

Common Vulnerabilities and Exposures (CVE®)

Vulnerability Conference & Events Working Group (VCEWG) Charter

Version 1.2

27 September 2023

(This version of the CVE VCEWG Charter was effective 27 September 2023.)

1. CVE Vulnerability Conference & Events Working Group Overview

The CVE Vulnerability Conference & Events Working Group (VCEWG) was established as a sanctioned working group by the CVE Board in August 2023. The VCEWG was created to provide a forum for conference planning. The VCEWG activities and discussions focus on planning for a comprehensive Vulnerability Conference being held in early 2024. The conference intends to bring together entities from across the vulnerability management space, including the CVE Program, NIST/NVD, CISA, FIRST, and others. While established for this specific conference, it is expected this will be a permanent WG that will focus on CVE Vulnerability related events.

2. Working Group Membership

Any active CVE-authorized program member may participate in the VCEWG. This includes [Board members](#), [CVE Numbering Authority \(CNA\) representatives](#), Authorized Data Publishers (ADP), and participants from the Secretariat's organization. This WG is also open to public membership, including members of corporate vulnerability management programs, as well as VM related standards, initiatives and associations, such as CVSS, CSAF, NIST NVD, and others.

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

Members of the VCEWG are expected to be actively contributing to the outcomes and goals of the working group.

3. Working Group Materials

VCEWG members shall have access to live and recorded meetings and other material generated by the VCEWG. Any materials supplied to or generated by the VCEWG are to be treated as TLP: Amber materials (unless otherwise explicitly noted in those materials). Violating this trust is grounds for removal from the VCEWG.

4. Working Group Discussions

All discussions during meetings or via the VCEWG mailing list, or other associated channels, shall be subject to the [Chatham House Rule](#), with an exception when coordinating with other CVE sanctioned WGs and when communicating with members of the CVE Board.

5. Working Group Meetings

VCEWG meetings are held routinely as required. The Secretariat, in conjunction with the VCEWG Chair(s), will establish the agenda for each meeting. VCEWG members are free to raise subjects during meetings that are not on the agenda for that particular meeting. The agenda, and any appropriate supporting documents, should be provided to the members prior to each meeting, and reviewed in advance. Actions items carried over or identified during the previous meeting should be included in the agenda sent to VCEWG members.

In the event the chairperson and co-chairperson cannot attend the regularly scheduled WG meeting, the chairperson shall designate a proxy from the WG membership at the earliest opportunity.

The chairperson may also elect to cancel a meeting due to a conflict with a local holiday,

provided this cancellation is agreed to with unanimous consent among meeting attendees during the meeting prior to that holiday.

6. Working Group Progress

VCEWG progress must be reported back to the Board on an ad hoc, Board requested, or routine basis-either through the Board meetings, or through the Board email lists, as appropriate. Activities coming out of the VCEWG are an extension of the Board activities. The VCEWG needs Board approval before making changes or decisions that can either adversely or favorably affect CVE. The VCEWG should notify the appropriate Board email list (public or private) whenever the WG requires this kind of change or decision.

The VCEWG will keep the Board apprised of what is occurring and decisions being made. The VCEWG will provide a periodic report-out to the Board list, ensuring any VCEWG decisions made are clearly identified as “recommendations” to the Board. All recommendations made need to include a consensus statement indicating the level of agreement of the VCEWG members, such as unanimous, majority or voted on with results included. The Board will then have an opportunity, for a timeframe specified in the report-out, to review the recommendations. If Board members have issues or questions, they are expected to ask for clarification and have the discussions needed to come to a consensus. In many cases, there may be no need for clarification or discussions. If no Board members respond within the specified timeframe, acceptance of the change, decision, or the recommendation(s) is considered approved. Silence begets acceptance.

7. Consensus Determination

It should be understood that the development of rough consensus is extremely important in a forum developing recommendations for the Board to act on. It is the responsibility of the VCEWG Chair(s) to facilitate the consensus process. Consensus in this case is defined by “the lack of sustained disagreement” on the issue being discussed.”

Once consensus has been called by the Chair(s), the recommendations of the VCEWG will be submitted to the CVE Board in written form, indicating the result of the consensus and describing any difficult issues where consensus was difficult to achieve.

While most times consensus can be accurately determined on a working group call, there may be cases where consensus is split. In such a case, both points of view will be documented in the above and the CVE Board will make the final determination, by vote if necessary.

8. Professional Code of Conduct Guidance

Members of the VCEWG must abide by the [CVE Program Professional Code of Conduct](#).

8.1 Disciplinary action

If action is necessary due to a verified complaint, the following steps will be taken.

Prerequisite: The CVE Program requires that any complaint submitted is as transparent as possible.

1. The Secretariat, speaking on behalf of the Board, will send a direct warning to the VCEWG member. That warning will explain to the individual that disciplinary actions will be taken and outline the consequences of failing to correct the inappropriate behavior.

- a. The member in violation will not be removed at this time.
2. If the unacceptable behavior is corrected, the Secretariat will send a message to the initial submitter explaining the actions taken and the issue will be closed.
 - a. If the member in violation has repeated complaints against them, the situation will be discussed with the Chair(s) and the Secretariat to decide the steps that need to be taken next.
3. If it becomes necessary for drastic action to be taken such as removal of the member in violation, the Chair(s) and the Secretariat will follow the VCEWG member forced removal process specified in the Removing VCEWG Members section.

9. Removing VCEWG Members

VCEWG members will be considered for removal if:

1. The VCEWG member asks to be removed.
2. A current VCEWG member nominates the person or organization for forced removal.
 - a. Forced removal may be based on a lack of collegiality, professional conduct, or failure to follow conventions established in this Charter.
 - b. Once the removal process is triggered, the Secretariat will remove the identified member from the VCEWG mailing list and the departing member's access to other CVE VCEWG resources (for example, SharePoint).

9.1 Reinstating membership in the Working Group

Former members who have resigned or were removed due to inactivity may rejoin the WG at any time.

Former members who were removed as a result of a conduct violation may have their membership reinstated during a regularly scheduled WG meeting, provided unanimous consent of those meeting participants to the reinstatement.

10. Revising the VCEWG Charter

The initial adoption of this charter and all changes to this document will be proposed at a regularly scheduled meeting of the WG and its adoption or update requires unanimous consent among all WG members participating in that meeting. Additionally, proposed changes must be announced as an agenda item at least one day prior to a regularly scheduled meeting of the WG.

The VCEWG will review the Charter when a significant change or issue is identified. If it is determined a revision is necessary, the updated language will be incorporated into a draft for review by the VCEWG membership. Any change to the Charter requires a voice vote on a regularly scheduled VCEWG call. Notice of the vote must be given two weeks in advance of the call to ensure that interested VCEWG members know to attend the vote.

10.1 Steps for Charter Revisions

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

1. The VCEWG Charter document goes through a set of revisions. The number of revision cycles vary, based on the complexity of modifications needed.

2. When the edits received have been incorporated, and the proposed Charter appears near final, the Secretariat will issue a final call for edits via email. The email will include a date by which the final edits need to be received by the Secretariat.
3. Once the final edits received are incorporated, a message is sent to the VCEWG mailing list detailing the specifics as to when the VCEWG will meet, and the voice vote will occur.
4. The Secretariat will post the results of the vote to the Board and the VCEWG list.
5. If the new Charter updates are voted down, then it will be sent back to the VCEWG for discussions and further revisions.
6. If the vote indicates acceptance, the new Charter will immediately take effect and the Secretariat will update the CVE related resources to reflect the new VCEWG Charter.