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COMBINED FEDERATED BATTLE LABORATORIES NETWORK (CFBLNet)



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CFBLNet INFORMATION MANAGEMENT GUIDANCE

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CHAPTER 1 – INTRODUCTION

Purpose

101. Annex F to the CFBLNet Pub 1 defines the management policies, processes and procedures for CFBLNet information management documents, which functions under the authority of the CFBLNet Technical Arrangement (Charter).

Authority

102. The C-EG is the issuing authority for Annex F acting on behalf of the C-SSG. The provisions of this and all associated publications shall govern the conduct of all information management activities performed by the CFBLNet participants, subject to their respective laws and military regulations.

103. The Documentation Working Group (DWG) is the technical body, comprised of appropriate representatives from the CFBLNet Charter Nations/Organisations (CN/O), which supports the information management guidance and staffing process for the CFBLNet on behalf of the C-EG. The terms of reference, membership and responsibilities of the DWG are described within Annex A.

Document Structure

104. Pub 1, Annex F has the following structure:
- a. Introduction
 - b. Guidance for CFBLNet Information Management
 - c. Information Management Tools

Rationale

105. Pub 1, Annex F establishes the basic principles of information management to be applied by the CFBLNet community, CN/O and SN/O. This is to support CFBLNet in the conduct of its mission and effective information management, enabling decision-making by the sharing of information within the CFBLNet community.

Scope

106. This Annex establishes a framework to ensure that information is handled effectively, efficiently and securely in order to serve the interests of the CFBLNet community. This includes managing all aspects of information throughout its lifecycle.

107. Within this policy, the term ‘information’ is used to embrace all information, including related data, required in support of the CFBLNet, whether such information originates in the CFBLNet community, a C/NO, SN/O, or other source(s). Such information, and the media and resources used to record and process it, shall be managed in accordance with policy and other relevant CFBLNet agreements and legal obligations.

Amendments

108. Pub 1 Annex F may be amended when the DWG determines that there is an identified requirement. The DWG Chair will propose the text of the amendment to the DWG members for endorsement. Once the DWG members have endorsed the amendment, it will be submitted for C-EG approval. Upon approval by the C-EG, the Secretariat will re-issue a new version of Annex F.

Effective Date

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

CHAPTER 2 – GUIDANCE FOR CFBLNet INFORMATION MANAGEMENT

Objectives

201. The key objectives of Information Management are to:
- a. support the achievement of the CFBLNet vision to be the network or choice for C4ISR;
 - b. support the effective and efficient use of information resources in the conduct of CFBLNet Initiatives; and
 - c. support the identification and preservation of information of lasting value to the CFBLNet community.

Principles

202. **Information is a Corporate Resource.** Information is a corporate resource and shall be managed to support the CFBLNet vision whether being used for consultation or decision making. This management process shall organize and control the information throughout its lifecycle regardless of the medium and format in which the information is held.

203. **Information Ownership and Custodianship.** Information shall have an originator, and clearly defined ownership and custodianship assigned throughout its lifecycle.

204. **Leadership and Organisational Structure.** Management of information is a fundamental responsibility, which shall require executive leadership, top-level involvement and the creation and maintenance of effective organisational structure.

205. **Information Sharing.** Information shall be managed with an emphasis on the ‘responsibility-to-share’ balanced by the security principle of ‘need-to-know’. It will be managed to facilitate access, optimize information sharing and re-use, and reduce duplication, all in accordance with security, legal, and privacy obligations.

206. **Information Assurance.** Information shall be protected by applying the principle of Information Assurance, which is described as the set of measures to achieve a given level of confidence in the protection of communication, information and other electronic systems, non-electronic systems, and the information that is stored, processed or transmitted in these systems with respect to confidentiality, integrity, availability, non-repudiation and authentication.

207. **Information Needs.** Information needs shall be determined as part of the planning and architecture processes to meet intended activities and effects.

