

**Standards Activity Committee  
Meeting Minutes  
22 March 2017**

**CALL TO ORDER:** 11:00 AM EDT

**PARTICIPANTS:** 9 voting members present, 7 needed for a quorum. All members of SAC, both elected and appointed, are voting members. Quorum is a majority of the voting members. Quorum is required for conducting business.

**Key:** **P** (Present); **A** (Absent); \* = eVoted, \*\* = sent regrets; \*\*\* = eVoted & sent regrets

<i>SAC Members (At Large &amp; Appointed)</i>	<b>Status</b>	<i>Ex OfficioMember</i>	<b>Status</b>
Morse, Katherine – Chair	<b>P</b>	Gustavson, Paul – CC Vice-Chair	<b>A**</b>
Igarza, Jean-Louis – Vice-Chair	<b>P</b>	Bailey, Grant – NATO Liaison	<b>A</b>
Marrou, Lance – Secretary	<b>P</b>		
Dillman, Brad	<b>P</b>	<i>Vacancy</i>	
Gupton, Kevin	<b>A**</b>		
Kreiner, Aerial	<b>A**</b>	<i>Guests</i>	
Le Leydour, Patrice	<b>A**</b>		
McGroarty, Chris	<b>P</b>		
McLean, Thom	<b>P</b>		
Oates, William	<b>P</b>		
Stevens, John	<b>P</b>		
Youngblood, Simone	<b>P</b>		

**PENDING EXCOM ACTIONS**

1. Approve revised draft C/SI Working Groups P&P
2. Complete/approve revisions to SISO-ADM-002. Expected complete 01 OCT.

**REPORTS FROM OTHER SISO COMMITTEES**

CC Report

- Abstracts due electronically 3/31.
- Plan to notify authors by 08 May.

Outreach – Looking for volunteers, JL still volunteer to support but not to lead

EXCOM Report – Waiting for SRML product approval package. Forwarded UCATT PSG TOR.

**OLD BUSINESS / ACTION ITEMS**

**Priority Key:** 3) High priority - requires SAC action; 2) Medium priority - if time permits SAC will address; 1) Low priority - SAC waiting for information; 0) Completed

Action	POC	Pri	Status
SISO-REF-056-DRAFT Reference for SISO XML Schema Naming and Design Best Practices	Jeff Abbott	3	<ul style="list-style-type: none"> <li>• [03/22/17] No update</li> <li>• [03/08/17] No update.</li> <li>• [02/22/17] No update.</li> <li>• [02/08/17] No update.</li> <li>• [01/25/17] No update.</li> <li>• [01/07/17] Discussion on reflector initiated to address outstanding concerns. Request to discussion in telecon week of 1/30-2/3.</li> <li>• [11/02/16] Discussion on reflector. No action or discussion during telecon.</li> <li>• [10/19/16] Concern raised about XML best practices document. Some discussion. Plan to move to reflector.</li> <li>• [09/06/16] Jeff provided a revised product and comment matrix for review of the changes made to the previously SAC-approved product: <a href="https://discussions.sisostds.org/index.htm?A2=SISO-SAC-PVT;fef75ebb.1609">https://discussions.sisostds.org/index.htm?A2=SISO-SAC-PVT;fef75ebb.1609</a> This product will be voted on by the 2017 SAC at its first mtg on 10/4 and then resubmitted for EXCOM approval.</li> <li>• [08/16/16] Heads up: Be prepared to initiate review of the revised SISO-REF-056-DRAFT SISO XML Schema Naming and Design Best Practices. Will be provided to SAC with a list of the changes made.</li> <li>• [08/13/16] Jeff updated the product to reflect (1) conformance by groups to their declared conformance targets; (2) conformance to XML schema best practices; and (3) conformance with NIEM NDR. Jeff created a SISO Product Data File from Appendix B for use to establish specific conformance targets. Product returned to SWG. Comments provided to Jeff regarding format and NIEM NDR.</li> <li>• [08/08/16] No action recorded in EXCOM minutes.</li> <li>• [08/01/16] SWG Lead provided updated CMT and revised product via SAC-SWG-XML-SCHEMA-PVT.</li> <li>• [07/30/16] SAC Chair provided EXCOM the revised product.</li> <li>• [07/11/16] No voting was conducted. SAC Chair (as the SAC SWG Lead) to update the comment resolution matrix to include the original commenters' responses and non-responses to the SWG members' resolutions.</li> <li>• [06/13/16] EXCOM deferred voting to allow more time for review.</li> <li>• [06/07/16] SAC voted unanimously (including one eVote) to approve. SAC Chair recommended EXCOM approves the product.</li> <li>• [05/23/16] Initiated review of SISO-REF-056-DRAFT. Please be prepared to vote to approve at 6/7 mtg. Please use discussion subject to provide comments in advance so there is time for SWG Lead (Jeff) to address and resolve prior to mtg. <a href="https://discussions.sisostds.org/index.htm?A2=SISO-SAC-PVT;9c1a66a5.1605">https://discussions.sisostds.org/index.htm?A2=SISO-SAC-PVT;9c1a66a5.1605</a></li> <li>• [05/16/16] Marcy and Jeff completed editing the draft document. Jeff will complete documenting comment resolutions in the Comment Tracking System. Marcy will compile evidence and initiate SAC review when all steps are completed.</li> <li>• [04/28/16] SWG Lead discovered info that was inadvertently omitted and added. Final editing is in progress to prepare for SAC review. SWG Lead continues updating CTS with final comment resolutions.</li> <li>• [04/20/16] SWG Lead announced meeting on 4/28 to resolve additional comments received. SWG Lead is updating Comment Tracing System with comment dispositions (resolutions).</li> <li>• [04/19/16] Marcy is editing for format and content before being provided to SAC for review and approval.</li> <li>• [04/05/16] SWG will finalize and provide to SAC for review and approval.</li> <li>• [03/21/16] No comments were received during the 30-day comment period.</li> <li>• [03/02/16] Reminder messages were posted on SISO-GROUPS-LEADS-OFFICERS-PVT, SAC-SWG-XML-SCHEMA [public], and SAC-SWG-XML-SCHEMA-PVT [private].</li> <li>• [02/17/16] SAC SWG initiated the 2nd 30-day SISO community review of SISO-REF-056-DRAFT, SISO Reference for XML Schema Naming and Design Best</li> </ul>

