



**TSCP Public Key Infrastructure  
Policy Management Authority Charter**

**Version 3.0**

**September 11, 2014**

## Record of Changes

<b>Date</b>	<b>Version</b>	<b>Change</b>
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## **1 BACKGROUND AND PURPOSE**

### **1.1 BACKGROUND**

The Transglobal Secure Collaboration Participation Inc. (TSCP) is a 501(c)(6) non-profit technical trade association incorporated in the State of Delaware. The TSCP Bridge Certification Authority (TBCA) enables discrete Public Key Infrastructures (PKI) to trust digital certificates issued by other entities with which it has been policy-mapped and cross-certified at known Levels of Assurance (LOA). The TSCP Policy Management Authority (TPMA) is comprised of entities operating enterprise PKIs cross-certified with the TBCA and TSCP's policy support and advisory services personnel.

### **1.2 PURPOSE**

The TPMA sets policy governing operation of the TBCA trust infrastructure and approves applicants for cross certification with the TBCA. It operates under authority of the TSCP Program Management Office (TPMO) and serves the interest of those parties cross-certified with the TBCA, the TSCP members, relying parties, and users.

Determinations by the TPMA facilitate trust, but do not prescribe the criteria by which relying parties accept digital certificates from external sources for transactions. All entities are free to accept or reject any digital certificate issued by any other entity at their sole discretion, using available TPMA determinations to assist in making informed decisions.

## **2 RESPONSIBILITIES OF THE TSCP PKI POLICY AUTHORITY**

The TPMA has the following responsibilities:

### **2.1 CP CHANGE AND APPROVAL**

- Approving the TBCA Certificate Policy (CP), including revisions

### **2.2 APPROVAL OF ENTITY CROSS-CERTIFICATION**

- Establishing and administering the Criteria and Methodology for Cross-Certification with the TBCA for entities wishing to cross-certify with the TBCA
- Recommending TSCP enter into a Memoranda of Agreement (MOA) or other legally binding document with an entity desiring to be cross-certified

### **2.3 MAINTAIN COMPLIANCE**

Maintaining member compliance with the ongoing requirements of the TBCA, including the determination and execution of remedies and actions for non-compliance and unacceptable risk:

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- Ensuring cross-certified entities remain compatible with the TBCA CP by implementing the enforcement mechanism in the Criteria and Methodology
- Ensuring cross-certified entities are operationally compliant with their own policies by implementing the enforcement mechanism in the Criteria and Methodology

### **2.4 AGREEMENT WITH TSCP OPERATIONS AUTHORITY**

Establishing and maintaining a relationship with the TSCP Operations Authority (TOA), to include:

- Directing the TOA concerning the issuance and revocation of cross-certificates
- Ensuring TOA adherence to the TPMA Certificate Policies
- Providing documentation to the TOA for archival

### **2.5 INTEROPERABILITY PRACTICES**

The TPMA shall coordinate policy and technical issues related to TBCA Trust Infrastructure interoperability.

### **2.6 CHARTER AND TPMA PRACTICES**

The TPMA shall operate according to, and within the boundary of, this charter. Corrections, updates, or suggested changes to this charter shall be communicated to every TPMA voting member. Such communication must include a description of the change, a change justification, and contact information for the person requesting the change. Such changes shall be approved by the TPMA and the TPMA.

## **3 MEMBERSHIP AND ORGANIZATION**

### **3.1 MEMBERSHIP**

Membership in the TPMA is open to 1) members that have cross-certified with the TBCA and who are members of TSCP and 2) personnel selected by TSCP as required to fulfill its mission objectives, and 3) ex officio members.

Where the entity administering a cross-certified PKI is a subordinate entity of another entity, either membership shall be vested in the superior organization, unless otherwise determined by the TPMA. It is intended that there will be a maximum of one voting member per cross-certified party.

Membership terminates if and when the entity ceases to operate its cross-certified CA or chooses not to participate in the TPMA.

#### **3.1.1 Voting Membership**

Voting membership on the TPMA is reserved as follows:

### **3.1.1.1 TBCA Cross-Certified Member**

All TSCP members who have successfully completed the process of cross-certifying with the TBCA Trust Infrastructure in accordance with the Criteria and Methodology are eligible to be voting members of the TPMA provided that the entity is not cross-certifying as a bridging CA. During the period when TSCP is processing the initial members' cross-certification applications to the TSCP bridge, TSCP members who have indicated a desire to become a member of the TSCP Bridge and to have a representative on the TPMA and have identified that representative to the PMA Chair, have voting rights on the TPMA.

