

UNCLASSIFIED

# **COMBINED FEDERATED BATTLE LABORATORIES NETWORK (CFBLNet)**



## **PUBLICATION 1 ANNEX B**

### **INITIATIVE PROCESSING**

**Version 8.0  
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## CHAPTER 1 – INTRODUCTION

### Purpose

101. Annex B to the CFBLNet Pub 1 contains the management policies, processes and procedures, relating to the execution of Initiatives on the CFBLNet, which functions under the authority of the CFBLNet Technical Arrangement /Charter.

### Authority

102. CFBLNet Pub 1, Annex B is issued and signed by the CFBLNet Executive Group (C-EG) on behalf of the CFBLNet Senior Steering Group (C-SSG). The provisions of this and all associated publications shall govern the conduct of all activities performed on the CFBLNet, subject to the respective laws and military regulations of the participants' nations/organisations.

103. The Initiative Working Group (IWG) is the technical body, comprised of CFBLNet Mission Partner Lead Representatives (CLRs/GLRs) from the CFBLNet or their nominated representatives which supports the Initiative staffing process for the CFBLNet on behalf of the C-EG. The terms of reference, membership and responsibilities of the IWG are described in Annex A.

### Amendments

104. CFBLNet Pub 1, Annex B may be amended when the IWG determines that there is an identified requirement. The IWG Chairman will propose the text of the amendment to the IWG members for endorsement. Once the IWG members have endorsed the amendment, it will be submitted for C-EG approval via the document management process as controlled by the Information Management Working Group (IMWG). Upon approval by the C-EG, the Secretariat will re-issue a new version of Annex B.

### Effective Date

105. The current version of CFBLNet Pub 1, Annex B is effective upon the latest approval by the C-EG.

### Initiative Definition

106. For the purposes of this document, a CFBLNet Initiative is defined as any network activity associated with Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) capability development across the spectrum of operations based on Doctrine, Organisation, Training, Material, Leadership, Personnel and Facilities (DOTMLPF) constructs. CFBLNet Mission Partners must submit/activate a CFBLNet Initiative Information Package (CIIP) to gain approval to use the CFBLNet for any Initiative. There are two types of CIIPs to cater for Initiative type, these being Parent and Child CIIP;

- a. Parent CIIP applies to enclaves that have a single domain where all Participant nations have the same access and work within the same classification or releaseability. For this

type of requirement a CIIP is raised as an overarching Initiative and collective parameters in terms of Sites, End Systems and Classification which becomes the Parent CIIP

- b. Child CIIP applies to a distinct initiative with its own planning cycles. The initiative re-uses the characteristics of an existing (parent) initiative.

\*\*\*It is important to note that a Child CIIP will only ever have the same parameters as the Parent CIIP, or a subset of those parameters in terms of Sites, End Systems and Classification.

### **Time Taken to Approve an Initiative**

107. A customer of the CFBLNet should expect from the submission/activation of the CIIP the following times to gain approval from the CFBLNet authorities:

- a. 16 working days for a non-complex Initiative where networking is straight forward, site accreditation is in place, together with the available provision of cryptos, key material, connectivity etc.
- b. For more complex Initiatives where there are design iterations, multiple nations, perhaps cross boundary devices, lead times of up to 90 working days can be expected,
- c. There may be occasions that long lead time items such as security accreditation, cryptos and sponsorship of GMPs may cause extensions beyond 90 working days.

### **Special Circumstances**

108. There may be occasions (exception rather than the rule) whereby the CFBLNet is requested under special circumstances to expedite its approval process to meet user imperatives such as:

- C-SSG directives;
- Immediate Operational demands, failure may cause operational shortfalls;

109. For these scenarios where rapid CFBLNet organisational action is needed to 'fast track' an Initiative the Initiative Lead CLR and/or GLR will seek C-EG approval in the first instance, copied to the Secretariat and community. Supporting justification for expediting the process under this section is to be included in the CLR and/or GLR request.

110. Conformance to the Annex B Initiative approval process is required in order to seek IWG, SWG, NWG and C-EG final approval. This may be simultaneous, lightweight and proactively tailored to meet pressing timeframes. However, information will still be sought to address the questions that may unearth vetoes (CIIP mandatory questions) and identify a need to prioritise the events schedule. This method will be tracked and controlled by the Secretariat. Some aspects for the realisation of security and technical networking may still protract Initiative approval depending on the complexity of the Initiative.