Action	POC	Pri	Status
			Practices. Review period is 18 Feb-19 Mar 2016. Announced via SISO-ADM and LATEST NEWS. <a href="https://www.sisostds.org/StandardsActivities/StandardsActivityCommittee/SACS WGXMLSchema/SISO-REF-056-DRAFT.aspx">https://www.sisostds.org/StandardsActivities/StandardsActivityCommittee/SACS WGXMLSchema/SISO-REF-056-DRAFT.aspx</a>
CBMS	Brad Dillman		<ul style="list-style-type: none"> <li>• [03/22/17] <a href="#">Working on web page and reflector.</a></li> <li>• [03/08/17] Communication with Mark/IST, they need more information. Working it.</li> <li>• [02/22/17] Agreed on CBMS acronym.</li> <li>• [02/08/17] No update.</li> <li>• [01/25/17] Brad suggested “CBMS” Cloud-Based Modeling &amp; Simulation for the group name and acronym. Brad to work with IST on CBMS reflector.</li> <li>• [11/16/16] Approved. Vote passes unanimously, forwarded to EXCOM. Brad Dillman to be TAD. Brad should work with the SG to identify an acronym or short name.</li> <li>• [11/02/16] Brought SG TOR to SAC. Discussed and general consensus (no formal vote) to proceed. Action to Paul G to bring to the CC (per P&amp;P, as noted by Lance, action completed). Plan to appoint COL Rob Kewley as lead and assign Brad Dillman as TAD.</li> </ul>
Standards Roadmap	Brad Dillman		<ul style="list-style-type: none"> <li>• [03/22/17] <a href="#">WebLVC first draft as an example posted to SAC reflector. Please review and comment. Plan to get groups to provide input on other standards.</a></li> <li>• [03/08/17] Just emailed spreadsheet to reflector. Action to group to review and comment or concur. Then, to get it filled out by groups.</li> <li>• [02/08/17] Not in spreadsheet form, not full understanding of what we’re starting from. How do you find a gap? Ned to ask groups to fill info.</li> <li>• [1/25/17] Brad still working the roadmap, plan to complete in 2 weeks.</li> <li>• [1/11/17] Brad Dillman has an action to produce a first draft of the standard roadmap spreadsheet.</li> <li>• [12/14/16] Ask for volunteers</li> <li>• [12/14/16] Simone Youngblood (a couple of hours, not leading the effort)</li> <li>• [12/14/16] No other volunteers</li> </ul>
SRML	John Stevens		<ul style="list-style-type: none"> <li>• [03/22/17] <a href="#">Product approval package passed. Mark working on getting it posted.</a></li> <li>• [03/08/17] Waiting for SRML product approval package. Forwarded UCATT PSG TOR.</li> <li>• [02/08/17] Product passes unanimously (12 in favor). Katherine to forward to EXCOM.</li> <li>• [1/25/17] Action on John to review the documents.</li> <li>• [1/11/17] Need to check for completeness and prepare for submission for voting by next telecon.</li> </ul>
ITEC	Jean-Louis Igarza		<ul style="list-style-type: none"> <li>• [03/22/17] <a href="#">All groups are scheduled for the meetings. The SISO seminar is announced on the SISO website. Draft agenda nearly final, please review.</a></li> <li>• [03/08/17] Draft agenda published this week. All groups willing to meet have received an agenda. All groups will meet on the ITEC venue.</li> <li>• [02/22/17] Two SISO Different events: <ul style="list-style-type: none"> <li>○ SISO seminar (Monday 15 May): agenda nearly finalized and registration open : on <a href="http://www.Itec.co.UK">www.Itec.co.UK</a> . Seminar organized by CC (European members)</li> <li>○ SISO groups meetings: only 3 groups have confirmed their willingness to meet: HLA PDG, CIGI PSG and VV&amp;A PSG. Organized by NATO MSCO (Adrian VOICULET). Schedules and practical tips still TBD but High speed WIFI will be available to all groups. It will be very difficult to host other groups’ meetings if they are deicing to meet lately. I would like to consider that this list is closed.</li> </ul> </li> <li>• [1/25/17] Looking for which PDG, PSG, SG will meet. Grant noted that CIGI will meet</li> </ul>
GSD	Jean-Louis Igarza		<ul style="list-style-type: none"> <li>• [03/22/17] <a href="#">Provided document to IST and text for announcing the opening of the balloting. Next action on IST to setup.</a></li> <li>• [03/08/17] Formation of the balloting group was supposed to be finished end of February. Email sent to chair and Mark and to see if it needs to be balanced.</li> </ul>

