

**DRAFT**  
**MEETING MINUTES**  
**PAP STANDARDS TECHNICAL COMMITTEE**  
**FEBRUARY 17, 2011**  
**CONFERENCE CALL - 11:00 am to 12:00 pm U.S. EST**

**1. Welcome and Call to Order**

Committee Co-Chair Dr. Marc Siegel called the meeting of the Physical Asset Protection (PAP) Standards Technical Committee (TC) to order at 11:06 am U.S. EST and introduced Co-Chair Ms. Allison Wylde, ASIS Commission on Standards & Guidelines Liaison Mr. Bernard Greenawalt, and ASIS Standards and Guidelines staff members Ms. Sue Carioti, Ms. Aivelis Opicka and Ms. Jeanette Donovan. He noted that staff was available for support via email at [standards@asisonline.org](mailto:standards@asisonline.org).

**2. Roll Call**

Ms. Aivelis Opicka of ASIS staff took roll and encouraged the members to visit the Committee web page to review the reference documents such as the ASIS Standards Development Procedures, Quick Reference Guide and ANSI Essential Requirements. She informed the Committee web page is also used to post all meeting agendas, notices and minutes.

The attendance list is appended as Attachment I.

**3. Approve Agenda**

Co-Chair Siegel asked for any proposed modifications to the agenda, and being none the agenda was approved.

**4. PAP Standards Project Development**

Co-Chair Siegel provided an overview of the proposed PAP Standard's scope (as filed with the American National Standards Institute (ANSI) and posted to the "PAP Standard" Committee web page at [www.asisonline.org](http://www.asisonline.org)). He noted its relationship to the ANSI/ASIS SPC.1-2009 Organizational Resilience standard and its use of the plan-do-check-act model (PDCA) management system approach.

**4 a. Background of "starting point" document**

Co-Chair Wylde thanked the ASIS United Kingdom team, led by Gavin Wilson, Chris Aldous and Mike Alexander, for their work producing the baseline document. She noted that it was developed incorporating physical security components into the PDCA model to produce a document that meshes well with core management system standards. Mr. Gavin Wilson described the two guidance annexes as addressing the management system and physical security procedures and components.

Co-Chair Siegel noted that the standard was designed for use in conjunction with the ASIS *International Protection of Assets Manual* and the ASIS-GDL-FPSM-2009: *Facilities Physical Security Measures Guideline* and is paired with the ASIS SPC.1:2009 Organizational Resilience (OR) Standard.

**4 b. Comment and revision process overview**

Co-Chair Siegel informed of next steps noting that the baseline draft will be circulated to the TC for review and comment. The following details of the overall comment and revision process was provided:

- Committee members will review the baseline draft and submit comments via a provided excel form;
- ASIS staff will compile the comments and distribute to the working group (WG) in advance of the meeting;
- The WG will meet virtually to review each comment via the comment resolution process;
- Once all comments have been addressed, the resulting draft will be presented to the TC for review (noting there may be multiple comment and review phases);
- When the draft has reached a mature state, the TC may then approve the draft for letter ballot submission concurrent with the ANSI public review period.

Co-Chairman Siegel moved to discuss the formation of the WG.

#### **4 c. Work Group Formation**

Co-Chair Siegel advised WG members will need dedication to the task, as there can be a large volume of comments to address. The group size will be limited to 20 or 30 members and meetings are to be held virtually via the web, with documents displayed on-screen for real-time editing.

Ms. Opicka informed that volunteers should send an email with "Working Group Volunteer" in the subject to [standards@asisonline.org](mailto:standards@asisonline.org). ASIS staff will provide WG membership confirmation upon formation in the first WG meeting notice.

#### **5. Next Steps**

ASIS staff will provide an excel comment form and instructions on how to submit comments. The TC is to submit comments to ASIS by Friday, March 18, 2011. The WG will meet virtually on March 25, 2011 from 11 am to 1 pm U.S. EDT to begin the comments review.

#### **6. Action Items**

Action items include:

- Committee members interested in serving on the WG should notify [standards@asisonline.org](mailto:standards@asisonline.org).
- ASIS Staff to disseminate PAP draft standard and comment form to TC.
- TC Members are to submit any comments via the comment form to [standards@asisonline.org](mailto:standards@asisonline.org) on or before Friday, March 18, 2011.
- ASIS Staff to distribute the comments compilation to WG in advance of the Friday, March 25, 2011 WG meeting.