### **Guest Mission Partner – Sponsorship**

111. The outline procedure for sponsoring a GMP is described at Annex F. Once Sponsorship is achieved GMPs may participate in an Initiative in accordance with the approval process contained within this Annex and may nominate CFBLNet site(s) in accordance with Annex E. GMP Sponsorship as a rule should be started long before an Initiative submission, however, if

time constraints dictate Sponsorship can run concurrent with an Initiative submission, noting that successful Sponsorship is a prerequisite for any Initiative or site approval.

## CHAPTER 2 – INITIATIVE STAFFING PROCESS

### General

201. The CFBLNet Initiative staffing process is the means by which an activity is supported for execution on the CFBLNet. It encompasses the entire life-cycle of an Initiative and has been developed with the intent of balancing the opposing requirements of ease-of-use against the required detail to meet staffing actions including certification and accreditation.

202. This Chapter provides the procedure for Mission Partners to follow in order to gain approval to use the CFBLNet. A flow diagram of the CFBLNet Initiative staffing process that encompasses all steps is at Appendix 1.

203. The CIIP can be entered through the automated web based tool. The Secretariat can provide advice if support is required. All members of the CFBLNet organization that are actively involved with the Initiative approval process should action or approve each step within 10 working days of receiving the request from the Secretariat. It is essential to complete the CIIP for Initiative approval.

204. The following steps describe the CFBLNet Initiative staffing process:

**IMPORTANT:** Steps 9 and 11 cover security accreditation for Site(s) and Initiative(s). These need to commence during the early stages of the process. Security accreditation formalities commence at Step 0 and run in parallel to achieve timely security endorsement.

### **Step 0 – Create Initiative Proposal**

205. Input - The CIIP tool template can be found at <http://cfblnet.info> or <http://nc3a.info/cfblnet>.

206. Participants

- a. Initiative Lead;
- b. Subject Matter Experts (as required)
- c. Initiative Lead CLR or GLR;
- d. Secretariat; and
- e. C-EG, IWG, NWG, SWG.

207. Procedures- This step encompasses all preliminary staffing that will result in an initial CIIP. The Initiative Lead CLR or GLR will liaise with the Initiative Lead/technical authority to provide all details as required by the CIIP. It will include the following as deemed necessary by the Initiative Lead CLR or GLR:

- a. Notifying all CLRs and GLRs involved in the Initiative whose infrastructure is affected to seek their provisional agreement;
- b. Promotion of the Initiative within the wider CFBLNet community to garner support and additional participants;

- c. Preliminary design of the Initiative including intended use of the CFBLNet (bandwidth, network services, sites, test schedules);
- d. Confirmation of security related issues (information sharing agreements, security classification level, site and Initiative accreditations);
- e. The Initiative Lead CLR or GLR will ensure that the information contained in the CIIP is current and accurate by verifying content with all Initiative participant CLRs and GLRs, prior to release to the Secretariat;
- f. Provide timeline for all suspense actions to the Secretariat;
- g. Provide to the Secretariat Initiative dates for promulgation on the CFBLNet public calendar;
- h. For GMP participation approval must be obtained in accordance with the GMP sponsorship staffing procedure in Annex F. Once achieved this permits GMPs to submit CIIPs for any Initiatives they wish to lead or permits Initiative participation until Sponsorship expires;
- i. As the draft CIIP is being developed it is available as an informal copy to the CFBLNet community to preview should there be any significant elements to take into consideration. At this stage the NWG takes preliminary action to organise key material and address any related issues.

#### **Step 0 - SME Brief as required**

208. Procedures- When requested by the IWG, NWG, SWG, and/or C-EG, the Initiative Lead in consultation with their associated CLR or GLR will determine proper subject matter expert to conduct a briefing to the various CFBLNet WGs to address any issues pertaining to execution. Initiative Lead CLR or GLRs will determine and schedule, with the Secretariat (on behalf of the C-EG) and WG chairs the most effective means of briefing the Initiative details to the CFBLNet community for further consideration. The means of briefing will be decided in consideration of the following:

- a. Complexity of Initiative;
- b. Initiative timelines in context of CFBLNet Initiative process;
- c. Briefing methods may include any combination of:
  - i. CMM presentation (plenary and working groups as required);
  - ii. E-mail containing a narrative and short PowerPoint presentation;
  - iii. Telecon (general or working group specific);
  - iv. Video-Teleconference (general or working group specific); and
  - v. Individual presentations.

