



122-B

EVALUATION PROGRESS MEETING

Chair CESG or CLEF
Secretary CLEF

Attendees

Evaluators
CESG Certifier

Optional Attendees

Sponsor
Developer(s)
Accreditor
Technical Expert(s)/Consultant(s)

Standard Agenda

- 1. Chairman's Introduction**
- 2. Minutes of Previous Meeting**
- 3. Security Target Status**
- 4. Evaluation Work Programme (EWP)**
- 5. Overview of Evaluation Progress**
- 6. Work Package Reports (WPRs)**
- 7. Observation Reports (ORs)**
- 8. Test & Sampling Strategies**
- 9. Certification Issues**
- 10. Any Other Business**
- 11. Summary of Actions**
- 12. Date of Next Meeting**

Guidance for EPM Attendees

1. Chairman's Introduction

Chair to lead

- a. Chairman welcomes attendees to EPM No. *n*.
- b. Agree Minutes Secretary (*CLEF*).
- c. State EPM objectives – review technical issues.
- d. Individual attendees state their name, title, role.
- e. Agree agenda, including any requested changes.
- f. Update contact details (e.g. email addresses).
- g. State admin arrangements (fire brief, room availability, coffee/tea, lunch, etc)

2. Minutes of Previous Meeting

Chair to lead

- a. Accuracy – any changes required.
- b. Actions arising.

3. Security Target Status

CLEF to lead

- a. Review of any changes or proposed changes.
- b. Discuss impact of any security architecture changes.

4. Evaluation Work Programme (EWP)

CLEF to lead

- a. Review of any evaluation activity changes.
- b. Update of evaluation milestones & timescales.
- c. External dependencies, if any.

5. Overview of Evaluation Progress

CLEF to lead

- a. Evaluation Deliverables received.
- b. Status of evaluation activities: (planned, started & completed).

6. Work Package Reports (WPRs)

CLEF to lead

- a. Review of draft WPRs & associated Evaluation Deliverables.

7. Observation Reports (ORs).

CLEF to lead

- a. Status of ORs/Review of OR Status Register.
- b. Discuss unresolved ORs.

8. Test & Sampling Strategies

CLEF to lead

- a. General approach.
- b. Test configuration(s).
- c. Vulnerability analysis – potential vulnerabilities.
- d. Security functional test ideas.
- e. Penetration test ideas.
- f. Test scripts.
- g. Secure delivery aspects.

9. Certification Issues

Chair to lead

- a. Discuss any other issues that affect certification.

10. Any Other Business

Chair to lead

11. Summary of Actions

Secretary to lead

- a. Review of new and unresolved actions.
(In the Meeting Minutes, each Action *m* should include an Actionee, a Due Date, and an Action Reference number of the form “EPM*n-m*”.)

12. Date of Next Meeting

Chair to lead.

- a. Determine date of next meeting, if required.
- b. Establish any additional meeting requirements.
- c. Thank attendees for attending EPM No. *n*.

General Notes

- The focus of EPMs is on technical progress and aspects requiring detailed discussion between CB and CLEF, including technical issues requiring resolution.
- Other EPM attendees, e.g. Sponsor, Developer(s), Accreditor, technical expert(s) and consultant(s), may be invited according to proposed discussion topics or issues.
- Routine progress on evaluation activities by the CLEF, timescales and supply of related deliverables should be discussed in scheduled contractual progress meetings between the CLEF, Sponsor and/or Developer, rather than in EPMs.
- The CB will not normally attend routine progress meetings scheduled by the CLEF and/or Sponsor, but should be kept aware of significant points of interest, e.g. changes in security architecture and timescales affecting certification.
- If there is nothing to report or no issues to discuss under an agenda topic, this should be recorded in the EPM minutes.
- Copies of EPM minutes should be sent to the CB and other parties as agreed at the TSM.