



to: ITE Task Groups member **invitees**
from: Bill Densmore , RJI Fellow / densmorew@rjionline.org / 617-448-6600
date: August 26, 2015
subject: **Logistics, reimbursement, collaboration, agendas for ITE task groups**

WHO IS RECEIVING THIS NOTE?

You are receiving this note because you have accepted an invitation from the Reynolds Journalism Institute to participate in one of four face-to-face convenings of task groups for the [Information Trust Exchange project](#). With these meetings, RJI intends to develop a set of draft design specifications and business rules for a non-profit consortium that will help manage trust, identity, privacy and information commerce on web and mobile platforms.

You received earlier an invitation: <http://newshare.com/ohare/task-groups.pdf>

This is a big idea, which addresses an even bigger need – a method for helping add an overlay of trusted identity and information payment services on the public web -- controlled by neither the government nor a few investor-owned, proprietary technology and marketing “platforms.”

This effort stems from research undertaken periodically since 2008 by RJI, and outlined in the recent RJI report, “*From Persona to Payment*” (<http://newshare.com/report.pdf>) .

WHAT ARE WE DOING?

Each task group now has between six and 10 members. At these F2F meetings, we ask you to confirm a chair and set your group’s agenda informed by the considerations in **Appendix A** to this note. RJI will provide staff support and facilitate online collaboration before and after the meetings via phone, teleconference and document sharing. The overall goal is to advise (and assist, time permitting) RJI staff to write and review draft functional specifications and business rules for the ITE. Sometime in November we’ll see how your work is proceeding and determine if an additional F2F meeting -- or a plenary meeting of all the task-group members – is desired.

WHAT IS THE PURPOSE OF THIS NOTE?

This note provides information about:

- Booking reimbursable travel to the meeting you are joining
- Hotel rooms at the venue, if required
- Pre-convening collaboration tools
- What happens next?
- Locations for each task-group meeting
- Miscellaneous links

The meeting chair, host and location of your meeting are at the bottom of this note.

These are the four task groups:

- Member and partner development -- Sept. 15-16 at RJI-Mizzou in Columbia, Mo.
- Authentication and identity management -- Sept. 22-23, Cambridge, Mass. (Harvard)
- Content description, tagging, sharing and selling -- Sept. 29-30 in Portland (Univ. of Oregon)
- User data and privacy-preferences exchange – Oct.7-8, in NYC (Mozilla Corp.)

Each of the four gatherings will consist of an 8:30 a.m. to 3:30 p.m. meeting, including a box lunch provided by RJI. We will gather at a nearby restaurant THE EVENING BEFORE for dinner (hosted/paid by RJI). The purpose of dinner is to provide modest hospitality for people flying in, and to allow all of us a way to get acquainted face to face.

TRAVEL PLANNING / REIMBURSEMENT

If you are flying or taking the train to your task-group meeting, please plan to disembark by about 4 p.m., or in time to arrive to check-in to the group's hotel and/or reach the restaurant by 7 p.m. If you are part of the Columbia, Mo., or Portland, Oregon, gatherings, you can arrive as early as you like the day before and we will provide facilities for you to work or begin information collaboration.

RJI requests that you purchase (for reimbursement) your own travel, at best-available cost for reasonable accommodations. Retain a physical or digital receipt showing you as the purchaser and the last four-digits of the credit card used. You can submit these materials by mail or email at anytime after purchase to Keli Jackson at RJI, and she will process them for payment immediately after the completion of your task-force meeting.

Keli Jackson
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Reynolds Journalism Institute
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573-884-9121
jacksonas@rjionline.org

HOTEL, IF NEEDED

RJI is handling booking and payment for hotels unless you have special lodging needs or do not need reimbursement. Please advise immediately if you will need a hotel room on the night before we gather for each meeting, and RJI will make arrangements and provide you with the hotel information and room confirmation. RJI has budgeted for one hotel night but if reasonable travel arrangements require staying a second night, let us know.

PRE-CONVENING COLLABORATION TOOLS

- ONLINE COLLABORATION – On Friday, you will receive via email an invitation to login and create a free account on Slack.com – a group messaging and collaboration tool. We have established a private, log-in Slack workspace at:

<http://informationtrust.slack.com>

- While the completed work of our task groups will be open and public, our interim collaborations can be generally confidential within Slack.
- Each task group has its own Slack “Channel”. You can use this to post and exchange messages with fellow task group members, to provide links to relevant resources or insights, or to upload reference documents:

<http://newshare.com/ohare/slack-start.pdf> (Slack primer)

<https://www.youtube.com/watch?v=dt3HfZJoGbU> (Slack user video)

<http://www.theverge.com/2014/8/12/5991005/slack-is-killing-email-yes-really>

- DOCUMENT COLLABORATION – Google Docs. We have established a Google Drive folder owned by Google user “informationtrustproject” for each task group. We will email you an invitation on Friday giving you read/write privileges to your group’s folder. Here you and your group chair may choose to manage document preparation and collaboration. Your group may choose to use either Google Docs or Slack’s native file-sharing utility. The Google Docs home folder for all group is accessed for reading only with this URL:

<http://tinyurl.com/ite-docs-folder> (read only)

- PUBLIC LISTSERVE – We have set up a public Google Groups list serve, which may optionally be used for sharing aspects of our work with colleagues and the general public:

<https://groups.google.com/forum/#!forum/information-trust-exchange-project>

To post to this group, send email to information-trust-exchange-project@googlegroups.com

To unsubscribe, send email to information-trust-exchange-project+unsubscribe@googlegroups.com

Visit this group at <https://groups.google.com/d/forum/information-trust-exchange-project>

WHAT HAPPENS NEXT?

