Common Vulnerabilities and Exposures (CVE®)

Outreach and Communications Working Group Charter

Version 1.0.2

1. CVE Outreach and Communications Working Group Overview

The CVE Outreach and Communications Working Group (OCWG) was established by the CVE Board on August 2, 2019. The OCWG's goal is to promote the CVE Program to achieve program adoption and coverage through increased community awareness. The purpose of creating the OCWG was to provide a needed forum from which to conduct CVE Outreach to potential new members and the CVE user community at large. The OCWG activities and discussions are focused on educating, recruiting new types of CNAs, and establishing the means to communicate with the CVE user community.

2. Working Group Membership

Any active member of a CVE-authorized program may participate in the OCWG, including Board members, CVE Numbering Authority (CNA) representatives, as designated by the Secretariat, and participants from the Secretariat's organization. The OCWG is also open to participation from the public at large.

3. Working Group Materials

OCWG members shall have access to live meetings, and/or meeting notes, and other material generated by the OCWG. Any materials supplied to, or generated by, the OCWG are to be treated as TLP: GREEN materials (unless otherwise explicitly noted in those materials).

4. Size of the OCWG

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

5. Code of Conduct

Members of the OCWG must agree to abide by the professional conduct guidance as described in the CVE Board charter, Section 2.5, Board Member Professional Conduct Guidance. Complaints regarding inappropriate behavior are welcomed by OCWG chairs or another member of the CVE Board.

5.1 Working Group Meetings

OCWG meetings are held routinely as required. The Secretariat, in conjunction with the OCWG Chair(s), will establish the agenda for each meeting. OCWG 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. Action items carried over or identified during the previous meeting should be included in the agenda sent to OCWG members.

5.2 Working Group Progress

OCWG progress will be reported back to the Board on a routine basis—either through the Board meetings, or through the Board email lists, as appropriate. Activities coming out of the OCWG are an extension of the Board activities. The OCWG needs Board approval before making changes or decisions

that may affect the CVE program. The OCWG should notify the appropriate Board email list (public or private) whenever the WG requires this kind of change or decision.

6. OCWG Charter Review

The OCWG will review the Charter when a significant issue or a necessity for a change is identified. If it is determined a revision is necessary, the updated language will be incorporated into a draft for review by the OCWG membership. **Any change to the Charter requires a voice vote on an agreed to OCWG call**.

6.1 Steps for Charter Review and Update

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

1. The OCWG 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 OCWG mailing list detailing the specifics as to when the OCWG will meet and the voice vote will occur.
4. The Secretariat will post the results of the vote to the Board and the OCWG list.
5. If the new Charter updates are voted down, then it will be sent back to the OCWG 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 OCWG Charter.