#### **Step 0 – Initiate and deliver Security Accreditation**

209. Security accreditation formalities commence at Step 0 and run in parallel to achieve timely security endorsement. Underpinning Security Packages will need to be developed and approved prior to Multinational Security Accreditation Board (MSAB) Security Endorsement.

210. Output- The initial draft version of the CIIP for a given Initiative for submission to the Secretariat. Any special features, additional information and issues should be highlighted within the covering e-mail.

**Step 1 – CLR or GLR Submits CFBLNet Initiative Information Pack**

211. Input- The draft version of the CIIP for a given Initiative from step 0.
212. Participants:
- a. Initiative Lead CLR, GLR;
  - b. CFBLNet Secretariat; and
  - c. IWG Chairperson
213. Procedures- Initiative Lead CLR or GLR will submit to the CFBLNet Secretariat the draft version of the CIIP, ensuring that the information contained is current, accurate and complete, and a tracking number is assigned. It is at this step that the Initiative is considered legitimate from a CFBLNet perspective. It is expected the CLRs or GLR should provide periodic updates of the Initiative status to the Secretariat and IWG at key points. The Secretariat will schedule the Initiative as tentative on the master CFBLNet calendar.
214. Output- CIIP version 0.Y

**Step 2 – CFBLNet Secretariat records and disseminates CIIP<sup>1</sup>**

215. Input- CIIP version 0.Y from step 1 or CIIP version X.Y from step 21
216. Participants- CFBLNet Secretariat.
217. Procedures- Upon receipt of a draft submission from step 1 or a re-submission from Step 21, CFBLNet Secretariat will create/modify as applicable the CIIP version in PDF format and post to the CFBLNet repository. CFBLNet Secretariat will inform the WG chairpersons that a new/modified CIIP is being staffed for approval and will disseminate accordingly (web, email etc). The version control method to be used within the CFBLNet community is discussed in further detail in chapter 3.
218. Output- CIIP version X+1.0 to WG Chairpersons and members.

**Step 3 – IWG Considers Initiative details**

219. Input- CIIP version X.Y. Input- CIIP version X.Y
220. Participants:
- a. IWG;
  - b. Secretariat;
  - c. Initiative Lead CLR or GLR; and

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<sup>1</sup> Steps 3, 4 & 5 are conducted concurrently

- d. Initiative Lead for each participating Mission Partner (as required and is the responsibility of the participating CLR/GLR)

221. Procedures- IWG considers the Initiative proposal based on the most recent version of the CIIP and any other details provided through the Initiative briefing. IWG seeks further clarification as required from the participants. This may include an updated CIIP or a brief from a subject matter expert (SME). IWG provides additional information to the CIIP as required in order for Initiative to execute. WG chair consideration should consider the following:

- a. Seek endorsement from the participating CLRs and GLRs (Note: For most Initiatives, only CLRs and GLRs whose infrastructure is directly affected must explicitly endorse for execution);
- b. Initiative is achievable within the intended timelines;
- c. Initiative is within the scope of the CFBLNet strategic plan;
- d. IWG comments (type may be critical / substantive / minor) or observations; and
- e. Feedback (within the CIIP - WG comments box) to the Secretariat. This will determine whether or not CLRs and GLRs are content to endorse.

222. Output- Endorsed or rejected CIIP with IWG comments provided to Secretariat and Initiative Lead CLR.

#### **Step 4 – NWG considers Initiative details**

223. Input- CIIP vX.Y

224. Participants:

- a. NWG;
- b. Secretariat;
- c. Initiative Lead CLR or GLR; and
- d. Initiative Lead (as required).

225. Procedures- NWG considers the Initiative proposal based on the most recent version of the CIIP and any other details provided through the Initiative briefing. NWG seeks further clarification as required from the participants. This may include an updated CIIP or a brief from a subject matter expert. NWG provides additional information to CIIP as required in order for Initiative to execute (IP addressing, VoIP phone numbers, cryptographic details). NWG chair provides CIIP comments to include as required:

- a. NWG recommendation for Initiative to execute as described in CIIP; or
- b. Rejection or non-endorsement is recorded in the CIIP and the Secretariat is briefed to onward inform the C-EG and Lead CLR, or GLR (step 19); or
- c. NWG comments (type may be critical / substantive / minor) or observations;
- d. Network engineering requirements (if any) that must be fulfilled in order for Initiative to execute; and
- e. Feedback (within the CIIP - WG comments box) to the Secretariat. This will determine whether or not CLRs, and GLRs are content to endorse.

