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**Server Certificate Working Group Charter**

**MISSION:** A Server Certificate Working Group is hereby created to perform the activities as specified in this Charter, subject to the terms and conditions of the CA/Browser Forum Bylaws and applicable Intellectual Property Rights Agreement, as such documents may be changed from time to time.  The Definitions found in the Forum’s Bylaws shall apply to defined terms in this Charter.

**END DATE:** January 31, 2023

**INITIAL CHAIRS:** Chair, Kirk Hall, kirk.hall@entrustdatacard.com; Vice Chair, Ben Wilson, ben.wilson@digicert.com; terms to run concurrently with their terms as Chair and Vice Chair of the Forum, unless otherwise voted upon by the Working Group.

**INITIAL TEAM CONTACT(S):** No stipulation.

**MEETING SCHEDULE:** Teleconference on alternating Thursdays at 11:00 am Eastern Time; Face-to-face Meetings three times each year

**TYPE(S) OF MEMBERS ELIGIBLE TO PARTICIPATE:** The Working Group shall consist of two classes of voting members, the CA Class and the Browser Class. The CA Class shall consist of eligible Issuing CAs and Root CAs meeting the following criteria:

 (1) Issuing CA: The member organization operates a certification authority that has a current and successful WebTrust for CAs - Baseline Requirements with Network Security audit, or ETSI EN 319 411-1 audit report prepared by a Qualified Auditor, as defined by the Baseline Requirements, and that actively issues certificates to Web servers that are openly accessible from the Internet, such certificates being treated as valid when using a browser created by a Browser member. Applicants that are not actively issuing certificates but otherwise meet membership criteria may be granted Associate Member status under Bylaw Sec. 3.1 for a period of time to be designated by the Forum.

(2) Root CA: The member organization operates a certification authority that has a current and successful WebTrust for CAs - Baseline Requirements with Network Security audit, or ETSI EN 319 411-1 audit report prepared by a Qualified Auditor, as defined by the Baseline Requirements, and that actively issues certificates to subordinate CAs that, in turn, actively issue certificates to Web servers that are openly accessible from the Internet, such certificates being treated as valid when using a browser created by a Browser member. Applicants that are not actively issuing certificates but otherwise meet membership criteria may be granted Associate Member status under Bylaw Sec. 3.1 for a period of time to be designated by the Forum.

(3) Browser: The member eligible to participate in the Browser Class is an organization that produces a software product intended for use by the general public for browsing the Web securely.

The Working Group shall include Interested Parties and Associate Members as defined in the Bylaws.

**VOTING STRUCTURE**: In order for a ballot to be adopted by the Working Group, two-thirds or more of the votes cast by members in the CA Class must be in favor of the ballot and more than 50% of the votes cast by members in the Browser Class must be in favor of the ballot. At least one member of each class must vote in favor of a ballot for it to be adopted. Quorum is the average number of Member organizations (cumulative, regardless of Class) that have participated in the previous three Server Certificate Working Group Meetings or Teleconferences (not counting subcommittee meetings thereof).

**1. WORKING GROUP SCOPE**

The authorized scope of the Server Certificate Working Group shall be as follows:

**1.1 SUMMARY OF WORKING GROUP GOALS AND OBJECTIVES:**

1. To specify Baseline Requirements, Extended Validation Guidelines, Network and Certificate System Security Requirements, and other acceptable practices for the issuance and management of SSL/TLS server certificates used for authenticating servers accessible through the Internet.
2. To update such requirements and guidelines from time to time, in order to address both existing and emerging threats to online security, including responsibility for the maintenance of and future amendments to the current CA/Browser Forum Baseline Requirements for the Issuance and Management of Publicly-Trusted Certificates, Guidelines for the Issuance and Management of Extended Validation Certificates, and the Network and Certificate System Security Requirements.
3. To perform such other activities that are ancillary to the primary activities listed above.

**1.2 SUCCESS CRITERIA:** No stipulation.

**1.3 MINIMUM REQUIREMENTS:** The WG will meet the following minimum requirements:

• Comply with all applicable laws, rules and regulations.

• Comply with the CAB Forum IPR Policy and Bylaws.

• Follow RFC 3647 and other technical requirements regarding the preparation of minutes and the use of public mailing lists.

**1.4 OUT OF SCOPE:** The Server Certificate Working Group will not address certificates intended to be used solely for code signing, S/MIME, time-stamping, VoIP, IM, or Web services.  The Server Certificate Working Group will not address the issuance, or management of certificates by enterprises that operate their own Public Key Infrastructure for internal purposes only, and for which the Root Certificate is not distributed by any Browser.

**2. SUMMARY OF WORK**

**2.1 GUIDELINES:** The Working Group will deliver the following Final or Final Maintenance Guidelines:

* Baseline Requirements for the Issuance and Management of Publicly-Trusted Certificates
* Guidelines for the Issuance and Management of Extended Validation Certificates
* Network and Certificate System Security Requirements

**2.2 OTHER DELIVERABLES:** No stipulation.

**2.3 MILESTONES:** No stipulation.

**3. DEPENDENCIES AND LIAISONS**

**3.1 CAB FORUM GROUPS**

This Working Group will coordinate with, and seek guidance from, other CAB Forum Working Groups, as appropriate.

**3.2 EXTERNAL GROUPS**

This Working Group will coordinate with, and seek guidance from, the following outside organizations:

* CPA Canada’s WebTrust Task Force
* ETSI’s Electronic Signatures and Infrastructures (ESI) Group

**4. PARTICIPATION**

To be successful, the Server Certificate Working Group is expected to have an average of twenty (20) or more active participants for its duration. Working Group participants are expected to contribute an appropriate number of hours per week towards the Working Group’s activities.

**5. COMMUNICATION**

The primary means of communication will be the Forum’s Public listserv-based email (<https://cabforum.org/mailman/listinfo/public>) until such time that the list is renamed or another list is created. The Working Group will also communicate during bi-weekly telephone conferences and at face-to-face meetings.

**6. DECISION PROCESS**

This Working Group will seek to make decisions when there is consensus and with due process. The expectation is that, typically, the Chair or other participant makes an initial proposal, which is then refined in discussion with the Working Group participants, and consensus emerges with little formal voting being required. However, if a decision is necessary for timely progress, but consensus is not achieved after careful consideration of the range of views presented, the Chair(s) should put the question out for voting within the WG (using email and/or web-based survey techniques) according to Section 2 (Forum Membership and Voting) of the Forum Bylaws and record a decision, along with any objections. The matter should then be considered resolved unless and until new information becomes available.

**7. IPR POLICY**

This Working Group is subject to the CAB Forum Intellectual Rights Policy, v.1.3, or later (the “IPR Policy”).

To promote the widest adoption of the CAB Forum Guidelines, CAB Forum seeks to issue Final Guidelines and Final Maintenance Guidelines that can be implemented, according to the IPR Policy, on a CAB Forum Royalty-Free License basis. For information about exclusion of Essential Claims, see Section 4 of the IPR Policy.

**8. ABOUT THIS CHARTER**

This charter for the Server Certificate Working Group has been created according to Section 5.3.1 of the Bylaws of the CAB Forum. In the event of a conflict between this charter and any provision in either the Bylaws or the IPR Policy, the provision in the Bylaws or IPR Policy shall take precedence.