- **Please review these two documents:**
 - For a series of “design statements” about ITE services please review: <http://newshare.com/ohare/design.pdf>
 - For an initial set of “design requirements”, please review pages 4-7 of: <http://newshare.com/ohare/proposal.pdf>
- At this point, you are committing only to attend your task group’s Sept./Oct. organizing meeting. You will need to watch for email with pre-meeting information -- requiring at most a couple of hours of your attention.

- Don't feel burdened. Your role is advisory. We intend that work of the task groups be stimulating, businesslike, concise and actionable. We believe this work will be transformational for journalism and information commerce and your role *can* be a key one. But whether you continue to participate in the ITE development process after the first meeting is entirely up to you.

LOCATIONS / LODGING FOR TASK-GROUP MEETINGS

(Hotel reservations have been made by RJI and details will be provided shortly; locations and links are FYI).

- A. **Member and Partner Development** – Sept., 15-16 / Meet at the [Donald W. Reynolds Journalism Institute](#), Missouri School of Journalism, Columbia, Mo. Access via air to Columbia Regional Airport (COU) or Lambert-St. Louis International Airport (STL). [MoEX](#) provides direct van shuttles from STL to Columbia. LODGING: [The Tiger Hotel](#), 23 South 8th St., Columbia MO 65201 / 573-875-8888. Task Group opening chair: [Roger Gafke](#), RJI program-development director.
- B. **Authentication and Identity Management** – Sept. 22-23 / Meet at Harvard University, Cambridge, Mass. (Office of the CTO), exact building TBD. Access via air to Logan International Airport (BOS); Transit -- Silver Line (bus) to Red Line (subway) to Harvard Square, Cambridge (or cab). **LODGING:** [The Amory Guest House](#), and [A Friendly Inn](#). Task Group opening chair: [Scott Bradner, office of the CTO](#), Harvard University.
- C. **Content Description, Tagging, Sharing and Selling** – Sept. 29-30, George S. [Turnbull Portland Center](#), Univ. of Oregon, White Stag Block, Floor 3R, 10 NW Couch St., Portland OR 97209 / 503-412-3662. Access via air to Portland International Airport (PDX). [TriMet light rail](#) (Red line), airport to Mall SW4th then walk to Turnbull or hotel. **LODGING:** [Hotel Modera](#), 515 Southwest Clay St., Portland OR 97201, 503-484-1090. Task Group opening chair: [Graf Mouen](#), Taxonometrics Inc. (formerly ABC News).
- D. **User Data and Privacy-preferences Exchange** – Oct. 7-8, Mozilla, [Cowork RS Business Center](#), 115 East 23rd St., New York NY (between Park and Lexington avenues. Access via subway, east-side IRT (Green) to 23rd Street. **LODGING:** Ramada New York Eastside, 161 Lexington Ave., (at 30th St.) Kips Bay, New York, NY 10016 / 212-790-2710. Task Group opening chair: [Sean Bohan](#), Strategic development principal, content services, Mozilla Foundation.

MISCELLANEOUS RESOURCES / LINKS

- A one-page, bullet-point summary of the problem, solution and tasks for the ITE is on page four of this note. Last month, we shared with you RJI's proposal for a next step: <http://newshare.com/ohare/proposal.pdf>
- For a sense of the consumer opportunity, you might read: <http://newshare.com/ohare/consumer-use-case.pdf>
- To review an invitation to publishers to join the ITE-in-formation view: <http://newshare.com/ohare/collaborators.pdf>

INFORMATION TRUST EXCHANGE
PROPOSED TASK-GROUP ASSIGNMENTS (draft)

For a series of “design statements” about ITE services please review:
<http://newshare.com/ohare/design.pdf>
For an initial set of “design requirements”, please review pages 4-7 of:
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Member/partner development *(Columbia, Mo., Sept. 15-16)*

- Verify assumptions about requirements for pain/gain both with consumers and media
- Encourage emergence of pilot publisher participants
- Review / assess staff’s estimates of funding required
- Conduct presentations to target funders; assess and regroup
- Facilitate preparation of grant proposal(s)

Authentication and identity management *(Cambridge, Mass., Sept. 22-23)*

- Confirm business requirements for service
- Survey best and emerging practices for federated-authentication / SSO
- Select optimum combination of existing technology extended with ability to be extended for sharing of user data (preferences, attributes) as part of authentication and events.
- Facilitate prototype development and concept testing.

Content description, tagging, sharing and selling *(Portland, Oregon, Sept. 29-30)*

- Survey best practices for content type tagging, access and usage control and pricing among wire services, archival services.
- Create draft schema for content type and authorized-usage tagging.
- Describe preferred method(s) for content owner to dynamically “show” price in 1-to-1 sale and buyer to accept/reject, with variability as to type of content and use authorized/rejected.
- Share with data, authentication and member task forces for feedback
- Circulate informally for comment among cohorts and key publishers

User data and privacy-preferences exchange *(New York, Oct. 7-8)*

- Survey best-practice for data fields among data-service-providers, publisher legacy subscription services and technology platform companies (if available)
- Create draft schema for user data formats
- Draft exchange sharing rules covering user authorization, data types and data usage.
- Share with Content, authentication and member task forces for feedback
- Circulate informally for comment among cohorts, including key platforms, associations, privacy groups and regulators.