Action	POC	Pri	Status
			<ul style="list-style-type: none"> <li>• [1/25/17] Sent email to start the process for balloting. Moving along.</li> <li>• [1/11/17] Motion to approve for GSD to go to balloting, by Jean-Louis Igarza, seconded by Thom McLean. Vote passes unanimously (no abstentions).</li> <li>• [1/11/17] Document and checklist submitted to SAC.</li> </ul>
CMSD PSG	JL Igarza		<ul style="list-style-type: none"> <li>• [03/22/17] No update.</li> <li>• [03/08/17] No update.</li> <li>• [01/25/17] PSG still alive, but Mark McCall found that no members are current SISO members.</li> <li>• [1/11/17] No update, Jean-Louis to send information to Katherine.</li> <li>• [12/14/16] No status on CMSD PSG</li> <li>• [12/14/16] Jean-Louis to try to engage with the members</li> </ul>
SISO-ADM-002 Sec 13.1 SAC as an IEEE Sponsor	SAC Officers	1	<ul style="list-style-type: none"> <li>• [03/22/17] Katherine to update 002 to ensure that annual reports are required for PSGs and due Oct 1 and make additional edits. Plan to route to SAC reflector in next couple of days.</li> <li>• [03/08/17] No update from the EXCOM.</li> <li>• [02/22/17] Expected complete by 01 OCT 2017.</li> <li>• [02/08/17] EXCOM Stalled on ADM-002 updates. Katherine to bring up at next EXCOM meeting.</li> <li>• [08/08/16] No action recorded in EXCOM minutes. SISO EXDIR reported to EXCOM: "Policies and Procedures: Draft 9 of SISO-ADM-002 was submitted to the EXCOM. If revision to 13.1 submitted by Jeff covers the discussions from the last EXCOM meeting, I will create new draft and forward to CC/SAC for a vote." No response relative to 7/19 SAC recommended changes to section 13.1 of SISO-ADM-002-DRAFT v9.</li> <li>• [07/19/16] SAC Chair provided recommended change to the red text included in section 13.1 of SISO-ADM-002-DRAFT v9.</li> <li>• [07/11/16] No voting was conducted.</li> <li>• [06/29/16] SISO EXDIR provided EXCOM members for review a revised version of SISO-ADM-002-DRAFT (v9) that added content to Sec 13.1.</li> <li>• [06/13/16] EXCOM deferred action. EXCOM Chair and SISO Executive Director to address one EXCOM member's question from 5/23/16.</li> <li>• [05/19/16] SAC Chair recommended EXCOM approves the SAC amendment to SISO-ADM-002, Sec 13.1 SAC as an IEEE Sponsor.</li> <li>• [05/17/16] Voted unanimously (including 10 eVotes) to approve the SAC Amendment to SISO-ADM-002.</li> <li>• [05/03/16] Message posted summarizing actions from 4/6 thru today. Please be prepared to vote on 5/17 to approve: <ul style="list-style-type: none"> <li>(1) Goals as recommendations to be made to EXCOM for approval; and the</li> <li>(2) Complete section revision</li> </ul> </li> <li>• [04/19/16] Please contribute to the discussion.</li> <li>• [04/12/16] Please initiate review of SAC amendment to SISO-ADM-002 Sec 13.1 SAC as an IEEE Sponsor. Contribute thoughts, comments, questions, etc., using the discussion.</li> </ul> <p><a href="https://discussions.sisostds.org/index.htm?A2=SISO-SAC-PVT;ba60563f.1604">https://discussions.sisostds.org/index.htm?A2=SISO-SAC-PVT;ba60563f.1604</a></p>

