

UNCLASSIFIED

COMBINED FEDERATED BATTLE LABORATORIES NETWORK (CFBLNet)



PUBLICATION 1 ANNEX B

INITIATIVE PROCESSING

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CHAPTER 1 – INTRODUCTION

Purpose

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

Authority

102. 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 Chartered Nation/Organization Lead Representatives (CLRs) from the CFBLNet Charter Nations/Organizations (CN/O) 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 within the CFBLNet ToR document (Annex A).

Amendments

104. 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 Document Working Group (DWG). 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) research, development, training¹, trials, and assessment to explore, promote, and confirm Coalition/Combined capabilities for the participants.

Time Taken to Approve an Initiative

107. A customer of the CFBLNet should expect from the submission of the CFBLNet Initiative Information Package (CIIP) the following times to gain approval from the CFBLNet authorities:

- a. 45 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 non-chartered nation/organization sites may cause extensions beyond 90 working days.

Non-Chartered Nations/Organizations – Approval to join the Network

108. The outline procedure for sponsoring Non-Charter Nations/Organizations and the subsequent approval process is described at Annex C (CFBLNet Security and Information Assurance Strategy) to Publication 1.

Timelines for Initiative Processing (CFBLNet body)

109. 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. The CIIP forms the heart of the paperwork to be completed for Initiative approval.

¹ Note: If a training Initiative consumes more than 50% of available network resources, or cannot be scheduled on a non-interfering basis, the request must be approved by the C-EG prior to conducting that Initiative.

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 detailed staffing actions including certification and accreditation. Chapter 2 provides the procedure for users to follow in order to gain approval to use the CFBLNet. Attached at Appendix 1 is a pictorial representation of the CFBLNet Initiative staffing process that encompasses all steps. Following are the detailed descriptions of each of the steps.

NOTE: Steps 11 and 13 cover security accreditation for Site(s) and Initiative(s) that need to be started at 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

202. Input- A draft CIIP. Prepared by the Initiative Lead CLR.

203. Participants:

- a. Participants from the various CN/Os who will be conducting the Initiative;
- b. CFBLNet contacts (CLR, NWG, SWG) from the applicable CN/Os as required.

204. Procedures- This step encompasses all preliminary staffing that will result in an initial CIIP. The Initiative Lead CLR 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:

- a. Notifying all CLRs involved in the Initiative whose infrastructure is affected to seek their 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. Initiative Lead CLR will ensure that the information contained in the CIIP is current and accurate by verifying content with all Initiative participant CLRs, 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; and
- h. If an SN/O will be participating, approval must be obtained in accordance with the SNO sponsorship staffing procedure in Annex C (Security) of Publication 1.

205. 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 Submits CFBLNet Initiative Information Pack

206. Input- The draft version of the CIIP for a given Initiative from step 0.

207. Participants:

- a. Initiative Lead CLR;
- b. CFBLNet Secretariat; and
- c. IWG Chairperson

208. Procedures- Initiative Lead CLR will submit to the CFBLNet Secretariat the draft version of the CIIP, ensuring that the information contained is current, accurate and complete. It is at this step that the Initiative is considered legitimate from a CFBLNet perspective. It is expected the CLRs 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.

209. Output- CIIP version 0.Y

Step 2 - CFBLNet Secretariat Records and Disseminates CIIP

210. Input- CIIP version 0.Y from step 1 or CIIP version X.Y from step 23

211. Participants- CFBLNet Secretariat.

212. Procedures- Upon receipt of a draft submission from step 1 or a re-submission from step 23, CFBLNet Secretariat will create/modify as applicable the CIIP version in PDF format and post to the CFBLNet repository. Repository used will be dependant on classification and release caveat of CIIP. Current UNCLASSIFIED Repository is the CFBLNet Password protected website. CLASSIFIED Repository will be determined when publishing. CFBLNet Secretariat will inform the IWG chairperson that a new/modified CIIP is being staffed for approval and will disseminate accordingly (web, email etc), in particular the IWG Chairperson is notified to conduct step 3. The version control method to be used within the CFBLNet community is discussed in further detail in chapter 3. If an S/NO is involved then C-EG receives the CIIP and the applicable S/NO details from for each SN/O participating to consider for preliminary approval of continued staffing.

213. Output- CIIP version X+1.0 to IWG Chairperson.

Step 3 - IWG Determines if CIIP Mature For Further Staffing

214. Input- CIIP version X.Y.

215. Participants- IWG and IWG Chairperson.

216. Procedures- The IWG Chairperson forwards the CIIP to the IWG members for consideration to determine if it is mature and accurate for further staffing within the CFBLNet Initiative Process. Considerations to include:

- a. Seek endorsement from the participating CLR (Note: For most Initiatives, only CLR 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; and
- d. Preliminary details sufficient for C-EG/NWG/SWG consideration.

