



# **Simulation Interoperability Standards Organization (SISO)**

## **Policies & Procedures**

SISO-ADM-002-2011

**11 April 2011**

Prepared by:

**Simulation Interoperability Standards Organization  
Executive Committee**

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Policies and Procedures

**Revision History**

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SISO-ADM-002-2006	Executive Summary Section 3 Section 5 Section 9	13 Mar 2006	Multiple changes to reflect the responsibilities of the SAC as a Sponsor of IEEE Standards under the IEEE Computer Society Standards Activity Board. Section 9 added to provide specific guidance from IEEE-SA Model Operating Procedures.
SISO-ADM-002-2008	Section 3	17 Jan 2008	Multiple changes establishing SISO Awards Program
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SISO-ADM-002-2008	Section 3	17 Jan 2008	Added provision for dissolution of Study Groups
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SISO-ADM-002-2011	Section 6.1	11 Apr 2011	Revised discussion of SISO Inc. and expanded to include discussion of SISO Corporate Sponsorship and Organizational Membership programs.
SISO-ADM-002-2011	Section 6.4.3	11 Apr 2011	Revised requirements for updates to Vision and Strategic Plans
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SISO-ADM-002-2011	Section 7.2	11 Apr 2011	Clarified definition of cause to clearly identify requirement for both definitions to be met

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SISO-ADM-002-2011	Section 7.3	11 Apr 2011	Revised to use consistent wording
SISO-ADM-002-2011	Section 13	11 Apr 2011	Deleted previous discussions relative to SAC operations as IEEE sponsor and mapping to IEEE Model Operating Procedures. Replaced by SISO-ADM-017 and SISO-ADM-018
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SISO-ADM-002-2011	Section 9	11 Apr 2011	Reduced the majority requirement for approval of SISO-ADM-003 by the SAC to 2/3 majority from 3/4 majority.

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**EXECUTIVE SUMMARY**

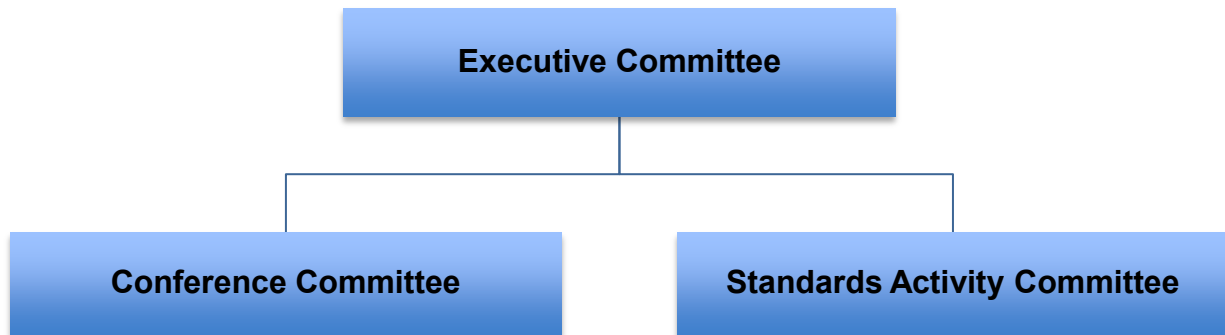
The Simulation Interoperability Standards Organization (SISO) focuses on facilitating simulation interoperability and component reuse across government and non-government applications worldwide. SISO seeks to provide a forum for the interchange of new ideas, concepts, and technology across the broad Modeling and Simulation (M&S) community; to disseminate these ideas; to educate M&S practitioners and sponsors regarding their implementation; and to support the development of standards products for use in various applications.

SISO is an international standards organization that is responsive to the broad M&S community and develops standards and products using a range of options including International Standards Organizations (such as the Institute of Electrical and Electronics Engineers, IEEE), National Standards Organizations and SISO products. When SISO products are developed, the SISO Policies and Procedures will apply. When using international or national standards (bodies), a relationship will be established and mutually agreeing policies and procedures will be negotiated.

This Policies and Procedures (P&P) document provides the definition of SISO and its procedures for operation. Key SISO concepts are summarized here with further details provided within the main body of the document.

The Organization:

The organization and operation of SISO are governed by several high level operating principles designed to ensure the organization conducts its business in a manner that encourages organization, responsiveness, responsibility, quality, discipline, fairness, openness and consensus. In standards development, these operating principles also include generality, stability, supportability, and the right to appeal.



**Figure 1 - SISO Organization**

The organizational structure of SISO consists of three interacting operating committees shown in Figure 1.