226. Output- Endorsed or rejected CIIP with NWG Comments provided to Secretariat and Initiative Lead CLR.

**Step 5 – SWG Considers Initiative details**

227. Input- CIIP vX.Y

228. Participants:

- a. SWG;
- b. Secretariat;
- c. Initiative Lead CLR or GLR; and
- d. Initiative Lead (as required).

229. Procedures- SWG considers the Initiative proposal based on the most recent version of the CIIP and any other details provided through the Initiative briefing. SWG seeks further clarification as required from the participants. This may include an updated CIIP or a brief from a subject matter expert (SME). SWG provides additional information to CIIP as required in order for Initiative to execute. SWG chair provides CIIP comments to include as required:

- a. SWG recommendation for Initiative to execute as described in CIIP; or
- b. Security requirements that must be fulfilled in order for the Initiative to execute; and
- c. Rejection or non-endorsement is recorded in the CIIP and the Secretariat is briefed to onward inform the C-EG and Lead CLR, or GLR (step 19); and
- d. NWG comments (type may be critical / substantive / minor) or observations; and
- e. Feedback (within the CIIP - SWG comments box) to the Secretariat. This will determine whether or not CLRs, and GLRs are content to endorse.

230. Output- Endorsed or Rejected CIIP with SWG Comments provided to Secretariat and Initiative Lead CLR/GLR.

**Step 6 – Secretariat Confirms Initiative recommended for Execution**

231. Input- CIIP vX.Y and the CIIP Comment from IWG, NWG and SWG.

232. Participants- Secretariat.

233. Procedures- Secretariat consolidates all comments from IWG, NWG and SWG. CIIP comments are reviewed to confirm recommendation for execution by all groups. If complete recommendation is received by all groups then current CIIP is forwarded to C-EG for approval. If the CIIP is not recommended by one or more groups, then the consolidated CIIP comments are made available to Initiative Lead CLR or GLR for further staffing (step 16 applies).

234. Output- CIIP vX.Y (including comment matrix) to C-EG for endorsement.

**Step 7 – C-EG Approves Initiative Execution**

235. Input- CIIP vX.Y

236. Participants- C-EG.

237. Procedures- C-EG reviews the CIIP, including comments. If approved, C-EG, through Secretariat, issues approval including any restrictions or caveats. If not approved, C-EG, through Secretariat, issues to Initiative Lead CLR reasons for non-approval for Initiative execution (step 17 applies).

238. Output- CIIP vX.Y (with approval/non-approval).

### **Step 7a – Underpinning Security Packages**

239. Input – Underpinning security accreditation documentation to achieve MSAB Endorsement

240. Participants:

- a. CMP and GMP Security Authorities;
- b. Initiative Leads and CLRs/GLRs;
- c. MSAB Representatives; and
- d. Secretariat.

241. Procedure – Site National Accreditation Endorsement Certificate (S-NAECs) and Initiative National Accreditation Endorsement Certificate (I-NAECs) are mandated to enable the testing and execution of an Initiative, these will need underpinning proof of security in the form of accreditation packages in place and approved before S-NAECs and I-NAECs can be awarded. If S-NAECs and I-NAECs are not available the Secretariat will inform the CLR or GLR for further staffing (step 16), if they are available the Initiative can proceed.

242. Output – Proof of Security Accreditation in the form of Security Packages to enable the MSAB Representatives to issue S-NAECs and I-NAECs.

### **Step 8 – Secretariat Schedules**

243. CIIP vX.Y

244. Participants- CFBLNet Secretariat

245. Procedures- Based on approval by the C-EG, the Secretariat will firmly schedule the Initiative on the CFBLNet master calendar. The Secretariat will inform the IWG that Initiative has received approval to execute on CFBLNet via e-mail.

246. Output- CFBLNet master calendar modified and Initiative Matrix is updated.

### **Step 9 (Optional) – MSAB Provides Testing I-NAEC (required) and S-NAEC (if needed)**

247. Input- CIIP vX.Y

248. Participants:

- a. Initiative participants;
- b. National Accreditation Authorities; and
- c. MSAB Representative.