217. Output- IWG endorsement in terms of maturity and formal agreements of CIIP vX.Y or CIIP vX.Y returned to the Secretariat for further staffing, including IWG determination on whether a subject matter brief is required to provide additional details.

Step 4 - (If required) Subject Matter Expert Briefs Initiative Proposal

218. Input- CIIP vX.Y and the free-form Initiative briefing

219. Participants:

- a. Initiative Lead;
- b. Subject Matter Experts;
- c. Initiative Lead CLR;
- d. Secretariat; and
- e. C-EG, NWG, SWG.

220. Procedures- When requested by the IWG, NWG, SWG, and/or C-EG, the Initiative Lead in consultation with their associated CLR 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 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 Secretariat will onward relay the CIIP to the WGs for endorsement and at this stage copy the C-EG. 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.

221. Output- CIIP and SME brief to the NWG, SWG and C-EG.

Step 5 - NWG Considers Initiative Details

222. Input- CIIP vX.Y and the free-form Initiative briefing

223. Participants:

- a. NWG;
- b. Secretariat
- c. Initiative Lead CLR ; and
- d. Initiative Lead.

224. 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 those personnel directly involved/related to the Initiative including the Initiative Lead/Participants and associated Initiative participant CFBLNet contacts (CLR, NWG/SWG rep). 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 completes CIIP comments matrix 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 (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.

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

Step 6 - SWG Considers Initiative Details

226. Input- CIIP vX.Y and the Initiative briefing

227. Participants:

- a. SWG;
- b. Secretariat
- c. Initiative Lead CLR; and
- d. Initiative Lead.

228. 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 those personnel directly involved/related to the Initiative including the Initiative Lead/Participants and associated Initiative participant CFBLNet contacts (CLR, NWG/SWG rep). This may include an updated CIIP or a brief from a subject matter expert. SWG provides additional information to CIIP as required in order for Initiative to execute. SWG chair completes CIIP comments matrix 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 (step 19); and
- d. NWG comments (type may be critical / substantive / minor) or observations;

229. Output- Endorsed or rejected CIIP with SWG Comments Matrix to Secretariat and Initiative Lead CLR.

Step 7 - C-EG Considers Initiative Details

230. Input- CIIP vX.Y and the free-form Initiative briefing

231. Participants:

- a. C-EG;
- b. Secretariat;
- c. Initiative Lead CLR;
- d. Initiative Lead.

232. Procedures- C-EG is given visibility of the Initiative proposal based on the most recent version of the CIIP and any other details provided through the Initiative briefing in parallel with the WGs. C-EG seeks further clarification as required from those personnel directly involved/related to the Initiative including the Initiative Lead/Participants and associated Initiative participant CFBLNet contacts (CLR, NWG/SWG rep). This may include an updated CIIP or a brief from a subject matter expert CFBLNet Secretariat, on behalf of the C-EG, completes CIIP comments matrix to include as required:

- a. C-EG clarifications or any veto considerations;

233. Output- C-EG CIIP Comments Matrix to Secretariat and Initiative Lead CLR

Step 8 - Secretariat Confirms Initiative Recommended For Execution

234. Input- CIIP vX.Y and the CIIP Comment Matrices from C-EG, NWG and SWG.

235. Participants- CFBLNet Secretariat.

236. Procedures- CFBLNet Secretariat consolidates all comment matrices from C-EG, NWG and SWG. CIIP comment matrix is 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 CIIP is not recommended by one or more groups, then consolidated CIIP comment matrix is forwarded to Initiative Lead CLR for further staffing (step 18 applies).

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

Step 9 - C-EG Approves Initiative Execution

238. Input- CIIP vX.Y

239. Participants- C-EG.

240. Procedures- C-EG reviews the CIIP, including the complete comments matrix. 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 19 applies).

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

Step 10 - Secretariat Schedules

242. Input- CIIP vX.Y

243. Participants- CFBLNet Secretariat

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

245. Output- CFBLNet master calendar modified.

Step 11 (Optional) - MSAB Provides Testing I-NAEC (required) and S-NAEC (if needed)

246. Input- CIIP vX.Y

247. Participants:

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

248. 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 Initiative National Accreditation Endorsement Certificate (I-NAEC) for testing from their National Multinational Security Accreditation Board (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.