If a member is not cross-certified with the TSCP Bridge within twelve (12) months after the TSCP Bridge cross-certifies with the Federal Bridge, that member may have its voting rights revoked by a TPMA vote.

Any new member applicant seeking to become a member of the TSCP Bridge will become eligible to be a voting member of the TPMA upon approval of its cross certification.

Current members with voting representation on the TPMA are listed in Appendix A. Appendix A is a dynamic list and may be changed by the PMA Chair in accordance with the requirements of this Section without the need for a TPMA vote.

### **3.1.1.2 General Criteria for All Voting Members**

Voting membership in the TPMA for eligible parties is granted and maintained under the following conditions:

- The voting member must maintain its PKI in accordance with its Certificate Policy (CP) and Certificate Practice Statement (CPS) and fulfill all of its obligations and responsibilities under its agreements with TSCP
- A voting member representative must be appointed by the member they represent to perform in such capacity and such appointment shall be evidenced to and confirmed by TSCP
- The voting member representative makes the requisite commitment of time and resources as evidenced by regular TPMA participation

## **3.1.2 Non-Voting Membership**

### **3.1.2.1 Ex Officio Membership**

The following have ex officio membership:

- TSCP CEO & President
- TSCP VP Operations

- TSCP Executive PKI Advisor
- FBCA PMA Chair or delegate
- DoD PMA Chair or delegate

Ex officio membership does not confer voting privileges. However, the opinions of ex officio members are valued by the TPMA and considered prior to vote. In addition, ex officio members are welcome to participate on working groups and subcommittees at their discretion.

### **3.1.3 Temporary non-Voting Status for Cross-Certified Parties**

Members that do not satisfy TBCA annual audit requirements, that allow their cross-certificates to expire, or that are experiencing a material discrepancy in the operation of their PKI, will have their voting privileges temporarily suspended.

A member may voluntarily place itself in this status prior to or immediately after the date that any of these events occur, or the TPMA Chair shall notify the entity that they have been involuntarily placed in this status after the respective dates or events.

A member may return to full voting membership whenever the circumstances that led to suspension have been resolved.

## **3.2 OBSERVERS**

The TPMA recognizes the following organizations as Observers:

- Non-Voting TSCP Members
- An entity whose application for cross-certification is under consideration
- All TSCP cross-certified members who are non-voting members
- All TSCP cross-certified members who are in temporary non-voting status

The TPMA will identify those activities not open to Observer participation. Observers do not have voting privileges on the TPMA.

## **3.3 COMMITTEES/WORKING GROUPS**

The TPMA may request TSCP to create, participate in, or have temporary or permanent subordinate committees or working groups to support its policy and technical activities. Such requests shall be approved by the TSCP CEO & President if the activity will incur cost to TSCP.

## **4 OFFICERS**

### **4.1 CHAIR**

The TPMA shall have a Chair nominated by TSCP and selected by majority vote of the voting membership. The TPMA Chair must represent TSCP and not be a PMA chair or executive of a cross-certified entity. The Chair shall designate an alternate to perform the functions of this office in his or her absence. The alternate chair must represent TSCP and not be a PMA chair or executive of a cross-certified entity.

The Chair may step down. In that case, an emergency election shall be held as soon as practicable following the effective date of the outgoing Chair's resignation.

The Chair shall, at a minimum, be responsible for:

- Chairing TPMA meetings
- Directing and coordinating all TBCA activities
- Promoting the use of PKI to serve the interests of TSCP, its members, relying parties, and users
- Representing the TPMA to other organizations, including international organizations

### **4.2 SECRETARIAT**

The TPMA shall have a Secretariat as selected by TSCP. The Secretariat shall be responsible to the Chair for all administrative matters.

## **5 OPERATIONS**

### **5.1 MEETINGS**

TPMA meetings shall be held on a regular schedule as determined by the TPMA. The Chair or, in his or her absence, the designated alternate shall preside over all meetings and votes. The standard meeting date is the second Thursday of each month from 11:00 a.m. to 12:00 p.m. Eastern Standard Time. The meeting time and location may be modified when the situation dictates. Emergency meetings may be held as needed.

At least five business days' prior notice shall be given to all TPMA members for all TPMA meetings. TPMA meeting documentation shall be emailed to all TPMA members at least two working days in advance of the regularly scheduled TPMA meeting.

