

SUBJECT: Minutes – EXCOM Teleconference, Monday, 13 June 1000-1100 EDT.

1. **Attendees:** Figures reflect participation in EXCOM teleconferences called by the Chair since the meeting on 13 October 2015. Today's attendees are shown as "present".

[* = term limited] [** = Notified of absence] [***Appointed to fill-in for Ocasio resignation (resigned 11/10)]

08 voting members present. (A quorum requires 7 of 13 voting members).

At-large members		Ex-officio/Appointees/Others	
O'Connor, Michael '16 (Chair)	8/09 present	Abbott, Jeff (SAC Chair)	9/09 present
Lutz, Bob '18 (Vice Chair)	9/09 present	Gustavson, Paul (CC Chair)	7/09 present
Bachman, Jane (appointed) (Secretary)	9/09 present	Siegfried, Robert '15 (appointed)	1/09 absent
Whittington, Eric '15	7/09 present	Tony Cerri (appointed-March)	0/02 absent
Graham, David '16	7/09 present		
Scudder, Roy '16	8/09 present	Non-voting Members	
Diem, John '17 (appointed)	3/09 absent**	McCall, Mark (Executive Director)	9/09 present
Morse, Katherine '17	3/05 absent	Huiskamp, Wim (NMSG LNO)	6/09 absent
Daly, John '17*	6/09 absent	Heaphy, Michael *(DMSCO LNO)	4/09 absent

The use of bold italics reflects teleconference discussion regarding a previously posted committee report, or updates added following the teleconference.

2. **Executive Director's Report:** Mark McCall (May 2016)

- Individual Memberships – We had 4 new or renewed members in May. We currently are showing 364 members from 18 countries..
- 2016 Fall SIW - 11-16 Sept 2015 at The Florida Hotel & Conference Center, Orlando.
- Policies and Procedures - Draft 8 of SISO-ADM-002 was submitted to the CC and SAC on 12 Feb with a request for them to conduct an approval vote by 15 March. We currently do not have a 3/4 majority approval vote from the CC. The SAC has approved all but one section and has provided recommended wording on another section. I expect to send Draft 9 to the CC and SAC this week for their review of the revisions made from their comments.
- Election - The self-nomination period is currently scheduled to be over on 15 July. As of 12 July, we only have five self-nomination across the EXCOM, CC, and 2 of the PRPs. Reminders have been sent and will be sent every day until the 15th, but the EXCOM needs to consider whether to extend the self-nomination period.

3. **CC Report:** Paul Gustavson, CC Chair (May 2016)

Last Meeting: June 6th

Next Call: July 6th

Recent Activities:

- ITEC SISO Day / SIW events
 - SISO Brief / Tutorials
 - PDG sessions
- Planning underway for Simulation Innovation Workshop (SIW)
 - Planning Playbook developed
 - Identifies desired speakers / Meeting Times
 - This will be 20th anniversary for SIW -- plan another press release
 - Recent NTSA Mailer – June one coming to
 - Abstracts
 - **Current Count (43)**
 - **Still potential to mine I/ITSEC Papers / Tutorials**
 - Speakers / Tutorials

- Identifying Tutorials
- **Potential Speaker Candidates– formal invites this week**
 - Speakers
 - ~~MG Deale. Probable topic would be future of DMO & LVC~~
 - Mrs. Phil Zimmerman
 - Dr. Gary Allen
 - Dr. Emmanuel CHIVA (AGUERIS)
 - Mr. Mark E. Reichardt (President & CEO, Open Geospatial Consortium (OGC))
 - *SISO Sponsor*
 - Panelists
 - Dr. Winston (Wink) Bennett
 - Mr. Chris Stapleton
 - Mr. Kent Gritton
- Mapping SIW Week
- Vision Document
 - in works – updated vision statement
 - to provide recommendation to EXCOM by mid June
- Survey (URGENT)
 - <https://www.surveymonkey.com/r/SISO> (WE NEED THIS SHARED)
 - Count: 9 - bit.ly/SISO-Survey
- Outreach
 - Survey (see above)
 - Expose SIW paper on site to make it more dynamic
- Social Media