Roles and Responsibilities

208. It is the responsibility of:

- a. Individuals who produce or have authorised access to information to follow the principles of information management as set out in this Annex;
- b. Originators to apply relevant rules and standards to their product;
- c. Information owners:
 - i. To set the rules for handling the information throughout its lifecycle in line with the relevant policies and procedures;
 - ii. To establish rules for the transfer of ownership;
- d. Information custodians to manage and provide the information under their custodianship in accordance with the rules established by the information owners;
- e. The Chair of the C-EG:
 - i. To identify and forward C-EG information to be archived by the Secretariat;
 - ii. To ensure the disposition of CFBLNet information is in accordance with established policies and procedures;
 - iii. To assess the effectiveness and efficiency of CFBLNet information management throughout its lifecycle;
 - iv. To implement organizational, governance and accountability structures, within the CFBLNet, for information management;
 - v. To monitor CFBLNet community compliance with this Annex;
 - vi. To ensure coordinated implementation of this Annexes objectives within the CFBLNet community; and
 - vii. To be the identified member responsible for information management within the C-EG. This responsibility cannot be delegated.
- f. The Chair of a CFBLNet working group:
 - i. To identify and forward WG information to be archived by the Secretariat;
 - ii. To ensure the disposition of CFBLNet information in accordance with established policies and procedures;
 - iii. To assess the effectiveness and efficiency of CFBLNet information management throughout its lifecycle;
 - iv. To implement organizational, governance and accountability structures, within the WG, for information management; and
 - v. To be the identified member responsible for information management within the WG. This responsibility can be delegated.
- g. The members of a CFBLNet group (C-EG, and WGs):
 - i. To follow this Annex when handling CFBLNet information;
 - ii. To identify and forward information to be archived to their respective Chair;
 - iii. To support the disposition of information in accordance with established policies and procedures; and
 - iv. To be individually responsible for supporting their Chair in achieving information management.

- h. The Secretariat:
 - i. To maintain the information archive to ensure the availability of information passed to the Secretariat for archive;
 - ii. To ensure the disposition of CFBLNet information in accordance with established policies and procedures;
 - iii. To assess the effectiveness and efficiency of information management throughout its lifecycle;
 - iv. To implement organizational, governance and accountability structures, and training programmes, for information management; and
 - v. To be the identified member responsible for information management within the Secretariat staff. This responsibility can be delegated.

- i. The CLR:
 - i. To identify and protect CN/O and CFBLNet information to ensure the continuity of key services and operations;
 - ii. To ensure the disposition of CFBLNet information in accordance with established policies and procedures;
 - iii. To assess the effectiveness and efficiency of information management throughout its lifecycle;
 - iv. To implement organizational, governance and accountability structures, and training programmes, for information management; and
 - v. To be the identified CN/O member responsible for information management. This responsibility can be delegated.

- j. Other members of the CFBLNet community:
 - i. To follow the principles of information management as set out in this Annex;
 - ii. To recognize that information management is an integral element of their job function; and
 - iii. To treat the information used or produced in the course of performing their duties as a strategic resource and in line with legal and policy requirements.

Release and Public Disclosure of Information

209. Release and public disclosure of information shall be in accordance with Pub 1 and other CFBLNet signed policy documents.
210. Information with release restrictions should be marked as such by the originator.
211. All documents posted and distributed must be labelled on each page of the documents. It is preferred that each page of the documents be labelled centrally in the header and footer of the page.
212. Two classifications/document labelling have been identified by CFBLNet:
- a. **Unclassified** – Documents with this labelling can be posted and discussed via any of the Information Management tools.
 - b. **Unclassified Not Internet Releasable** – Documents can be posted to a password-protected website (authorized by C-EG) or the current Collaborative Workspaces (Groove). These documents cannot be distributed via e-mail or posted to a public website.

Information Categorisation

213. CFBLNet uses metadata elements to describe and categorise information. For each identifiable item of CFBLNet information the metadata elements shall, as a minimum include:
- a. Identity of information owner;
 - b. Identity of information custodian;
 - c. Security and caveat level;
 - d. Formality level; and
 - e. Information type.

CFBLNet Information Formality Levels

214. Information used to support the business of CFBLNet will be at one of four possible formality levels:
- a. **Ephemeral** – Information may be created or deleted at any time by any member of the CFBLNet community. No archive is maintained by CFBLNet. Ephemeral information should not be referred to in more formal documents (but the content may be incorporated into a more formal document if appropriate). Examples of ephemeral information are early drafts of work-in-progress and routine verbal & electronic conversations (e.g. E-mails, telephone calls, un-minuted teleconferences, CMM conversations, etc.).
 - b. **Transitory** – Information at the “Transitory” formality level may only be created by members of the CFBLNet community performing a designated role (e.g. WG chair, Secretariat, Initiative Lead, editor, etc.) in accordance with a specific procedure