The quorum necessary for the TPMA to transact official business shall be two-thirds (2/3) of the voting membership. A transmitted proxy to a voting member or the TPMA Chair shall also count towards a quorum. The TPMA may meet to discuss business without a quorum; however, formal decisions shall not arise from such a meeting.



## 5.2 VOTING

Voting may be performed at a TPMA meeting, or through remote means (teleconferencing, e-mail, or letter). Each member is expected to cast a vote, except when recusal is necessary owing to a conflict of interest.

Members failing to vote when a vote is called shall be recorded as “Absent.” If as a result, the final vote tally, including proxies, lacks a quorum, the vote will be rescheduled.

All TPMA votes shall be recorded and the results of voting will be published in the minutes of the TPMA meetings. The votes needed to pass any decision are as follows:

<b>Action Requiring TPKIPA Vote</b>	<b>Votes needed for Passage</b>
1. <b>Approve TPMA meeting minutes</b>	Simple majority of all voting members
2. <b>Approve TPMA Charter Revisions</b>	Simple majority of all voting members
3. <b>Approve TPKI Certificate Policies and Changes</b>	Simple majority of all voting members
4. <b>Approve TSCPCA, PIV-I, and TCPCA Application</b>	Simple majority of all voting members
5. <b>Elect TPMA Chair</b>	Simple majority of all voting members
6. <b>Establish subordinate committees/work groups</b>	Simple majority of all voting members
7. <b>Vote to revoke cross-certificates for non-administrative circumstances</b>	Simple majority of all voting members
8. <b>Approval of Entity Cross Certification, including:</b> a. <b>Policy Mapping</b> b. <b>Operational Parameters (“white space”) mapping</b> c. <b>Compliance Audits</b> d. <b>Interoperability Testing</b> e. <b>MOA</b>	Simple majority of all voting members

<b>9. Approval of Guidance Documents</b>	Simple majority of all voting members
<b>10. Determination of remedies/actions to be taken for CP noncompliance</b>	Simple majority of all voting members
<b>11. Determination of remedies/actions to be taken for unacceptable risk</b>	Simple majority of all voting members
<b>12. Determination to restore TSCPCA interoperability following cross-certificate revocation</b>	Simple majority of all voting members
<b>13. Vote to re-issue a member's cross-certification<sup>1</sup></b>	Simple majority of all voting members
<b>14. Vote to reinstate a member's voting privileges</b>	Simple majority of all voting members

Votes shall not be legally binding upon TSCP or its members until which time that the decision is recognized by TSCP through established legal procedures. Should legal procedures preclude the decision from becoming legally binding, the TPMA Chair will inform the TPMA members and the matter will be resolved between the TSCP CEO and the TSCP Governance board according to the dispute resolution procedures in the TSCP bylaws.

### 5.2.1 Proxies

A voting member representative may grant a voting proxy to another voting member or to the TPMA Chair. The proxy must specify whether it is for a particular issue or is a blanket proxy; and whether it is for a single meeting or remains valid until revoked in writing.

The proxy must be presented to the Secretariat and to TPMA Chair for confirmation prior to any vote in which the proxy is used.

If the voting member representative who issued the proxy is present at the covered or subsequent meeting, he or she may revoke the proxy by informing the Chair and the Secretary in open session. If a voting member is not present and has not provided a proxy, the vote shall show that the member is absent.

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<sup>1</sup> A vote to re-issue a member's cross-certificate is required only under extraordinary circumstances and for cause as determined by the TPKIPA. Routine reissuance of cross-certificates does not require a vote.

### **5.2.2 Electronic Voting**

When a voting member representative votes by electronic means (e.g., email), the electronic vote shall be signed to indicate the voting member representative's intent to vote and confirm that voting member representative's identity, or authenticated through an out-of-band manual procedure by the TPMA chair or Secretary. Failure to use the above methods shall cause the electronic vote to be considered invalid and not counted in the tally.

## **6 CHARTER REVISIONS**

The TPMA shall review this Charter as needed and shall recommend updates to the TSCP CEO as often as necessary. Once approved changes have been accepted, the "Record of Changes" section of this document will reflect the date, revision, and changes accepted for historical tracking of this living document.

## **Appendix A: List of Organizations with TPMA Voting Representatives**

- Airbus Group
- Lockheed Martin
- Netherlands Ministry of Defence
- Northrop Grumman
- Raytheon
- United Kingdom Ministry of Defence