249. Procedures- This step is optional and is only executed if requested and required for testing purposes. Initiative participants, in conjunction with associated CLRs, will obtain an I-NAEC for testing from their National MSAB Representative. In case of a new site accreditation, a Site National Accreditation Endorsement Certificate (S-NAEC) will also have to be obtained. Site and Initiative accreditation certificates must be in place before any engineering/testing activity takes place. Testing includes the connection and use of all network devices and services provided no classified data is used or transmitted (with the exception of IP addresses). Testing between participants may occur at any time providing bilateral NAECs have been received for the participants involved in the tests. GMPs will require I-NAECs and S-NAECs through their respective Site and Initiative CMP sponsors (Refer to Annex C for further guidance).

250. Output- Testing I-NAECs, S-NAECs (if required for new site accreditation).

### **Step 10 – Provision Initiative for Testing**

251. Input- CIIP vX.Y and Testing I-NAECs

252. Participants:

- a. Initiative Lead and participants; and
- b. Required CFBLNet community involvement.

253. Procedures - The CFBLNet community, in conjunction with Initiative participants, provisions the CFBLNet environment to prepare for execution. Testing between the CFBLNet Mission Partners may occur during this period providing appropriate S- and I-NAECs (testing or execution) have been issued for all participants involved with a particular set of tests.

254. Output- CFBLNet environment complete and ready for execution of the Initiative.

### **Step 11 – MSAB Provides I-NAEC (mandatory)**

255. Input- CIIP vX.Y

256. Participants:

- a. Initiative participants;
- b. National Accreditation Authorities; and
- c. MSAB Representative.

257. Procedures- This step is mandatory in order to use and transmit any information over the CFBLNet. Initiative participants, in conjunction with associated CLRs, obtain NAECs from their National MSAB Representative for execution purposes. GMPs will require I-NAECs and S-NAECs through their respective Site and Initiative CMP sponsors (Annex C and the MSAB Terms of Reference can provide further guidance).

258. Procedures for GMPs can be found in the MSAB Terms of Reference.

259. Output- Execution enabling I-NAECs and S-NAECs.

### **Step 12 – Execute Initiative**

260. Input- CIIP vX.Y, Initiative Execution I-NAECs and Site S-NAECs.

261. Participants:

- a. Initiative Lead and participants; and
- b. Required CFBLNet community involvement.

262. Procedures- CFBLNet community, in conjunction with Initiative participants, supports the Initiative execution with a CFBLNet environment as specified in the current CIIP.

263. Output- Results of the Initiative execution.

### **Step 13 – Initiative Reports**

264. Input- CIIP vX.Y and the results of the Initiative execution.

265. Participants:

- a. Initiative Lead CLR or GLR; and
- b. Initiative Lead and participants.

266. Procedures- Completion of the Customer Feedback Form (CFF) is submitted to the Secretariat within 20 days of Initiative completion, preferably during the 'Hot Wash'. It is compiled by the Initiative Lead and staffed through the Initiative Lead CLR or GLR to the Secretariat. It incorporates feedback on use of the CFBLNet, its performance in terms of infrastructure, network, organization and management, services, applications and security.

267. Output- Initiative Feedback (completed questionnaire).

### **Step 14 – CFBLNet Internal Review**

268. Input- CIIP vX.Y including the Initiative feedback

269. Participants:

- a. C-EG;
- b. Secretariat;
- c. WG Chairs;
- d. Lead CLR/GLR; and
- e. Associated CLRs and GLRs when seen appropriate.

270. Procedures- CFBLNet Secretariat issues the final report so that a comprehensive review can be initiated within the CFBLNet community to improve processes. Specific items to be addressed are the network and process performance in supporting the overall execution of the Initiative. Initiative Lead CLR or GLR will provide an Initiative closeout briefing to a format as

supplied by the Secretariat, incorporating specific issues encountered during the Initiative process to the next available scheduled meeting.

271. Output- Initiative Closedown brief is provided to the CFBLNet Community. This brief is to include recommended actions for improvements and tasks.