- defined in CFBLNet Pub 1 (e.g. CIIP processing, minuting a meeting, editing a document, etc.). No permanent archive is maintained by CFBLNet, but the information is distributed to the relevant people via email and kept available in an appropriate Groove workspace for a reasonable period or until it is superseded. Some form of version control must be used for transitory information, and a version history is desirable (for some transitory documents the approach to take is specified in Pub1, such as the change matrix for Pub1 revisions). Transitory information should not be referred to in Formal documents. Examples of Transitory information are documents circulated for review, active CIIPs, CFBLNet PoC spreadsheet, etc.
- c. **Formal** – Information at the “Formal” formality level may only be created by a member(s) of the CFBLNet community performing a specific designated role (e.g. C-EG chair, WG chair, CLR, SME, or Secretariat) in accordance with a specific procedure defined in CFBLNet Pub 1 (e.g. SME brief, minutes of a meeting, approved site nomination, etc.). Reasonable care must be taken to ensure that documents are not made Formal until they have received an appropriate level of review and there are no unresolved disagreements or known errors, or significant omissions. A permanent archive is maintained by the CFBLNet Secretariat. The information is distributed to the relevant people via email and kept available in an appropriate Groove workspace for a reasonable period or until it is superseded. Version control must be used for Formal information with a version history according to the procedure specified in Pub1 for the document concerned. Examples of Formal information are agreed minutes, archived CIIPs, CFBLNet basic guides, etc.
 - d. **Signed** – Information at the “Signed” formality level may only be created by the C-SSG Chair and C-EG Chair in accordance with a specific procedure defined in CFBLNet Pub 1 (e.g. Annual report, strategic plan, etc.). The information is distributed to the relevant people via email and kept available in an appropriate Groove workspace for a reasonable period or until it is superseded. Version control must be used for Signed information with a version history (archived by the Secretariat) according to the procedure specified in Pub1 for the document concerned. Signed documents take precedence over all other CFBLNet documents, but are subordinate to national law and treaty agreements. Examples of Signed information are the CFBLNet Pub1, the CFBLNet Charter/Technical Arrangement, the CFBLNet Annual Report, and the CFBLNet Strategic Plan.

CFBLNet Information Formal Status

215. Information used to support the business of CFBLNet will be at one of three formal status levels:

- a. Speculative;
- b. Active; or
- c. Archived.

CFBLNet Categorized Information

216. The possible formality levels and formal status for specific CFBLNet document categories are itemised in Appendix 1.

217. All CFBLNet information must conform to appropriate CFBLNet and CN/O rules regarding such matters as:

- a. Appropriate information release;
- b. Professional standards of language;
- c. Avoidance of offensive content; and
- d. Accuracy.

CHAPTER 3 – INFORMATION MANAGEMENT TOOLS

General

301. There are a range of information management tools used for CFBLNet business. It is the responsibility of the initiator of the communication to select the most appropriate means of communication.

Telephone

302. The telephone is used for short informal two-person discussions.

303. Teleconferences are used for group discussions. Teleconferences will:

- a. Be preceded by a calling notice with appropriate distribution and notice period;
- b. Be chaired; and
- c. Result in minutes with a list of decisions made.

E-mail

304. Within the CFBLNet Community e-mail is the preferred/primary means of providing/distributing information.

305. The POC Listing is maintained by the Secretariat and is the authoritative definition of distribution lists for information distribution.

Collaborative Workspace (Groove)

306. Seven “official” workspaces and one sub workspace currently exist for which access is managed by the Secretariat and designated WG Members.

307. The information management of the CFBLNet Groove workspaces is described in Chapter 4.

Web Sites

308. A number of public web spaces are maintained within the CFBLNet community. The currently known web pages are:

- a. Secretariat Page – www.cfblnet.info (Alternate : www.disa.mil/cfblnet)
- b. NATO Page – cfbl.nc3a.nato.int

309. The Secretariat page consists of the following:

- a. General overview information
- b. Publicly releasable CFBLNet documents.

310. Some password protected web spaces are maintained within the CFBLNet community. The currently known password protected web space is at www.les.disa.mil/actd (eventually to be discontinued). The NWG maintains a password protected website for use by its members.