What's Next:

- Vision Document – mid June
 - Framework
 - Purpose – Who we re
 - Mission - What we do
 - Vision - Where we are going
 - Roadmap – How we get there
- Fall SIW
 - **EXCOM approval on speaker candidates**
 - Coordinate with invited speakers
 - Continue to Work with I/ITSEC Program Chair
 - Finalize tutorial candidates
- Work with Outreach team
 - Gather Survey Results * (see Roy Scudder)
 - Web Site
 - Expose SIW paper on site to make it more dynamic
 - Social Media
- Work to Pick location and date for 2017 SIW

Key 2016 SIW Dates (tentative):

- 1 July 2016 Papers Due Electronically
- 22 July 2016 Paper Acceptance Notification
- 5 Aug 2016 Final Paper Revisions Due

- 5 Aug 2016 Initial PowerPoint Presentations Due
- 24 Aug 2016 Early Registration Cutoff
- 11 - 16 Sept 2016 2016 Simulation Interoperability Workshop – Orlando, Florida

Key I/ITSEC Paper/Tutorial Dates:

- 5 Aug (NLT) – Authors notified of paper review results
- 26 Aug – Final Papers updates due
- 29 Aug – 30 Sept – Presentation and Revised Tutorial Submittal
- 30 Sep – Presenters AV forms due
- 24 Oct – 4 Nov – Final Edits to Presentations
- 28 Nov – 2 Dec - I/ITSEC –Orange County Convention Center

Other Events:

- ~~8-9 Mar – M&S Leadership Summit – Chesapeake (past)~~
- ~~3-6 Apr – SpringSim 2016 – Pasadena~~
- ~~26-28 Apr – MODSIM World 2016 – Virginia Beach~~
- 16 May - ITEC & SISO Seminar – London
- 20-23 June – MORS Symposium – Quantico
- 24-27 July – SummerSim 2016 – Montreal Quebec
- 11 – 16 Sept 2016 - Fall SIW – Orlando
- 20-23 Sep 2016 – NATO CAX Forum – Germany
- 21-23 Sep 2016 – IEEE/ACM DS-RT 2016 – London
- 24-28 Oct 2016 – World Standards Week – DC
- 28 Nov – 2 Dec 2016 - I/ITSEC

3. **SAC Report:** Jeff Abbott, SAC Chair (Thru 12 June 2016)

SAC Meetings:

- SAC met 5/17/16 and 6/7/16
- SAC will meet next on 6/21/16

PENDING EXCOM ACTIONS ON SAC RECOMMENDATIONS

SAC recommends that EXCOM approves:

1. Emailed [05/19/16] SAC Chair recommended EXCOM approves the SAC amendment to SISO-ADM-002, Sec 13.1 SAC as an IEEE Sponsor.
2. Emailed [06/07/16] SAC Chair recommended EXCOM approves SISO-REF-056-DRAFT, Reference for SISO XML Schema Naming and Design Best Practices.

SAC ACTIVITIES SINCE LAST REPORT

- **Completed**
 - SAC published and publicized SISO-GUIDE-003-2016 and SISO-REF-060-2016
 - SAC published SISO-PN-015-2016, publicized the new HPML PDG, and individuals join the new group to participate in the development of the product.
 - SAC worked with IST to archive the SISO-provided IT resources for the dissolved PDMS SSG
 - SAC established a new discussion forum, SAC-PRODUCT-COORDINATION, to process SAC-level products for SISO community inputs.
 - SAC received one comment during the informal review of the ISO/IEC/JTC1/SC24 Committee Draft of ISO/IEC 18039 CD, Information technology — Computer graphics, image

processing and environmental data representation and Coding of audio, picture, multimedia and hypermedia information — Mixed and Augmented Reality (MAR) Reference Model.