Action	POC	Pri	Status
C/SI Working Groups P&P	Marcy Stutzman  Jeff Abbott  Simone Young blood	1	<ul style="list-style-type: none"> <li>• [03/22/17] No update.</li> <li>• [03/08/17] No update, but we're okay with the IEEE so no urgency.</li> <li>• [02/22/17] No update. JL to look into it.</li> <li>• [02/08/17] Katherine to bring up at the next EXCOM.</li> <li>• [08/19/16] SAC Chair recommended EXCOM approves at 2016 SIW F2F mtg the revised draft C/SI Working Groups P&amp;P.</li> <li>• [08/16/16] SAC voted unanimously (including 2 eVotes) to approve.</li> <li>• [08/12/16] Recommendation made to delete reference to letter ballots and background information provided.</li> <li>• [08/04/16] Please initiate review of the changes made to the draft C/SI WGs P&amp;P. Be prepared to vote to approve on 8/16. Please use discussion forum to ask questions, provide comments in advance of the meeting.</li> <li>• [08/04/16] Marcy provided updated comment resolutions to Randy Saunders and proposed having a telecon if needed to understand any remaining issues; he declined.</li> <li>• [08/02/16] Marcy provided updated comment resolutions to Jeff and Simone.</li> <li>• [07/27/16] Jeff and Marcy discussed Randy Saunders' 2<sup>nd</sup> round of comments and how to address them.</li> <li>• [07/25/16] Coordinated responses with SAC Chair and provided to Randy Saunders. Randy responded with add'l statements. Will work with SAC Chair to respond prior to sending resolutions to SAC and continuing process to approve.</li> <li>• [06/21/16] Randy Saunders comments being worked.</li> <li>• [06/07/16] Randy Saunders inputs will be reviewed, the appropriate changes made, and then the changes will be processed thru SAC and EXCOM again before being provided back to the IEEE SASB Audit Committee.</li> <li>• [06/01/16] Received inputs from Randy Saunders only.</li> <li>• [05/16/16] Messages posted on all C/SI WG discussions (i.e., HLA PDG/PSG, DISR/PRFOM PSG, DSEEP/DMAO PSG, and VV&amp;A Products PSG ) requesting WG Contacts coordinate review of the draft P&amp;P and provided comments by 5/31/16.</li> <li>• [05/13/16] SAC withdrew C/SI WG P&amp;P from IEEE SASB AudCom processing.</li> <li>• [05/12/16] C/SI/1516_WG Contact (Randy Saunders) identified changes needed to quorum and voting sections.</li> <li>• [05/10/16] Submitted to the IEEE SASB Audit Committee.</li> <li>• [05/09/16] EXCOM approved unanimously with no abstentions.</li> <li>• [04/21/16] SAC Chair provided EXCOM recommendation to approve.</li> <li>• [04/19/16] SAC voted unanimously (including 2 eVotes) to approve.</li> <li>• [04/05/16] Be prepared to vote to approve at the 4/19 mtg.</li> <li>• [03/24/16] Please initiate review of the C/SI SISO SAC Standards Committee Working Groups Policies &amp; Procedures. Use discussion to post comments. <a href="https://discussions.sisostds.org/index.htm?A2=ind1603&amp;L=SISO-SAC-PVT&amp;F=P&amp;S=&amp;X=D623B2D57821694051&amp;P=20075">https://discussions.sisostds.org/index.htm?A2=ind1603&amp;L=SISO-SAC-PVT&amp;F=P&amp;S=&amp;X=D623B2D57821694051&amp;P=20075</a></li> </ul>
C2SIM	Kevin Upton		<ul style="list-style-type: none"> <li>• [03/22/17] Waiting for Mark Pullen to get back with revision following the public review of the PN.</li> <li>• [03/08/17] PN review concluded, 8 comments forwarded to chair. Most comments trivial fixes. Once finalized, move to SAC to vote and forward to EXCOM.</li> <li>• [02/08/17] C2SIM Product Nomination (PN) out for 30-day review, MON 1/31 – 3/1</li> </ul>
Stds due for revision	JL Igarza		<ul style="list-style-type: none"> <li>• [03/22/17] There are 3 standards that require revision, withdrawal, or reaffirmation: 1516.4 VV&amp;A overlay to the FEDEP, two BOM documents, SISO-STD-002 (Link). IEEE no longer allows reaffirmation.</li> <li>• [03/22/17] William Oates to work with BOM PSG on their documents.</li> <li>• [03/22/17] Thom McLean to work TADIL TALES PSG on Link standard.</li> <li>• [03/08/17] Katherine noted that IEEE will no longer allow reaffirmation. Needs to be revised or withdrawn.</li> <li>• [03/08/17] Several standards due for reaffirmation or withdrawn. To review: BOM, TADIL TALES, DSEEP VV&amp;A overlay (plan to reaffirm the 1516.4 IEEE standard).</li> </ul>