CFBLNet Information Tracker

311. The CFBLNet information tracking system is used by the Secretariat to track information as required. It tracks information using the following attributes:

- a. Title
- b. Collaboration Type
- c. Formality Level
- d. Collaboration Length
- e. Prepared Agenda for Collaboration
- f. Number of Speakers
- g. Number of Listeners
- h. Summary Author
- i. Review Process
- j. Version Control used for Summary
- k. Summary Distributed
- l. Archive
- m. Term of Summary
- n. Release Methods
- o. Satisfied with Current Approach
- p. Improvement Suggestions

312. An example of the information tracking information for CFBLNet official documents is provided in Appendix 1.

313. CFBLNet groups should use appropriate means to track information.

CHAPTER 4 – CFBLNet DOCUMENTATION MANAGEMENT GUIDELINES

General

401. Given the global nature of CFBLNet activities, users from each participating CN/O require the means to collaborate and communicate in an on-going manner, in order to plan, coordinate and engineer Initiatives scheduled on the CFBLNet. Participants also require a means to store and refer to information held within a common repository.

402. The ability to work, share and store information in a virtual environment is a paramount requirement for CBFLNet participants. There are various tools that can be used to facilitate such collaborative workspaces and share information through such means as email, phone and fax. Groove Virtual Office is an application currently used by the CFBLNet community to provide a robust means to store and share information.

Groove Virtual Office

403. The Groove Virtual Office is a collaborative workspace for virtual teams allowing them to work in parallel to their office environments and network boundaries utilising Internet connectivity. Groove allows for workspaces to be created along many different lines of work whether they be management, technical co-ordination, or otherwise. These workspaces are contained on each workspace member's PC allowing them to work on tasks and projects whether they are connected or disconnected from the internet.

404. The intelligence and security measures incorporated into the Groove client allows for the CFBLNet community to pass cross-office and cross-organisational information as it automatically, and securely¹, ties-in and synchronises a team of users ever without user or IT support assistance. The application operates primarily as a peer-to-peer replication system. The current version in use by the CFBLNet community is Version 3.1a.

405. There are five core elements to Groove:

- a. **Launchbar** - a single starting point for the information worker to monitor all Groove elements including workspaces, contacts, presence, and alerts, as well as executing basic functions such as creating new workspaces and communicating with or inviting users.
- b. **Workspaces** - containers created by information workers to share information and work together on team projects. Workspaces are kept up-to-date between members through peer-to-peer replication that happens automatically as members make changes to workspace content.
- c. **Presence and Communications** - built-in presence awareness, chat and messaging.
- d. **Alerts** - text and audible notifications that inform workers of events and changes in ongoing projects.

¹ Using 192 bit encryption

- e. **Tools** - applications added to workspaces by team members for the purposes of sharing and working together on information, both structured (for example, forms) and unstructured (for example, files).

CFBLNet Collaborative Workspaces

406. CFBLNet collaborative workspaces consist of both permanent and ad-hoc workspaces allowing them to be created, used as well as shut-down at any time. Permanent workspaces include the following:

- a. CFBLNet - General
- b. CLRs: CN/O Lead Representatives
- c. CFBLNet - C-EG
- d. CFBLNet - Security Working Group
- e. CFBLNet - Documents Working Group
- f. CFBLNet - Network Working Group
- g. NWG - IPs (Note: Workspace not managed by the Secretariat)
- h. CFBLNet - Initiatives Working Group
- i. CFBLNet - Initiatives Data & Accreditation (sub space to the CFBLNet - General workspace)

407. Ad-hoc workspaces are primarily Initiatives-based and can include the following:

- a. CMM workspaces
- b. CWID Network Working Group
- c. CWID - Coalition/US Shared Ideas
- d. Empire Challenge NWG/SWG

408. In addition, each CN/O is able to establish its own workspaces to meet its working requirements.

409. Workspaces can consist of any of the available tools to support information sharing, storage and collaboration. Basic workspace tools that provide best use include Files, Discussion and Meetings. It is recommended that meetings, such as teleconferences, are recorded in the Meetings tool along with the participants, agenda and action tasks. Other tools can be used for posting URLs, pictures and other related or miscellaneous information. It is also recommended to use the Discussion tool in favour of the chat tool, allowing for more logical flow of threads and topics.

Groove Messaging

410. Groove Messaging is a hybrid of email and Instant Messaging (IM). Like email, it doesn't require a synchronous connection to the recipient. But, like IM, the capabilities are intended for short messages to a single person, outside of the context of a particular workspace. Groove Messaging also uses the Groove infrastructure for secure message delivery, enabling direct peer-to-peer delivery or staged delivery through the relay server.