- **Initiated**

- SAC Chair initiated an informal review of the ISO/IEC/JTC1/SC24 Committee Draft of ISO/IEC 18039 CD, Information technology — Computer graphics, image processing and environmental data representation and Coding of audio, picture, multimedia and hypermedia information — Mixed and Augmented Reality (MAR) Reference Model

§ Information about SISO's relationship with ISO/IEC/JTC1/SC24/WG8 is found here:

<https://www.sisostds.org/DigitalLibrary.aspx?EntryId=31070>
<<https://www.sisostds.org/DigitalLibrary.aspx?EntryId=31070>>

- SAC Chair is coordinating with Farid Mamaghani and Roy Scudder regarding SAC designation as a Category C Liaison to ISO/IEC JTC 1 / SC 24 / WG 8; and establishing a SISO process for receiving SISO community inputs to draft ISO/IEC products.

- SAC initiated a discussion on the draft Terms of Reference that would establish another Standing Study Group for the Open Source Initiative for Parallel and Distributed Modeling and Simulation (OSI-PDMS).

- **Continuing**

- SAC initiated a 30-day SISO Community review periods to obtain inputs from the people who will benefit from using the proposed shorter/more concise SISO-PN template and proposed recommendations relative to the life of a Product Nomination.

- SISO M&S Seminar at ITEC 2016: SAC member, Jean-Louis Igarza, conducted the SISO M&S Seminar at ITEC 2016 and will provide the relevant files to IST for archiving in SISO's digital library for availability via SISO webpage:

<https://www.sisostds.org/Workshops/ITECSISOSeminars.aspx>
<<https://www.sisostds.org/Workshops/ITECSISOSeminars.aspx>>

- SAC withdrew the C/SI Working Groups policies and procedures from the IEEE SASB Audit Committee process, distributed to each of the four C/SI Working Groups for their review and input, and received comments from one member only. SAC is processing the comments, making any necessary recommended changes, and then will reprocess the changes thru SAC and EXCOM before providing to the IEEE SASB Audit Committee again.

- SAC approved entering the ballot product phase for SISO-GUIDE-004-DRAFT, Guide for C-BML Phase 1 dependent upon satisfying SAC comments and received a revised version addressing SAC comments. Once changes are confirmed, SAC will request IST establish the Ballot Registration System and Comment Tracking System necessary to enter the ballot product phase.

- SAC received updated information from the SRML PDG relative to three Circulation Packages (one each for SISO-GUIDE-009-DRAFT, SISO-STD-009-00-DRAFT, and SISO-STD-009-01-DRAFT) and will be initiating the request to enter the ballot product phase for each product. SAC will work with IST to establish the Ballot Registration System and the Comment Tracking System for each product.

- SAC continued waiting to receive back from the EDRS PSG a revised Terms of Reference for continued processing.

- SAC continued discussions about next steps for BOM PSG that has not produced the Annual Report due 9/1/2015. No updates from PSG officers since 4/28/16.

- SAC is waiting for PDGs to complete ballot comment resolution, update products, and prepare Product Approval Packages including:
 - § DDCA PDG
 - § GDACL PDG
- SAC is anticipating Product Nominations to revise active SISO Standards that will be at the end of their 10-year lifecycle on 31 December 2016:
 - § BOM PSG
 - § TADIL TALES PSG
- SAC is reviewing and updating information on SAC-related webpages.
- SAC is reviewing, updating, and creating SAC Procedures and checklists.