249. Procedures for Non NATO or non-CCEB Nations can be found in the MSAB Terms of Reference.

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

Step 12 - 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 CN/O participants (subset of total participants) 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 13 - MSAB Provides Execution I-NAEC (required) and S-NAEC (if needed)

255. Input- CIIP vX.Y

256. Participants:

- a. Initiative participants; and
- b. National Accreditation Authorities;
- 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 National Accreditation Endorsement Certificate (NAEC) from their National MSAB Representative for execution purposes.

258. Procedures for Non NATO or non-CCEB Nations can be found in the MSAB Terms of Reference.

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

Step 14 - 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 15 - Initiative Reports

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

265. Participants:

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

266. Procedures- Completion of the questionnaire in the CIIP 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 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 16 - 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
- e. Associated CLRs where seen appropriate

270. Procedures- CFBLNet Secretariat issues current version of the CIIP (which now includes the feedback report) to each WG Chair and lead CLR 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 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 CMM plenary forum.

271. Role of the Secretariat. Review the feedback and develop recommended tasks to resolve identified shortcomings for submission to the C-EG. The C-EG will task the relevant working group to address these issues.

272. Output- CIIP final report to include recommended actions for improvements and closeout brief. The C-EG identifies and tasks the relevant working group(s).

Step 17 - Secretariat Archives CIIP

273. Input- complete CIIP vX.Y.

274. Participants- CFBLNet Secretariat.

275. Procedures- CFBLNet Secretariat receives final version of the CIIP and archives in the appropriate repository.

276. Output- CIIP archived appropriately.

Step 18 - Secretariat Provides CIIP Recommendations/ Requirements to CLR

277. Input- CIIP vX.Y (with comment matrices from WGs).
278. Participants- CFBLNet Secretariat.
279. Procedures- When complete endorsement by the , NWG and SWG is not received for the CIIP to proceed as is, the CFBLNet Secretariat will forward to the Initiative Lead CLR the most recent version of the CIIP. CIIP comment matrix 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.
280. Output- CIIP vX.Y (with complete comment matrix).

Step 19 - Secretariat Provides Initiative Non-Approval

281. Input- CIIP vX.Y and C-EG non-approval for Initiative to execute.
282. Participants- C-EG, CFBLNet Secretariat and Initiative Lead CLR.
283. 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 by the CFBLNet Secretariat. The correspondence will state the reasons for non-approval and any remedial action that could be taken to obtain approval.
284. Output- Initiative non-approval correspondence.

Step 20 - Initiative Lead CLR Determines If Initiative Has Changed Significantly

285. Input- CIIP vX.Y and any significant changes or modifications to the Initiative design.
286. Participants:
- a. Initiative Lead and participants; and
 - b. Initiative Lead CLR and Secretariat.
287. Procedures- Throughout the Initiative lifecycle, the Initiative Lead CLR is responsible for keeping the CFBLNet informed of relevant changes to the Initiative activities. Where in the Initiative Lead CLR'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; and
 - b. Change in intra-enclave connections.
288. 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 21 - Initiative Lead CLR Resubmits CIIP

289. Input- CIIP vX.Y or any of the following:
- a. Return of CIIP from IWG, WGs, Secretariat or C-EG; and
 - b. Negative Initiative continuation decision from step 20.
290. Participants:
- a. Initiative Lead and participants; and
 - b. Initiative Lead CLR.
291. 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.
292. Output- CIIP resubmission decision.

Step 22 - CLR Confirms Initiative Cancellation

293. Input- CIIP vX.Y and a negative CIIP resubmission decision from step 21.
294. Participants- Initiative Lead CLR and Secretariat.
295. Procedures- The Initiative Lead CLR will provide formal correspondence to the CFBLNet Secretariat and associated CLRs regarding the cancellation of a given Initiative. The Initiative Lead will ensure that all participants are aware of the decision.
296. Output- CIIP re-submission correspondence or cancellation.

Step 23 - Initiative Lead CLR Resubmits CIIP

297. Input- CIIP vX.Y and a positive CIIP re-submission decision from step 21.
298. Participants:
- a. Initiative Lead and participants; and
 - b. Initiative Lead CLR;
 - c. Secretariat
 - d. IWG.

299. Procedures- The Initiative Lead CLR, in conjunction with the Initiative Lead, will re-staff the details of the CIIP, taking into account the changes that resulted in the halt to the Initiative process. Participant CFBLNet Contacts (CLRs, NWG and SWG rep) as required will be consulted at this time. The CIIP will be re-submitted at step 2 of the process. Version changes will be documented in accordance with chapter 3.