Management Responsibilities – Workspace and Data

411. **Secretariat Responsibilities.** The Secretariat is responsible to maintain the following CFBLNet collaborative workspaces:

- a. CFBLNet - General
- b. CLRs: CN/O Lead Representatives
- c. CFBLNet-EG
- d. CFBLNet - Initiatives Data & Accreditation
- e. CMM workspaces

412. The Secretariat is responsible for the following actions:

- a. Maintain the following data tools and post them to the required workspace:
 - i. Initiatives Matrix
 - ii. Site Status Matrix
 - iii. Point of Contact (POC) List
 - iv. Groove Access and Privileges List
- b. Conversion of specified documentation to .pdf format so that changes can be managed effectively.
- c. Development of directory structures and posting of information including CIIPs, Site Information Sheets and CFBLNet Publications.
- d. Archiving of information.
- e. Managing the structure of the information and data to ensure that it can be reached and utilised. Duplication should be avoided where possible.
- f. Management of the official CFBLNet calendar in the General workspace.

413. **Workspace Manager Responsibilities.** Appointed workspace managers, such as Working Group Chairs, are responsible to maintain the following CFBLNet collaborative workspaces:

- a. CFBLNet - Security Working Group
- b. CFBLNet - Documents Working Group
- c. CFBLNet - Network Working Group
- d. NWG - IPs
- e. CFBLNet - Initiatives Working Group

414. Initiative workspace managers are responsible for maintaining their respective workspaces.

415. Workspace managers are responsible for managing the structure of their information and data to ensure it can be easily reached and utilised. Duplication should be avoided where possible. Where required, moderation between users is to be enacted by the manager.

416. **CN/O Lead Representative (CLR) Responsibilities.** CLRs are responsible to maintain user access lists. They are responsible for approving all users and to remove users that have

completed their CFBLNet obligations. If a CN/O maintains its own workspace(s), then the CLR is responsible for the management of the workspace(s).

Groove Access Privileges

417. The Secretariat will have Manager (M) access to all of the CFBLNet workspaces listed in Appendix 3. Additional access for persons not on the POC list or those members requiring increased privileges must be co-ordinated and approved by corresponding CLR. Default access for additional members will be as Guests (G) unless specified to be a Participant (P). Working Group Chairs may request additional Managers in their designated workspace.

418. Default user access and privileges to CFBLNet collaborative workspaces will be based on the guidelines in Appendix 3.

Workspace Access Requests

419. Workspace access requests are to be provided by users to CLR who are to review and forward these to the Secretariat via email. Once access requests are received, the Secretariat is to send Groove Invitations for those workspaces managed by the Secretariat. Where invitations are managed by Working Group Chairs or Initiative workspace managers, the Secretariat is to forward the requests to the respective manager for them to issue invitations accordingly.

420. Groove invitations are normally sent to a user via email. CLR are to maintain a user access privileges list in conjunction with the Secretariat as described in Figure 1 below.

CNO	WORKSPACE							
	General	NWG	SWG	IWG	DWG	ID&A	CLRs	C-EG
CLR	P	P	G	P	P	P	P	G
User	P			G	G	P	G	M
User	P	P						
User	P	P	G	P	P	P		
User	P	P	M				P	
User	P	P	G	P	P	P		
User	G	G	P					
User	P	P	G	P	P	P	G	
User	P	P						

Notes:
 M = Manager
 P = Participant
 G = Guest

KEY:

Not on current access list; has an account
As seen on access list
Has permission, but not a user of the workspace

Figure 1. CFBL Groove Workspace User Privileges

Workspace Management

421. Workspace managers should follow best practice with regards to the following conventions:

- a. File Formats
- b. Filename Format
- c. Location of master documentation for editing
- d. User naming standards e.g. country-username-organisation = CN/O (SN/O)-username-org
- e. Version usage
- f. Archiving Policy - Separate workspace/website