### **Step 15 – Secretariat Archives CIIP**

272. Input- Complete CIIP vX.Y.

273. Participants- Secretariat.

274. Procedures - The Secretariat archives the final version of the CIIP in the appropriate repository.

275. Output- CIIP archived appropriately.

### **Step 16 – Secretariat Provides CIIP Recommendations/ Requirements to CLR/GLR**

276. Input- CIIP vX.Y (with comment matrices from WGs).

277. Participants- Secretariat.

278. Procedures- When complete endorsement by theIWG NWG and SWG is not received for the CIIP to proceed as is, the CFBLNet Secretariat will forward to the Initiative Lead CLR or GLR the most recent version of the CIIP. CIIP comment to include:

- a. Recommendations that should be implemented but are not necessary for execution;  
and
- b. Requirements that must be implemented in order to execute.

279. Output- CIIP vX.Y (with complete comment).

### **Step 17 – Secretariat Provides Initiative Non-Approval**

280. Input- CIIP vX.Y and C-EG non-approval for Initiative to execute.

281. Participants-

- a. C-EG,
- b. Secretariat
- c. Initiative Lead CLR or GLR.

282. Procedures- If the C-EG determines that an Initiative should not be approved for execution on the CFBLNet a formal correspondence will be forwarded to the Initiative Lead CLR or GLR by the Secretariat. The correspondence will state the reasons for non-approval and any remedial action that could be taken to obtain approval.

283. Output- Initiative non-approval correspondence.

## **Special Steps**

### **Step 18 – Initiative Lead CLR or GLR Determines if Initiative has changed significantly**

284. Input- CIIP vX.Y and any significant changes or modifications to the Initiative design.

285. Participants:

- a. Initiative Lead and participants; and
- b. Initiative Lead CLR or GLR and
- c. Secretariat.

286. Procedures - Throughout the Initiative lifecycle, the Initiative Lead CLR or GLR is responsible for keeping the CFBLNet informed of relevant changes to the Initiative activities. Where in the Initiative Lead CLR or GLR's opinion there are significant proposed changes in the Initiative design, a resubmission to the Secretariat is required. Network issues that may require resubmission could include changes in bandwidth requirements or overall topology (physical or cryptographic). Particular emphasis is to be placed on security issues such as change in security classification or release caveat;

- a. Change in participants, sites; and
- b. Change in intra-enclave connections.

287. Output- Decision to continue with Initiative process or halt the execution pending resubmission of the CIIP for approval to execute given the significant changes.

### **Step 19 – Initiative Lead CLR or GLR Resubmits/Activates the CIIP**

288. Input- CIIP vX.Y or any of the following:

- a. Advise the Lead CLR/GLR of requirement of the resubmission of the CIIP from WGs, Secretariat or C-EG; and
- b. Negative Initiative continuation decision from step 18.

289. Participants:

- a. Initiative Lead and participants; and
- b. Initiative Lead CLR or GLR.

290. Procedures- In all cases where the Initiative process has been halted, the Initiative Lead CLR (in conjunction with the Initiative Lead and Secretariat) will determine if resubmission of the CIIP is required. Issues that halted the Initiative process must be rectified or specifically addressed when making the decision to resubmit.

291. Output- CIIP re-submission decision.

### **Step 20 – CLR or GLR Confirms Initiative Cancellation**

292. Input- CIIP vX.Y and a negative CIIP resubmission decision from step 21.

293. Participants -

- a. Initiative Lead CLR or GLR and
- b. Secretariat.

294. Procedures - The Initiative Lead CLR or GLR will provide formal correspondence to the Secretariat and associated CLRs/GLRs regarding the cancellation of a given Initiative. The Initiative Lead will ensure that all participants are aware of the decision.

295. Output- CIIP re-submission correspondence or cancellation.

## **CHAPTER 3 – CFBLNet Initiative Information Pack (CIIP)**

### **Introduction**

301. This chapter addresses the requirements, format and staffing of the CIIP and is intended to provide a basic understanding of the contents and their relationship to the various mechanisms and processes of CFBLNet and the community that supports it as a whole.