300. Output- CIIP vX.Y+1 resubmission.

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 the CFBLNet and the community that supports it as a whole.

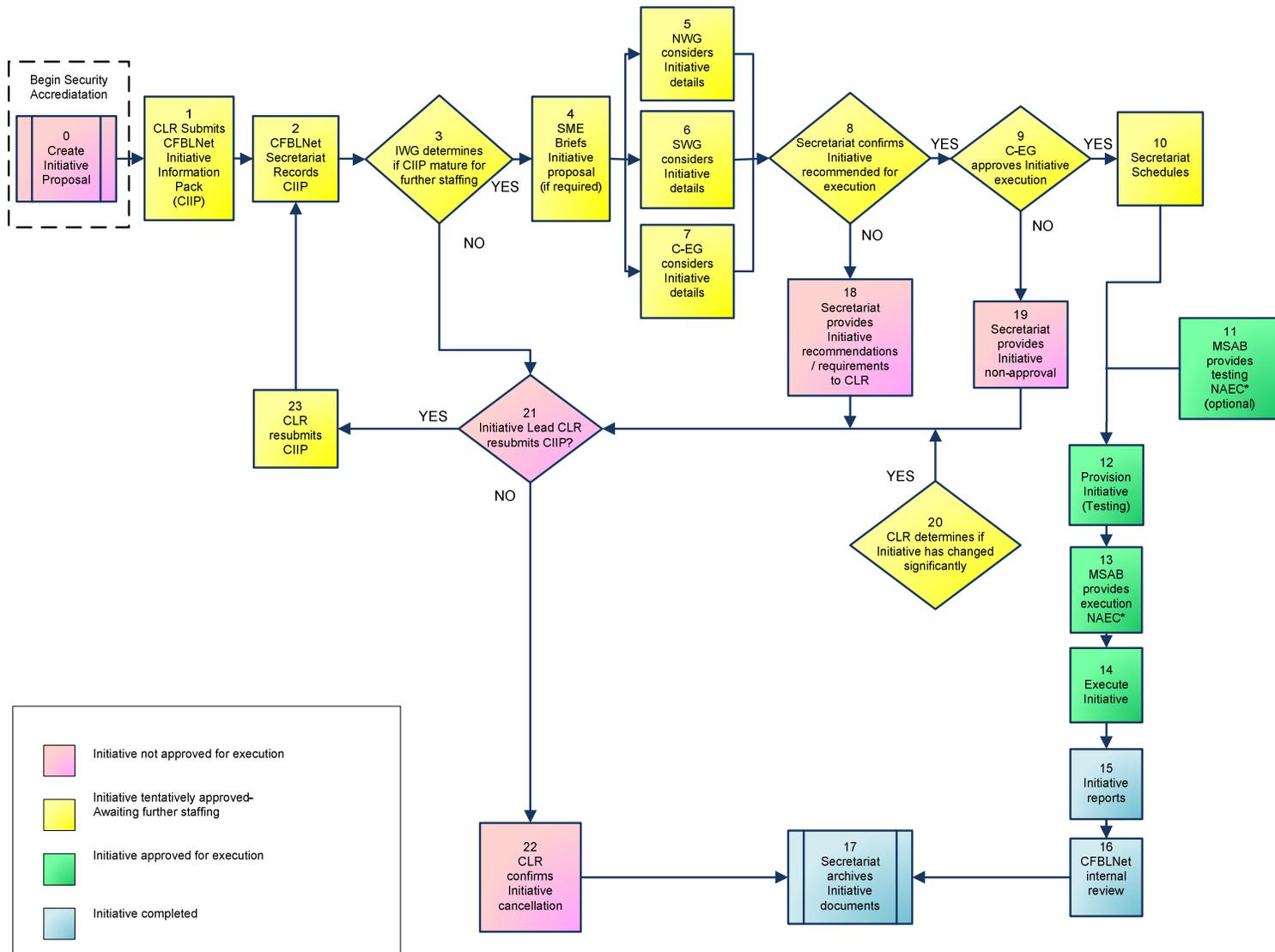
General

302. The Initiative Lead CLR, in conjunction with the Initiative Lead, is responsible for the creation and maintenance of the CIIP throughout its lifecycle. The method for creating and maintaining the CIIP will be through the use of a spread sheet workbook with the individual worksheets (tabs) representing specific information requirements. The most current version of the CIIP workbook template will be maintained and provided by the CFBLNet Secretariat.

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 in step 2; 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 11 and 13 required to be started in parallel with Step 0 and are milestones to achieve accreditation
 2. CLR can resubmit a CIIP, should changes dictate throughout the Initiative lifecycle