Biometrics Security International Technical Community  
Terms of Reference v 0.6

# Identification

Name: Biometrics Security International Technical Community

Abbreviation: BS iTC

# Initiators

Information-technology Promotion Agency, IPA, Japan

Organismo de Certificación de la Seguridad de las Tecnologías de la Información del CCN, Spain

# Technology area and scope

The scope of this international Technical Community (iTC) is Biometrics products.

The iTC will develop and maintain a collaborative Protection Profile (cPP) for such products. The iTC will also develop Supporting Documents (SD) that describe the Evaluation Activities for performance evaluation and presentation attack detection that are to take place when evaluating a product against the cPP.

The initial cPP are to consider the Essential Security Requirements (ESR) [1]. It is anticipated that the scope of the first version of the cPP is limited to solve the security problem as defined in the ESR in order to be completed in a timely manner. The ESR and BS cPP is biometric characteristic (e.g. face, fingerprint and finger/palm vein) independent but SDs are to be developed for each biometric characteristic. The initial target of biometrics characteristics are finger/palm vein and fingerprint. In parallel or after the completion of the first version of the BS cPP with the associated SDs, the iTC may consider to expand the scope and develop SDs for other biometric characteristics.

# Key persons / affiliations

Key roles are defined in section 8.

In order to avoid updating this ToR, and potentially requiring another submission for approval, the key persons are defined in “BS International Technical Community – Key persons and affiliations” [2] provided separately at the Team lab file area of the iTC.

# Collaboration Infrastructure

To enable collaboration, the iTC uses collaboration services including email notification, discussion forums, and file storage that are accessible to iTC members. At this writing, the Common Criteria Users Forum (CCUF) is hosting collaboration services for the iTC.

# iTC and cPP development process

## Application of the White Paper

This iTC follows the processes defined in “Establishing International Technical Communities and Developing Collaborative Protection Profiles” [3] with the version agreed with the CCDB Liaison. The version should normally be the latest version approved by the CCRA CCDB BS Working Group, or the CCRA CCDB as applicable.

## Maintenance

The iTC remains in place to answer inquiries and update the cPP as may be requested by CCDB, iTC members and/or others cPP stakeholders. The iTC Chair is responsible for establishing an appropriate periodic schedule and organizing the iTC to review, and if needed, update the cPP and SD.

# Policies

## Membership

This iTC is open to all interested persons who have an active role in this technology area and in CC evaluation. To join the iTC, each person sends a request to:

<isec-itc-bio-info@ipa.go.jp>

## Principles

The iTC should be working in manners that promote fair competition and meet the six principles of international standardisation determined by the WTO-TBT. See G/TBT/1/Rev.9 (8 September 2008) “DECISIONS AND RECOMMENDATIONS ADOPTED BY THE WTO COMMITTEE ON TECHNICAL BARRIERS TO TRADE SINCE 1 JANUARY 1995”.

* Transparency
* Openness
* Impartiality & Consensus
* Effectiveness & Relevance
* Coherence
* Development Dimension

If the iTC finds any of the principles not to be appropriate, it should inform the CCDB via the Liaison on what exceptions would be required.

## Code of Conduct

The BS iTC draws from the ISO Code of Conduct for the technical Work [4].

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| --- | --- |
| **Work for the net benefit of**  **the international community** | We recognize that the development of International Standards is for the net benefit of the international community, over and above the interests of any individual or organization. We are committed to advancing International Standards within their agreed scope and we will not hinder their development. |
| **Uphold consensus and governance** | We will uphold the key principles of International Standardization: consensus, transparency, openness, impartiality, effectiveness, relevance, coherence and the development dimension. |
| **Agree to a clear purpose and scope** | We are committed to having a clear purpose, scope, objectives, and plan to ensure the timely development of International Standards. |
| **Participate**  **actively and manage effective representation** | We agree to actively participate in standards development projects. We will make our contributions to the work through the official procedures in accordance with the ISO/IEC Directives. |
| **Escalate and resolve disputes** | We will identify and escalate disputes in a timely manner to ensure rapid resolution. We will uphold the agreed dispute resolution processes. |
| **Behave ethically** | We will act in good faith and with due care and diligence. We will avoid collusive or anticompetitive behaviour. We will promote a culture of fair and ethical behaviour. |
| **Respect others in meetings** | We are committed to respecting others and the professional culture of international standardization within ISO. In meetings we are committed to:   * conducting ourselves in a professional manner * respecting others and their opinions * accepting group decisions * ensuring that the views of all (including those whose first language is not that of the meeting) are heard and understood |

## Language

The iTC work and documents will be executed in the English language.