2016: HEADS UP! SAC forecasts it will be processing Product Approval Packages for these SISO Products in 2016:

SISO Standards Products

1. SISO-STD-002-DRAFT, Standard for Link 16 Simulations (a revision of SISO-STD-002-2006)
2. SISO-STD-009-00-DRAFT, Standard for Simulation Reference Markup Language
2. SISO-STD-009-01-DRAFT, Standard for Simulation Reference Markup Language Engine Specification – Level 0
4. SISO-STD-014-00-DRAFT, Standard for Gateway Description Language
5. SISO-STD-014-01-DRAFT, Standard for Gateway Filtering Language
6. SISO-STD-015-DRAFT, Standard for Distributed Debrief Control Architecture

SISO Guidance Products

1. SISO-GUIDE-009-DRAFT, Guide for Simulation Reference Markup Language – Primary Features

5. Other EXCOM Business:

a. **Opening:** EXCOM met quorum. Michael O'Connor opened welcoming everyone to the meeting. The committee reports were presented and discussed.

b. **Vote Results:** -

SAC recommendations to EXCOM:

1. Emailed [05/19/16] SAC Chair recommended EXCOM approves the SAC amendment to SISO-ADM-002, Sec 13.1 SAC as an IEEE Sponsor. Deferred – Mike and Mark will be addressing and drafting an insert regarding Eric's electronic comment before this goes back for EXCOM vote.
2. Emailed [06/07/16] SAC Chair recommended EXCOM approves SISO-REF-056-DRAFT, Reference for SISO XML Schema Naming and Design Best Practices. EXCOM needs more than a week to review this document.

c. **Australian SSG** – *(no new updates)* Jeff understands that the same problems still exist. He believes that the EXCOM still needs to move forward with this effort. EXCOM needs to help clarify with the simulation Australian what is possible from a SISO perspective. The group was to clearly create their own Australian branch of SISO (not sure what to call it but having their own 'mini SISO' at their location). He believes some conversation with them could lead to additional sponsorship to help us grow again. Jeff is seeking direction from EXCOM for the way forward with this effort. Mark added that back in the mid 2000's the EXCOM led discussions on chapters in Canada, Australia and China. At that time EXCOM dropped the idea of chapters because they kept running into issues that kept chapters from being very viable and not cost effective to SISO.

d. **SISO Vision statement** (from December 2013 meeting): *(Paul noted at this meeting that it is being worked by the CC.)* Mark McCall reported that SISO-ADM-004 was approved on the 24 November 2009. For SISO-ADM-002-2011, Section 6.4.3, the EXCOM is responsible for reviewing, revising if required, and promulgating the vision document every 5 years; and if a new vision document is published, creating a strategic plan within 6 months of the Vision being published. The review and potential revision should be on the EXCOM docket for 2014. (9/9/14) Paul will be having the CC review and provide feedback to the EXCOM on the SISO vision statement. (12/08/14) CC is currently working the Vision statement review/revision.

e. **Trial-Use from SAC:** *(no new updates)* Jeff has action to take back EXCOM response to the SAC. The SAC will wait until after the SISO-ADM-002-DRAFT is approved and published before they move forward with a revision/update to the trial use section of SISO-ADM-003-2011.

f. **Adjourn:** Michael noted that he will not be here for the next EXCOM meeting, Bob will fill-in for him. Eric moved to adjourn and Paul was seconded. Meeting was adjourned with no objections at 1050 EDT.

6. Action Item Review

a. **Jeff & Michael** – Coordinating a meeting WRT the Australian SSG final report.

(SAC notes: Emailed 10/25/13 Return the Australia SSG to EXCOM [who formed it]. An EXCOM member is seeking sponsor approval to oversee the SSG. [12/09/13] SAC is working with group to produce final report and to transition to EXCOM.) (12/08/14) Jeff had a few more discussions with them. He pointed them to the SISO admin document. Meeting planned following their review. (no new updates)

b. **Mark** –draft write-up to address Eric's comment on the SAC amendment to SISO-ADM-002, Sec 13.1 SAC as an IEEE Sponsor.

7. **Next EXCOM Meeting:** Telecon Monday, 11 July 2016 beginning at 1000 EDT. EXCOM teleconferences are scheduled monthly on the second Monday, barring holidays. Reminders will be sent and call-in information provided.