APPENDIX 1 – EXAMPLES OF FORMALITY AND STATUS LEVELS

	Ephemeral	Transitory Groove WGs, email, mtg	Formal Groove General (PDF)	Signed Groove, Web
Speculative		<ul style="list-style-type: none"> - CIIP (CLRs, IS) - CMM IWG Briefs In/Out (IWG, CLRs) - New Docs (CLRs, DWG, S) - Site Nomination Forms (CLRs, IS) 		
Active		<ul style="list-style-type: none"> - Pub 1 Revision (DWG, CLRs, S) - Doc Revisions (DWG, CLRs, S) 	<ul style="list-style-type: none"> - CIIP (CLRs, IS, WG, EC, S – step 1 to end) - Initiative Status Matrix (CLRs, IWG-C, S) - CMM IWG Briefs In/Out (IWG-C, EC, S) - IWG TOR (IWG, S) - Initiative Final Rpt/Close Out (CLRs, EC,S) - Site Nomination Forms (CLRs, IWG, EC, S) - Security 101 (S, EC) - CFBLNet Basic Guide (S, EC) 	<ul style="list-style-type: none"> - Pub 1 (S, EC) - M&A Tri Folder (S, EC)
Archived (S)			<ul style="list-style-type: none"> - CIIP - Initiative Status Matrix - CMM IWG Briefs In/Out - IWG TOR - Initiative Final Rpt/Close Out - Site Nomination Forms - Security 101 - CFBLNet Basic Guide 	<ul style="list-style-type: none"> - Pub 1 - M&A Tri Folder

Table 1. Examples of status level and formality level for CFBLNet Information

	Ephemeral	Transitory (Semi-Official)	Long Term (Formal)	Signed
Technical Charter		Change Matrix and edited Document with track changes to prepare the new construct	Formal Publication, managed by formal version control processes as depicted within Annex E.	Signed by the C-SSG. Archived as succeeded by new version
Publication 1		Change Matrix and edited Document with track changes to prepare the new construct	Formal Publication, managed by formal version control processes as depicted within Annex E.	Signed by the C-EG. Archived as succeeded by new version
Strategy		Change Matrix and edited Document with track changes to prepare the new construct	Formal Publication, managed by formal version control processes as depicted within Annex E.	Signed by the C-EG. Archived as succeeded by new version
Annual Report		Draft produced by Secretariat for CFBLNet community comments	Formal Report is version controlled	Signed by the C-EG. Archived as succeeded by new version
Basic Guide to Initiatives Process		Change Matrix and edited Document with track changes to prepare the new construct	Formal Publication, managed by formal version control processes as depicted within Annex E.	Signed by the C-EG. Archived as succeeded by new version
Basic Guide to Security Accreditation		Change Matrix and edited Document with track changes to prepare the new construct	Formal Publication, managed by formal version control processes as depicted within Annex E.	Signed by the C-EG. Archived as succeeded by new version
Flyer		Change Matrix and edited Paper with track changes to prepare the new construct	Formal Publication, managed by formal version control processes as depicted within Annex E.	Signed by the C-EG. Archived as succeeded by new version
CMM Final In/Out Briefs		Developed by chair during meetings.	Formal presentations that are recorded/archived to form the status and history	
CMM Actions		Captured by Secretariat during CMM.	Formal Actions	
CIIPs	In construction at Pre-step 0	In construction and distribution at Step 0	CIIP formalised at Step 1, new versions as required driven by changes and archived at Step 17	
SME briefs		Prepared in consultation with Initiative Lead and Initiative Lead CLR.	Presentation of Initiative intentions	
Secretariat and/or C-EG Communiques	Working Level	Working level	May elevate to a formal agreements	
Minutes/Notes	Working Level	Working Level	Formal and archived	

	Ephemeral	Transitory (Semi-Official)	Long Term (Formal)	Signed
of EG, WGs, Secretariat Meetings				
Official Letters			Formal and archived	
CFBLNet Community Dialogue	Working Level	Working Level		
Initiatives Status Matrix	Weekly updates by Secretariat	Recorded by the Secretariat as an accurate record	Definitive version	
Site Status Matrix		Recorded by the Secretariat as an accurate record	Definitive version	
Routine forms (i.e. site nominations)			Recorded by the Secretariat as an accurate record	
General Information (Risk Registers etc)	As required	Recorded as the status		
C-EG, CLR, WG and Secretariat Correspondence and Information	As required	As required	As required	
S-NAECs and I-NAECs			Generated by MSAB as official certificates; updated/archived/deleted as required.	
Schedules / Calendars		Definitive schedules of CFBLNet usage and Main Events are produced and distributed by the Secretariat		