## Revision of the Terms-of-Reference

The ToR should be subject for discussion and revision as needed and agreed upon within the iTC.

The CCDB should be informed via the CCDB Liaison whenever changes are made to the ToR that are principal in nature and may affect the endorsement status of the iTC within the CCRA.

## Decision-making

### Editorial decisions

Editorial decisions (including correction of technical inconsistencies) are made at the discretion of the Technical Editor, in consultation with the Core SMEs and iTC Chair when needed.

### Technical decisions

Ideally, technical decisions are made by reaching group consensus. In most cases, the Core SMEs will be able to propose a resolution that is acceptable to the iTC and the originator of the issue.

As a guideline, decisions are made according to the following process:

1. An issue is posted by a member, preferably including the member’s proposed solution
2. The Core SMEs considers the issue and comments
3. The Core SMEs post a proposed resolution
4. Technical Editor and original issuer reviews the proposed resolution
5. Technical Editor makes a judgment
   1. Needs further study – notify the iTC, send back to (3)
   2. Needs a vote – iTC votes, then send back to (5)
   3. Proposed resolution is accepted – notify the iTC, implement, and close issue
6. Implement 5(c) and close the issue.

Other iTC members are encouraged to post comments in response to issues and proposed resolutions at any time.

A typical issue should be resolved within a two week period. Some issues may require more time for study and deliberation or due to holidays or other events.

## Voting

Decision shall be taken on the basis of the consensus principle, as defined in in ISO/IEC Guide 2:2004.

"consensus: General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE Consensus need not imply unanimity."

Voting is used infrequently as a way to formally decide on a particular issue or on the proposed completion of a development phase.

One vote is allowed for each member organization, not for each individual member. “Organization” is defined according to the definition adopted by the CCUF; for commercial enterprises, a parent company and all of its divisions and subsidiaries comprise one organization. It is the responsibility of each organization to determine which individual member will cast a vote on its behalf.

As a guideline, voting takes place according to the following process:

1. A Call for Votes is posted, including the mechanism for casting ballots and time period during which ballots are accepted
2. At the end of the voting period, ballots are tabulated and reviewed by the Chairperson or the Technical Editor
3. Results of voting are posted, including a summary of the vote and the votes cast by each organization.

This process is illustrated, below. Timing for each part of the process is provided as a benchmark. A typical voting cycle should be completed within a three-week period. Some voting periods may be longer due to holidays or other events.

Figure 1 Guideline Voting Process

Votes submitted shall be explicit: positive, negative, or abstention. A positive vote may be accompanied by editorial or technical comments, on the understanding that the iTC Chair or Technical Editor (as applicable) will decide how to deal with them. If a voting member finds the proposal unacceptable, it shall vote negatively and state the technical reasons. It may indicate that the acceptance of specified technical modifications will change its negative vote to one of approval, but it shall not cast an affirmative vote which is conditional on the acceptance of modifications.

A vote is approved if:

1. a two-thirds majority of the votes cast by the voting members of the iTC are in favour, and
2. not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

## Meetings

Meetings are held at times, with frequency, and in forms that are determined by the iTC members.

## Record-keeping

The following records are created and maintained:

* Meeting attendance and summary of decisions
* Action items and their disposition
* Comments and resolutions
* Interim draft documents
* iTC Roster with indication of voting members
* Key persons and affiliations.

These records are accessible to iTC members.

## Patent and other intellectual property

### Essential patents

“Essential Patent” means any issued or pending patent claim for which its use is necessary (i.e., there is no commercially and technically feasible non-infringing alternative) to fulfill the conformance requirements of the Collaborative Protection Profile or Supporting Documents produced by the iTC.

iTC members must inform the Chairperson if they are personally aware of any potential Essential Patent, regardless of the owner or controller of such patents.

As soon as an Essential Patent is identified, the iTC should seek resolution in the following priority order:

1. The owner of the Essential Patent grants a license, on reciprocally reasonable and non-discriminatory terms and conditions, to anyone desiring to manufacture, sell, or otherwise employ products conforming to the Collaborative Protection Profile or Supporting Documents; or,
2. If the owner of the Essential Patent is unwilling or unable to grant such a license, then the iTC should modify the cPP or SDs so as not to infringe on the Essential Patent.