**NEW BUSINESS / ACTION ITEMS**

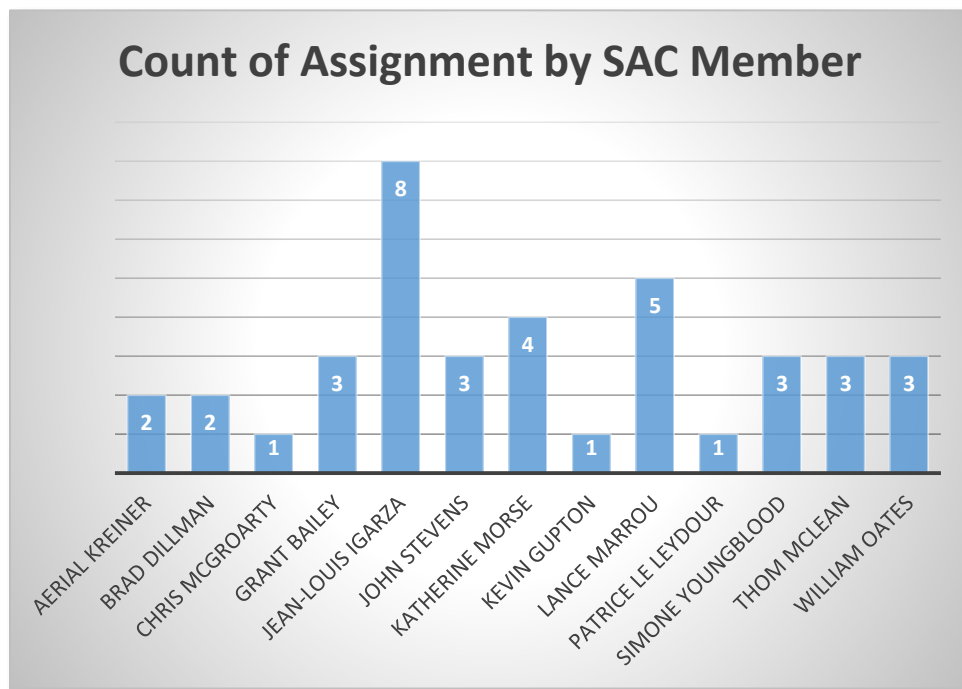
Action	POC	Pri	Status
Minutes	Katherine Morse		• [03/08/17] Move by Thom McLean/2 <sup>nd</sup> by JL Igarza to approve minutes from last two meetings. Unanimous.
ADJOURN	Thom McLean		• [03/22/17] Seconded by John Stevens • 11:35 PM EST

- Next Meeting: Wednesday, April 05, 2017, 11:00 AM EDT / 4:00 PM BDT / 5:00 PM CDT