#### **7. Next Meeting**

The next meeting of the PAP Technical Committee to be determined pending WG review of comments.

#### **8. Adjournment**

Co-Chair Siegel adjourned the meeting at 11:56 am U.S. EST with consensus.

Submitted by:

*[Original Signed By:]*

Jeanette Donovan  
ASIS International  
Standards & Guidelines Coordinator

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Antitrust Risk Notice: As a reminder, participation in standard and guideline committees involves the potential for antitrust concerns or risks. To avoid such concerns and risks, participants should carefully observe the "ASIS Standards Development Procedures". In addition, sensitive discussion topics such as price, specific contractual terms, etc., should be avoided. Any participant having concerns or questions regarding sensitive discussion topics should consult with their company's legal counsel, the Committee leadership or ASIS staff.

Early Patent Disclosure Notice: ASIS follows ANSI's patent policy where disclosure of relevant patented inventions at the earliest possible time in the standards development process is encouraged. Neither ASIS, the Committee, nor its Chair ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that in fact may be essential for the use of standards under development.

**PAP STANDARDS COMMITTEE**  
**MEETING ATTENDEES**  
**FEBRUARY 17, 2011**

Dr. Marc H. Siegel, ASIS International, Committee Co-Chair  
Allison Wylde, London Metropolitan University Business School, Committee Co-Chair  
Armstrong, National Protection and Programs Directorate, DHS  
Debra Ballen, Institute for Business & Home Safety  
Erin Bear, Agility Recovery Solutions  
Jay Beighley, Nationwide Insurance  
Len Biegel, Fleishman-Hillard International Communications  
Daniel Bierman, Whitman, Requardt & Associates  
Dennis Blass, Secumetrics, LLC  
Thomas Bolden, Capital One  
Chee-Seng Chan, Argon Critical Care Systems Singapore Pte Ltd  
Ian Clark, East Neuk Consultants International Ltd.  
Andrew Collins, Baylor Health Care System  
Michael Crane, IPC International Corporation  
Michael Crocker, Michael Crocker, CPP & Assoc., Inc.  
Jean-Marc Debon, Montreal International Airports  
Russ Dempsey, Background Bureau, Inc.  
Maria Dominguez, Bank of America  
Jack Dowling, JD Security Consultants, LLC  
Nicholas Economou, Cablevision Systems Corporation  
James Ellis, Principal Financial Group  
Jon Hallaway, Harris County  
Suzanne Hart, Delaware Dept of Transportation  
Edward Heisler, Facility Control Systems, Inc.  
Alistair Hogg, Aotea Security Ltd  
Mitchell Kemp, Cummins Filtration  
Glen Kitteringham, Kitteringham Security Group Inc.  
Henrik Laidlow-Petersen, Siemens Wind Power  
Richard Lavelle, Reprise Design, Inc.  
Bryan Leadbetter, Bausch & Lomb  
Alessandro Lega, Consultant  
Jeffrey Leonard, Securitas Security Services US  
Christopher Mark, American Sugar Refining Inc.  
Joseph McDonald, Switch Communications Group  
Brian McDonough, Barclays Capital  
William McGill, The Pennsylvania State University  
Jim McMahon, Align Technology, Inc  
Mohamed Fadhel Meddeb, Topic Energy  
William Moore, Jacobs Global Buildings North America  
Joseph Nelson, Iron Mountain  
Henry Nocella, (DBA) Nocella Associates  
Roger Piper, Piper Consulting  
Joseph Rector, 11th Security Forces Group  
Mark Riesinger, West Bend Mutual Insurance  
James Saulnier, Sprint  
Robert Schultheiss, Risk Decisions  
Sarab Sembhi, ISACA, London  
Dennis Shepp, CANPRO Global  
Mike Tennent, TAVCOM Ltd.  
Theuns Van der Linde, SRK Consulting  
Stéphane Veilleux, Pharmascience  
Karim Vellani, Threat Analysis Group, LLC  
James Willison, Information Security Awareness Forum

Gavin Wilson, BHP Billiton  
Loftin Woodiel, Ally Financial Services

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines  
Aivelis Opicka, Manager, Standards & Guidelines  
Jeanette Donovan, Standards & Guidelines Coordinator

**ASIS Commission Liaison Present**

Bernard Greenawalt, ASIS Commission on Standards and Guidelines