NIEMOpen Project Governing Board (PGB) MEETING MINUTES

Date/Time: 27 July 2023

Location: Virtual Meeting MS TEAMS

Chair: Ms. Katherine Escobar

OASIS Administrators: Mr. Chet Ensign & Ms. Kelly Cullinane

Recorders:

- Mr. Aubrey Beach, (beach_aubrey@bah.com)
- Ms. Shunda Louis, (shunda.r.louis.ctr@mail.mil)
- Mr. Stephen Sullivan, (stephen.m.sullivan14.ctr@mail.mil)

1. **Goal:** The goal of the 11April 2023 PGB meeting was:
   - Inform members of updates to sponsors and PGB voting members
   - Update status of ongoing transition activities
   - Vote on motions concerning Amended NBAC TSC Governance Document (REV 2), NIEM 5.2 as OASIS Release, LearnPress Learning Management System, and EIN Presswire
   - Update on software & hosting services
   - Update on GTRI contract
   - Discuss future business

2. **A YouTube video of the PGB meeting is available at:** [https://youtu.be/oXFbVMqtuDg](https://youtu.be/oXFbVMqtuDg)

3. **List of Attendees:**

<table>
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<tr>
<th>#</th>
<th>Attendee</th>
<th>Role</th>
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<tbody>
<tr>
<td>1</td>
<td>Katherine Escobar (Joint Staff J6, DSD)</td>
<td>PGB Chair, Voting Member</td>
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<td>2</td>
<td>Gary Egner (Equivant)</td>
<td>PGB Voting Member</td>
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<td>3</td>
<td>Mark Dotson (GTRI)</td>
<td>PGB Voting Member</td>
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<td>4</td>
<td>Payton Lamb (VA-ODGA)</td>
<td>PGB Voting Member</td>
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<td>5</td>
<td>Jennifer Stathakis (CJISD, FBI)</td>
<td>PGB Voting Member</td>
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<td>6</td>
<td>Thomas Krul (DND, NBAC TSC Co-Chair)</td>
<td>PGB Expert Voting Member</td>
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<td>7</td>
<td>Jim Cabral (InfoTech/NTAC TSC Co-Chair Chair)</td>
<td>PGB Expert Voting Member</td>
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<td>8</td>
<td>Beth Smalley (Joint Staff J6/ NMO TSC Co-Chair)</td>
<td>PGB Expert Voting Member</td>
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<td>9</td>
<td>Dr. Scott Renner</td>
<td>PGB Expert Non-Voting Member</td>
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<td>10</td>
<td>Mr. Kamran Atri (A4SAFE/NBAC TSC Co-Chair)</td>
<td>PGB Expert Non-Voting Member</td>
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<tr>
<td>11</td>
<td>Kelly Cullinane (OASIS)</td>
<td>OASIS OPEN Administrator</td>
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<td>12</td>
<td>Carol Geyer (OASIS)</td>
<td>OASIS OPEN Chief Development Officer</td>
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<td>13</td>
<td>Cathie Mayo (OASIS)</td>
<td>Controller</td>
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<td>14</td>
<td>Stephen Sullivan (Joint Staff J6, DSD/BAH)</td>
<td>Meeting Recorder</td>
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<tr>
<td>15</td>
<td>Aubrey Beach (Joint Staff J6, DSD/BAH)</td>
<td>Meeting Recorder</td>
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<td>16</td>
<td>Shunda Louis (Joint Staff J6, DSD/BAH)</td>
<td>Meeting Recorder</td>
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Quorum: 8 of 11 PGB Voting Members attended.

4. Agenda:
   - Call to Order
     - TEAMS Link
     - Meeting Etiquette
     - Note Takers
   - Roll Call & Introductions
     - PGB Voting Members (Sponsors)
     - PGB Expert Voting Members (TSCs)
     - PGB Non-Voting Members (TSC Co-Chairs)
   - Approval of Agenda
   - Around-the-Horn – PGB Voting Members
   - Approval of Meeting Minutes from 11 April 2023
   - OASIS Staff / NIEMOpen Administrator Comments
   - Q2 Financial Snapshot – Cathie Mayo (OASIS)
   - Sponsor Update – Carol Geyer (OASIS)
   - Transition Progress
   - New Business- PGB Business for Consideration & Vote
     - Motion to Approve Version 5.2 as OASIS Open Project Release
     - Motion to Approve NBAC TSC Governance Document REV 2
     - NTAC Update – Jim Cabral
     - NBAC Update – Thomas Krul / Kamran Atri/ Christina Medlin
       - Documents
       - Version 6.0 Update
     - NMO Update – Beth Smalley
       - Potential Procurements
         - GTRI Contract – Katherine Escobar
         - Updates – Aubrey Beach
         - Motions – Aubrey Beach/ Beth Smalley
       - Training – Aubrey Beach
   - Analytics - Aubrey Beach
   - Next Meeting
   - Other Business/General Discussion
   - Questions/Adjourn