Table 2. Formality Levels for Specific CFBLNet Documents

APPENDIX 2 – INFORMATION TRACKER FOR CFBLNET DOCUMENTATION

Document Title	File Type	Size	# of Authors	# of Users	Draft Term	Version Control # During Drafting?	Update Cycle	Term of Finished Document	Version Control # Finished Document?	Metadata Used?	Release Methods	Satisfied with Current Approach?	Improvement Suggestions
Charter/Technical Arrangement													
CFBLNet Charter	.doc/.pdf	>5	3	All			N/A	Permanent	N	N	Groove	N/A	
Pub 1													
Publication 1, Main Document	.doc /.pdf	>20		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	
Publication 1, Annex A	.doc /.pdf	<10		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	
Publication 1, Annex B	.doc /.pdf	<20		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	
Publication 1, Annex C	.doc /.pdf	<20		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	
Publication 1, Annex C, Appendices	.doc /.pdf	<30		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	
Publication 1, Annex D	.doc /.pdf	>15		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	
Publication 1, Annex D, Appendices	.doc /.pdf	<10		All	1 year	Y	Biennial	Superseded	Y	Y	UNIR	N	
Publication 1, Annex E	.doc /.pdf	<30		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	
Publication 1, Annex F	.doc /.pdf	<30		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	
Publication 1, Annex G	.doc /.pdf	<30		All	1 year	Y	Biennial	Superseded	Y	Y	Public Web Groove	N	

Document Title	File Type	Size	# of Authors	# of Users	Draft Term	Version Control # During Drafting?	Update Cycle	Term of Finished Document	Version Control # Finished Document?	Metadata Used?	Release Methods	Satisfied with Current Approach?	Improvement Suggestions
Annual Reports													
CFBLNet Annual Report	.doc /.pdf	<20	>10	All		Y	Annual	<Year	Y	Y	Public Web Groove	Y	
CMM Documents													
Strategic Plan	.doc /.pdf					Y	As Req'd	Superseded	Y	Y	Groove	Y	
Action Items	.doc /.pdf					N	As Req'd		N	N	Groove	Y	
Follow-ups	.doc/.pdf	>10				N	As Req'd		N	Y	Groove	Y	
SSG Brief	.ppt	>40	3	All		N	As Req'd	Superseded	N	N	Groove	Y	
Other Documents													
Collaborative Workspace Access and Privileges	.xls .pdf				>Day	N	As Req'd	Superseded	N	N	Groove	Y	
Groove License Request Form	.csv	>5	1	All	>Day	N	As Req'd	Superseded	N	N	E-Mail	Y	
CFBLNet POC List	.xls .pdf				>Day	N	As Req'd	Superseded	N	N	Groove	Y	
NWG Meeting Minutes	.doc/.pdf	>5	2		>Week	N	Monthly	N/A	N	N	Groove	Y	
Initiatives Matrix	.xls/.pdf	>5	3		>Day	N	Weekly	Superseded	N	Y	Groove	Y	
IWG Responsibilities	.doc	>5				N	N/A		N	N	Groove	Y	
CFBLNet Topology	.ppt	<10				N		Superseded	N	Y	Groove	Y	

APPENDIX 3 – CFBLNET GROOVE USER ACCESS & PRIVILEGES

Workspace	Access	Default Privileges
General	All names provided for the CFBLNet POC list are granted access	P
	Anyone with access to any other CFBLNet collaborative workspace	G
Initiatives Data & Accreditation	All names provided for the CFBLNet POC list are granted access	P
	Anyone with access to any other CFBLNet collaborative workspace	G
NWG	NWG Chair	M
	NWG CN/O Representatives and Alternates (POC List)	P
	Other Working Group Chairs	G
	C-EG Members/Action Officers	G
SWG	SWG Chair	M
	SWG CN/O Representatives and Alternates (POC List)	P
	MSAB Representatives and Alternates	P
	Other Working Group Chairs	G
	C-EG Members/Action Officers	G
IWG	IWG Chair	M
	CLRs/IWG CN/O Representatives (POC List)	P
	Other Working Group Chairs	G
	C-EG Members/Action Officers	G
DWG	Working Group Chair	M
	CLRs/IWG CN/O Representatives (POC List)	P
	Other Working Group Chairs	G
	C-EG Members/Action Officers	G
CLR	CLR Chair	M
	CLRs and Alternates	P
	Working Group Chairs	G
	C-EG Members/Action Officers	G
C-EG	C-EG Members/Action Officers	P
	Working Group Chairs	P
	CLRs and Alternates	G
Temporary	Pre-registered Attendees (CMM workspaces)	P
	C-EG Members/Action Officers	P
	Working Group Chairs	P
	CLRs and Alternates	P