**Table 1 — SAC Member Assignments**

#	Acronym	Group Title	SAC Member
1.	ACQ M&S	Acquisition Modeling & Simulation Standards Profile PDG	William Oates
2.	BOM	Base Object Model PSG	William Oates
3.	C2SIM	Command and Control Systems – Simulation Systems Interoperation PDG/PSG	Kevin Gupton
4.	CIGI	Common Image Generator Interface PSG	Grant Bailey
5.	CMSD	Core Manufacturing Simulation Data PSG	Jean-Louis Igarza
6.	DDCA	Distributed Debrief Control Architecture PDG	Aerial Kreiner
7.	DIS / RPR FOM	Distributed Interactive Simulation / Real Time Platform Reference Federation Object Model PSG	Lance Marrou
8.	DSEEP/DMAO	Distributed Simulation Engineering and Execution Process/DSEEP Multi-Architecture Overlay PSG	Simone Youngblood
9.	EDRS	Environmental Data Representation Standards PSG	William Oates
10.	ENGTAM	Exploration of Next Generation Technology Application to Modeling and Simulation SG	Aerial Kreiner
11.	EPLRS/SADL	Enhanced Position Location Reporting System including Situational Awareness Data Link Simulation Standard PDG	Thom McLean
12.	FEAT	Federation Engineering Agreements Template PSG	Brad Dillman
13.	GDACL	Gateway Description and Configuration Languages PDG	Simone Youngblood
14.	GSD	Guideline on Scenario Development PDG	Jean-Louis Igarza
15.	HLA	High Level Architecture PDG / High Level Architecture-Evolved PSG	Simone Youngblood
16.	HPML	Human Performance Markup Language PDG	John Stevens
17.	Link 11	Link 11 A/B Network Simulation Standard PDG	Thom McLean
18.	RIEDP	Reuse and Interoperability of Environmental Data and Processes PDG	Lance Marrou
19.	SRFOM	Space Reference Federation Object Model PDG	Chris McGroarty
20.	SRML	Simulation Reference Markup Language PDG	John Stevens
21.	TADIL TALES	Tactical Digital Information Link-Technical Advice and Lexicon for Enabling Simulation PSG	Thom McLean
22.	UCATT	Urban Combat Advanced Training Technologies PDG	Grant Bailey
23.	VV&A	VV&A Products PSG	Jean Louis Igarza
24.	WebLVC	WebLVC PDG	Patrice Le Leydour
25.	BPDSP Tiger Team	BPDSP Tiger Team (EXCOM)	SAC Vice-Chair (Jean Louis Igarza)
26.	NATO Liaison	Liaison to NATO Modelling and Simulation Group	Grant Bailey
27.	Appeals Board	SAC Representative to Appeals Board	(SAC Vice-Chair) Jean Louis Igarza
28.	Award Board	SAC Representative to Award Board	John Stevens
29.	Conference Committee	SAC ex officio member of SISO Conference Committee	SAC Vice-Chair (Jean Louis Igarza)

#	Acronym	Group Title	SAC Member
30.	Executive Committee	SAC ex officio member of SISO Executive Committee	SAC Chair (Katherine Morse)
31.	IEEE CS SAB (C/SI)	SAC Representative to IEEE Computer Society Standards Activities Board, Computer/Simulation Interoperability (C/SI) Standards Committee	SAC Chair (Katherine Morse)
32.	ISO/IEC JTC1/SC24/WG	SAC Liaison to International Organization for Standardization, Computer Graphics, Image Processing and Environmental Data Representation (ISO/IEC JTC 1/SC 24)	SAC Chair (Katherine Morse)
33.	Special Outreach Committee	SAC Representative to EXCOM Special Outreach Committee	Jean-Louis Igarza
34.	SAC SWG Enumerations	SAC SWG Reference for Enumerations for Simulation	Lance Marrou
35.	SAC SWG PR/CR	SAC SWG Reference for Problem Report / Change Request	Lance Marrou
36.	SAC SWG XML Schema	SAC SWG Reference for XML Schema Naming and Design Best Practices	SAC Chair (Katherine Morse)
37.	SAC List Manager	SAC Oversight List Manager	Lance Marrou
38.	SPS Manager	Shared Public Specifications Manager (Review submissions)	SAC Vice-Chair (Jean Louis Igarza)
39.	CBMS	Cloud-Based M&S SG	Brad Dillman



**Figure 1 — SAC Member Assignments (08 March 2017)**