5. Decisions:
   - Motions
<table>
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<tr>
<th>Motions</th>
<th>Description</th>
<th>Vote</th>
<th>Notes</th>
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<tr>
<td>27 Jul 2023 PGB Agenda</td>
<td>Motion to approve agenda as presented</td>
<td>Approved, Unanimous consent</td>
<td>N/A</td>
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<tr>
<td>11 Apr 2023 DRAFT Minutes</td>
<td>Motion to approve 11 Apr 2023 PGB meeting minutes</td>
<td>Approved, Unanimous consent</td>
<td>N/A</td>
</tr>
<tr>
<td>NBAC TSC Governance Doc (REV 2) Amendments</td>
<td>Motion to approve amendments (REV 2) to NBAC TSC Governance document</td>
<td>Approved, Unanimous consent w/ comment</td>
<td>Add new language for procedure to contribute to OASIS via OASIS email once OASIS legal review complete</td>
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<td>NIEM 5.2 Model as an OASIS Open Project Release</td>
<td>Motion to approve the NIEM 5.2 Model as an OASIS Open Project Release</td>
<td>Approved, Unanimous consent</td>
<td>• The NIEM 5.2 Model as an OASIS Open Project Release - “Release,” with respect to an OASIS Open Project, is a collection of links to resources within the project that enable the Project Governing Board to deliver software to users: <a href="https://www.oasis-open.org/policies-guidelines/open-projects-process/#releases-and-group-releases">https://www.oasis-open.org/policies-guidelines/open-projects-process/#releases-and-group-releases</a> • 5.2 was contributed so no CLA issues to contend with • LOE is small to submit as an OASIS Open Project Release • Decision to proceed to PSD/PS/OS can be</td>
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• The NIEM 5.2 Model as an OASIS Open Project Release - “Release,” with respect to an OASIS Open Project, is a collection of links to resources within the project that enable the Project Governing Board to deliver software to users: https://www.oasis-open.org/policies-guidelines/open-projects-process/#releases-and-group-releases

• 5.2 was contributed so no CLA issues to contend with

• LOE is small to submit as an OASIS Open Project Release

• Decision to proceed to PSD/PS/OS can be
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<tr>
<th><strong>Procure LearnPress Learning Management System</strong></th>
<th>Motion to approve the procurement of 1 license of the LearnPress LMS for an initial trial period of 1-year.</th>
<th>Approved, Unanimous consent</th>
<th>Estimate: $2,000 / per annum</th>
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<tr>
<td>• COTS software; 1-year license; does not include cost to produce content</td>
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<td>• Incorporate engagement to test user understanding of key concepts.</td>
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<td>• Provide certificate of completion; explore paid training model</td>
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<td>• IMPACT: Contribute IEPD/MEP for engagement and re-use, COTS service leverages built-in publicly accessible API for metadata</td>
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<tr>
<th><strong>Procure EIN Presswire</strong></th>
<th>Motion to approve the procurement of 1 license of EIN Presswire for an initial trial period of 1-year</th>
<th>Tabled, consider again after other hosting/software &amp; supplemental services estimates complete</th>
<th>Estimate: $2,000 / per annum</th>
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<td>• COTS software; 1-year license; does not include cost to produce content</td>
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<td>• Posts press-releases; NIEM milestones, etc to 50+ major news aggregator services</td>
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<td>• IMPACT: Increase awareness of NIEMOpen outside of existing</td>
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• **Action Items:**
  — Update cost estimates for software/hosting services procurements.
  — Continue to develop OASIS-GTRI contract vehicle.
  — Develop language describing process for making contributions using OASIS email. This action pending completion of OASIS legal review and implementation.

6. **Discussion:**

• PGB discussed potential procurements
  — Reviewed Q2 budget and available funds $58K.
  — Received update on GTRI contract progress. OASIS and GTRI resolving contract details.
  — Received update on software & hosting options
    • **MEP Builder Hosting**—hosting services for the Message Exchange Package (MEP) Builder Tool; would require an Amazon Web EC2 Service (AWS) instance w/ Docker, external third-party API server calls (Cost Estimate Under Review)
    • **IEPD/MEP Registry and Repository**—hosting services for a registry/repository on NIEMOpen.org (Cost Estimate Under Review)
    • **GitHub Integration for Confluence**—software as a service to support automatic push/pull integration with GitHub repositories; content from repositories would populate the ‘NIEM Support Knowledgebase’ to improve search/accessibility to NIEMOpen content and provide analytics (Cost Estimate Under Review)
    • **Atlassian Suite; Jira Service Desk**—centralized Help Desk and Knowledgebase for NIEMOpen outreach and support requests; Service Level Agreements (SLA’s) and Key Performance Indicators (KPI’s) for communication and customer satisfaction; route tickets to specific POC’s (Cost Estimate Under Review)
      — Considered motions for purchase of LearnPress Learning Management System (LMS) and EIN Presswire. LearnPress purchase approved. EIN Presswire purchase tabled until other software and hosting services priced.
      — Microsoft, Office of Biometric Identity Management (OBIM) identified as potential near-term sponsors.

7. **PGB Meetings:**

• Next PGB Meeting: 26 October 2023
• CY 2024 Q1 - Q4 meeting dates:
  — 25 January 2024
8. Attachments: niemopen-pgb@lists.oasis-open-projects.org | Files
   - (FINAL) 27 July 2023 PGB Mtg Brief – Final-v16 7-27-23.pdf
   - (APPROVED) NIEMOpen NBAC TSC Governance Doc (Rev 2) v7-7-27-2023.pdf

9. Minutes Approval: DRAFT, 27 July Meeting Minutes pending review and approval by PGB.

Distribution: https://lists.oasis-open-projects.org/g/niemopen-pgb