### Members’ intellectual property

iTC members are solely responsible for protecting their organization’s proprietary, trade secret, or other sensitive information. The Chairperson, other members, and the technical infrastructure used by the iTC, do not provide any assurance of such protection.

### Work product ownership

No copyrights will be asserted on the Collaborative Protection Profile and Supporting Documents. iTC members may use those work products but may not assert moral or authorship rights. The use of those work products is controlled by the Common Criteria evaluation process: claims of conformance to the work products are meaningless without Common Criteria certification.

## Inappropriate topics

iTC members should not discuss topics that could be interpreted as collusion, such as pricing, licensing terms, territories, market shares, or litigation. iTC members are encouraged to inform the Chairperson if they become aware of such discussions.

## Common Criteria considerations

The products of this iTC will conform to CCRA requirements for mutual recognition.

Other considerations, such as CC/CEM conformance and PP evaluation, are to be determined.

# Roles

## Initiator(s)

Initiators represent the national government(s) who requested the development of the cPPs and SDs for this technology area. The initiators do not have any particular responsibilities in the iTC, but they can have other roles as well in the iTC according to the ToR. Initiators of the biometric security cPP is IPA (Japan) and CCN (Spain).

## Chairperson(s)

Chairpersons oversee the operation of the iTC in accordance with the ToR: assign or approve key persons, set and manage schedules, convene meetings, plan and lead activities, solicit participation and input, manage issues and discussions. Chairpersons can also work as core SMEs and make comments or vote on any technical issues. However comments or vote from chairpersons are treated equally and any decision-making should be done as described at 7.6 “Decision-making”.

Every 12 months, or when necessary due to vacancies, or when so requested by members of the iTC, the iTC Chair should discuss the current assignments of key persons with the iTC membership.

## Record Manager

The record manager is a role that primarily supports the iTC Chair. Unless agreed otherwise with the iTC Chair, the responsibilities include:

* Establish and maintain a record with key persons and their affiliations.
* Establish and maintain an updated roster, including identity of organisations/nations eligible to vote.
* Administrate membership applications.
* Keep mailing lists up to date.
* Provide access for new members to appropriate iTC resources.
* Make notes of meetings.
* Keep the iTC action item list updated.
* Ensure that iTC records are maintained, available and in good order.
* Support the iTC Chair in daily operation of the iTC.

## Technical Editor(s)

Technical Editors serve as the primary author for the cPPs and SDs: create and update documents to reflect the decisions of the iTC, post drafts for access by iTC members, and finalize drafts for approval.

## Core SMEs

Core Subject Matter Experts comprise a team that develops the initial drafts of cPPs and SDs, evaluates issues and comments, and proposes appropriate and equitable resolutions to the iTC. The Core SME team is composed of a balance of industry, end user, and Common Criteria experts who can work effectively with the rest of the iTC members. Core SMEs should have adequate competence, time and resources available in order to contribute to provide timely resolutions to the iTC.

### Industry SMEs

Industry SMEs provide knowledge of the technology area and experience with product evaluation. They also help make appropriate decisions based on their practical knowledge of markets, customer expectations, implementation, and costs.

### Lab SMEs

Lab SMEs provide a solid understanding the evaluation process in the various schemes under the CCRA, and can offer contributions from a unique perspective. They can offer perspective on evaluation activities (what the evaluator does to test or otherwise confirm compliance with requirements), and well as ensuring the requirements are written in such a way that there can be a clear pass/fail criteria.

### Certification Body SMEs

Common Criteria certification bodies provide knowledge and experience in the expression of functional and assurance requirements in the language of the CC, and help ensure that the cPP and SDs comply with CCRA-accepted standards and practices.

### Other SMEs

Other SMEs can come from a wide range of background, including government technical experts, end user representatives, as well as consultants or those from academia.

# References

[1] “Biometrics Security Essential Security Requirements,” [Online]. Available:

[link when draft is complete](http://www.commoncriteriaportal.org/files/communities/) .

[2] “Biometrics Security International Technical Community – Key persons and affiliations,” [Online]. Available at: link TBD (when available)

[3] “Establishing International Technical Communities and collaborative Protection Profiles development,” [Online]. Available at: <http://www.commoncriteriaportal.org/files/communities/Establishing%20iTCs%20and%20cPP%20development%20-%20v0-7.pdf>

[4] “ISO Code of Conduct for the technical work”,

Available at: <http://www.iso.org/iso/codes_of_conduct.pdf>