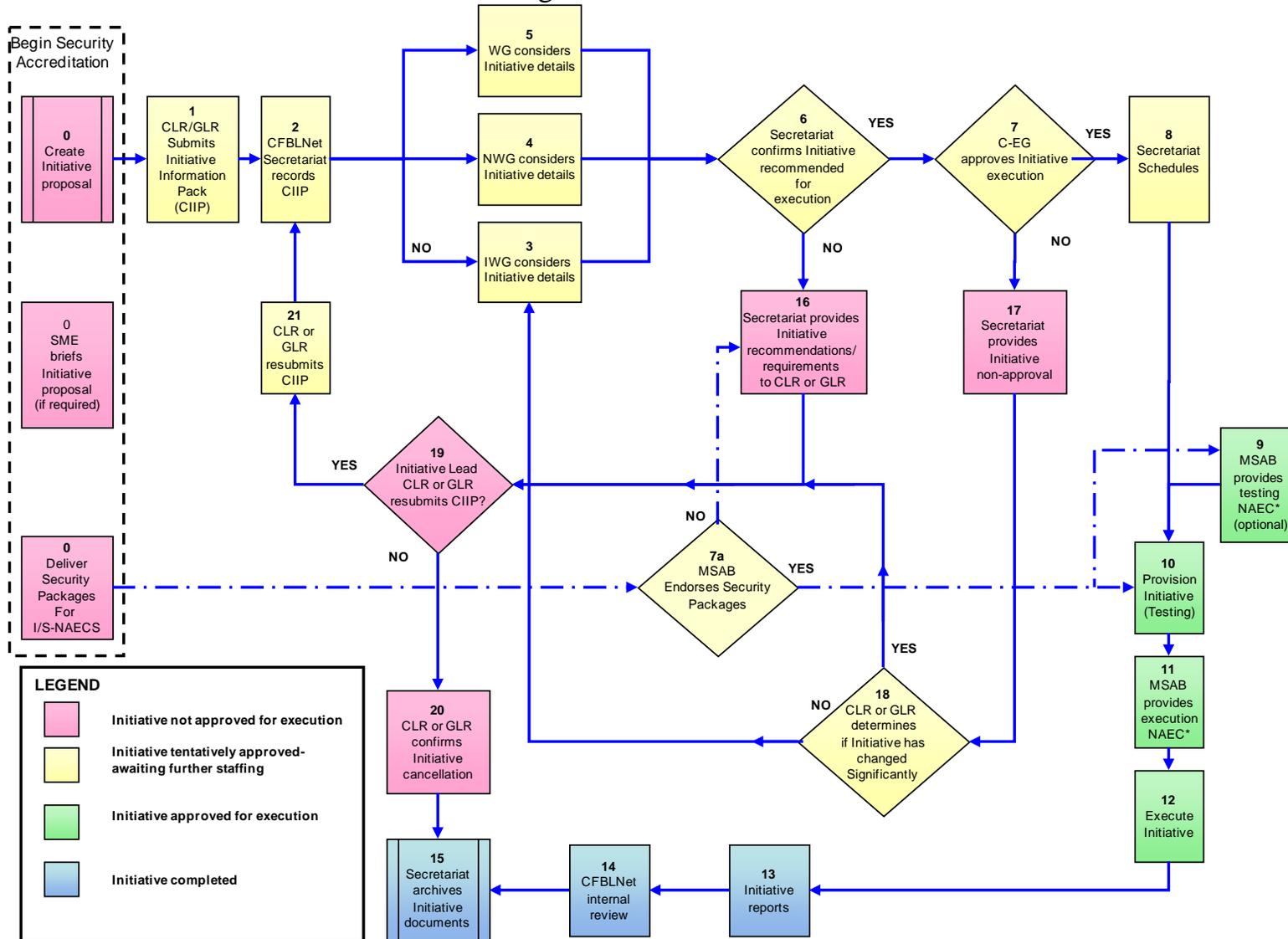
### **General**

302. The Initiative Lead CLR or GLR, in conjunction with the Initiative Lead, is responsible for the creation and maintenance of the CIIP throughout its lifecycle. The current method for creating and maintaining the CIIP will be through the use of the automated web tool with the individual worksheets representing specific information requirements.

### **Version Control**

303. The version control method used for the CIIP will be in accordance with the following:
- a. The CFBLNet Secretariat will issue and maintain an Initiative tracking number upon the initial submission; and
  - b. The version control number format used for the CIIP will be XX.YY. Where XX is the major version number (updated by the Secretariat) and will increment always during step 2. YY is the minor version number and will increment at the discretion of the Initiative Lead CLR responsible for the CIIP.

APPENDIX 1 – CFBLNet Initiative Staffing Process



1. \*Steps 9 and 11 are required to be started in parallel with Step 0 and are milestones to achieve accreditation  
 2. CLR or GLRs can resubmit a CIIP, should changes dictate throughout the Initiative lifecycle