raise subjects during meetings that are not on the agenda for that particular meeting. The agenda, and any appropriate supporting documents, will be provided to the members prior to each meeting, and should be reviewed in advance. Actions items carried over or identified during the previous meeting should be included in the agenda sent to SPWG members.

11. Working Group Progress

SPWG progress must be reported back to the Board on an ad hoc, Board requested, or routine basis—either through the Board meetings, or through the Board email lists, as appropriate. Activities coming out of the SPWG are an extension of the Board activities. The SPWG needs Board approval before making changes or decisions that can either adversely or favorably affect CVE. The SPWG should notify the appropriate Board email list (public or private) whenever the WG requires this kind of change or decision.

¹ The IETF RFC 7282 (<https://tools.ietf.org/html/rfc7282>) provides a good resource on how to conduct a useful consensus process. While the use of humming will not be a useful tool for the virtual nature of the SPWG meetings, the other guidance in this RFC applies well to this scenario.

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The SPWG will keep the Board apprised of what is occurring and decisions being made. The SPWG will provide a periodic report-out to the Board list, ensuring any SPWG decisions made are clearly identified as “recommendations” to the Board. All recommendations made need to include a consensus statement indicating the level of agreement of the SPWG members, such as unanimous, majority or voted on with results included. The Board will then have an opportunity, for a timeframe specified in the report-out, to review the recommendations. If Board members have issues or questions, they are expected to ask for clarification and have the discussions needed to come to a consensus. In many cases, there may be no need for clarification or discussions. If no Board members respond within the specified timeframe, acceptance of the change, decision, or the recommendation(s) is considered approved. Silence begets acceptance.

12. SPWG Charter Review

The SPWG will review the Charter when a significant change or issue is identified. If it is determined a revision is necessary, the updated language will be incorporated into a draft for review by the SPWG membership. **Any change to the Charter requires a voice vote on a regularly scheduled SPWG call. Notice of the vote must be given two weeks in advance of the call to ensure that interested SPWG members know to attend the vote.**

12.1 Steps for Charter Review and Update

If a revision to the charter is called for, the following steps should be taken:

1. The SPWG Charter document goes through a set of revisions. The number of revision cycles vary, based on the complexity of modifications needed.
2. When the edits received have been incorporated, and the proposed Charter appears near-final, the Secretariat will issue a final call for edits via email. The email will include a date by which the final edits need to be received by the Secretariat.
3. Once the final edits received are incorporated, a message is sent to the SPWG mailing list detailing the specifics as to when the SPWG will meet and the voice vote will occur.
4. The Secretariat will post the results of the vote to the Board and the SPWG list.
5. If the new Charter updates are voted down, then it will be sent back to the SPWG for discussions and further revisions.
6. If the vote indicates acceptance, the new Charter will immediately take effect and the Secretariat will update the CVE related resources to reflect the new SPWG Charter.