

DRAFT
MEETING MINUTES
PAP STANDARDS TECHNICAL COMMITTEE
OCTOBER 26, 2011
CONFERENCE CALL - 12:00 to 1:00 pm U.S. EDT

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 12:05 pm and welcomed the participants.

2. Roll Call

Ms. Aivelis Opicka of ASIS staff took roll and it was reported that quorum was not attained. Ms. Carioti advised that procedurally, action on agenda items may be taken without a quorum present, but are subject to ratification by the Committee. She further explained that ratification may be conducted by way of email to the voting members not in attendance. There being no objections, Co-Chair Siegel moved to the next agenda item.

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.

1. Approve Meeting Minutes of February 17, 2011

Co-Chair Siegel asked for any proposed modifications to the PAP TC meeting minutes of February 17, 2011, and being none the minutes were approved.

5. PAP Working Group Report

5a. Recommended comments resolution

Co-Chair Siegel reported that the PAP Working Group (WG) addressed all TC comments and incorporated them into the draft PAP standard dated October 26, 2011, previously circulated to the TC. He informed of the WG's recommendation to elevate the draft PAP Standard for submission of a 30-day letter ballot concurrent with an ANSI 45-day public review period.

Co-Chair Siegel opened the floor for discussion and committee members expressed support in proceeding forward with the recommendation. A motion was made to move the PAP draft standard to a 30-day letter ballot, concurrent with a 45-day ANSI public review period. The motion was seconded and unanimously approved.

5. Next Steps

Ms. Carioti informed that after today's meeting ASIS staff will submit a ratification e-mail to the voting members of the TC not in attendance. Pending ratification, ASIS staff will issue a 30-day letter ballot, concurrent with a 45-day ANSI public review period. She further advised that a letter ballot closing report will be issued and will include any comments received.

It was anticipated that the WG will meet in February to review and address any letter ballot and ANSI public review comments and recommendations will be forwarded to the full standards committee for consideration and approval.

6. Action Items

Action items include:

- ASIS staff to seek ratification of action items via email to TC voting members not in attendance.
- Pending ratification, ASIS staff to issue a 30-day letter ballot to the Committee and concurrent 45-day ANSI public review.
- ASIS staff to issue a closing letter ballot report and compile and disseminate to the Committee any ANSI public review comments received.

7. Next Meeting

The next meeting of the TC is to be determined.

8. Adjournment

Co-Chair Siegel adjourned the meeting at 12:25 pm 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**  
**OCTOBER 26, 2011**

Dr. Marc H. Siegel, ASIS International, Committee Co-Chair  
Allison Wylde, DIC (Imperial) MA SRC, London Metropolitan University Business, Committee Co-Chair  
Pradeep Bajaj, Professional Industrial Security Management Academy  
Dennis Blass, CPP, PSP, CFE, Children's of Alabama  
Chee-Seng Chan, CBCP, Argon Critical Care Systems Singapore Pte Ltd  
Andrew Collins, CBCP, Baylor Health Care System  
Michael Crocker, CPP, CSC, Michael Crocker, CPP & Assoc., Inc.  
Jean-Marc Debon, CPP, Montreal International Airports  
Maria Dominguez, CPP, Bank of America  
Jack Dowling, CPP, PSP, JD Security Consultants, LLC  
Nicholas Economou, MBA, Cablevision Systems Corporation  
James Ellis, MA, CPP, PSP, CSSM, CPO, Principal Financial Group  
Suzanne Hart, CBCP, Delaware Dept. of Transportation  
Alistair Hogg, CPP, Aotea Security Ltd  
Glen Kitteringham, CPP, Kitteringham Security Group Inc.  
Stephen Krill Jr., CEM, PMP, CFCP, Booz Allen Hamilton  
Richard Lavelle, AIA, PSP, Reprise Design, Inc.  
Bryan Leadbetter, CPP, CISSP, Bausch & Lomb  
Alessandro Lega, CPP, Consultant  
Jeffrey Leonard, CPP, PSP, Securitas Security Services US  
Ronald Martin, CPP, Open Security Exchange  
Mohamed Fadhel Meddeb, Topic Energy  
Erin Mitchell, Agility Recovery Solutions  
Russ Phillips, MMTS Group  
Joseph Rector, CPP, PSP, PCI, 11th Security Forces Group  
Mark Riesinger, CPP, CHS-III, TLO, West Bend Mutual Insurance  
James Saulnier, CPP, Sprint  
Mike Tennent, TAVCOM Ltd.  
Karim Vellani, CPP, Threat Analysis Group, LLC  
James Willison, Information Security Awareness Forum  
Loftin Woodiel, CPP, 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