- a. The Conference Committee (CC) provides oversight for SISO conference activities and has the primary responsibility of organizing the Simulation Interoperability Workshops (SIWs). These workshops sponsor a number of Conference Forums (CFs), which

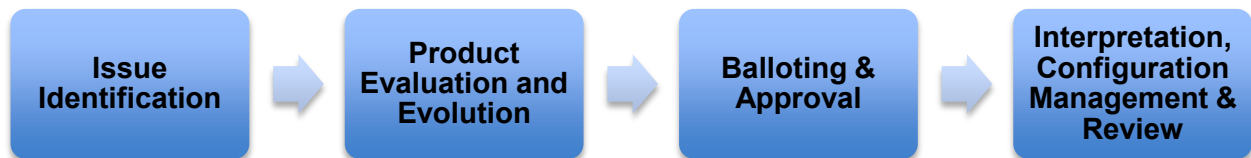
provide a mechanism for exchanging information and new ideas from within and across various components of the M&S community. The CFs also identify needs and potential candidate products, which are considered for development by the Standards Activity Committee (SAC). CFs are managed by Planning and Review Panels (PRPs).

- b. The SAC provides oversight for SISO product development and support activities and has primary responsibility of overseeing the development and support of products to support interoperability and reuse in the M&S community. The SAC conducts its development and support activities through a number of Product Development Groups (PDGs) and Product Support Groups (PSGs), which operate as strongly focused, task organized groups concentrating on the development and support of consensus-based standards and their related products.
- c. The SAC is also a Sponsor of IEEE standards under the IEEE Computer Society Standards Activity Board (IEEE-CS SAB).
- d. Both the CC and SAC are under the direction of an Executive Committee (EXCOM), which is the governing, policy level body that provides overall governance and strategic planning for SISO.

Further details on the organizational structure of SISO and its activities are provided in the remainder of this document.

Product Development Process:

SISO uses a Product Development Process (shown in Figure 2 at a high level) to support the production of SISO standards and related products.



**Figure 2 - SISO Product Development Process**

Elections:

Elections are held on an annual basis for the EXCOM, CC, SAC and CF PRPs. These elections are conducted openly and according to the procedures described in section 11.

## **1 INTRODUCTION**

### **1.1 PURPOSE**

The purpose of this document is to provide the M&S community with Policies and Procedures concerning SISO and its operations. These policies and procedures are intended for use in creating, maintaining, and governing SISO and its respective activities.

### **1.2 SCOPE**

This document describes the organizational structure of the Simulation Interoperability Standards Organization (SISO) and the Policies and Procedures employed in carrying out its activities. SISO activities focus on the development of products and the exchange of information with the goal to promote the interoperability and reuse of distributed simulations.

### **1.3 OBJECTIVES**

The following are the primary objectives of this Policies and Procedures document:

- a. To define the organization structure, its responsibilities, and the election process of the general organization including committees, and forums.
- b. To describe activities in terms of processes and interactions as they relate to workshops, standards, and product development.
- c. To provide procedures that assist in the planning, conducting, and participation in workshops, product development, forums, and other related efforts. See section 8.3 and section 9.1 for additional information.
- d. To define configuration management, control processes, and management for both SISO products, and products being prepared for external national and international standards bodies. See section 9 and section 10 for additional information.

### **1.4 INTENDED AUDIENCE**

This document is intended for all members and groups of SISO. This document is intended to be a living document, to grow and change as the organization implements and improves upon the policies and procedures found within.

## 2 REFERENCES

### 2.1 SISO REFERENCES:

The following SISO documents shall be used, when applicable. When the following documents are superseded by an approved revision, the revision shall apply. A complete list of approved SISO products are available through the SISO web site at <http://www.sisostds.org/>. Some of these SISO references include:

	Document Number	Title
1	SISO-ADM-003	SISO Balloted Products Development and Support Process (BPDSP)
2	SISO-ADM-004	The SISO Vision
3	SISO-ADM-005	Policy for: The Style and Format of SISO Documents
4	SISO-ADM-017	IEEE-SA Sponsor Policies & Procedures for Standards Development
5	SISO-ADM-018	Policies and Procedures for Working Groups Formed Under the Standards Activity Committee

### 2.2 OTHER REFERENCES:

	Document Number	Title
4	-	Code of Professional Ethics for Simulationists <a href="http://www.sisostds.org/DigitalLibrary.aspx?Entryid=31247">http://www.sisostds.org/DigitalLibrary.aspx?Entryid=31247</a>
5	-	IEEE Code of Ethics <a href="http://www.ieee.org/portal/cms_docs/about/CoE_poster.pdf">http://www.ieee.org/portal/cms_docs/about/CoE_poster.pdf</a>
6	ISBN: 0-7382-0370-6	Robert's Rules of Order Newly Revised (10th Edition)

### **3 DEFINITIONS**

Definitions for this document are addressed by the list of acronyms and abbreviations in Section 4.

#### 4 ACRONYMS AND ABBREVIATIONS

BOD	Board of Directors
BPDSP	Balloted Products Development and Support Process
CC	Conference Committee of SISO
CF	Conference Forum
CS SAB	Computer Society Standards Activity Board
e-mail	electronic mail
EXCOM	Executive Committee of SISO
IEC	International Electrotechnical Commission
IEEE	Institute for of Electrical and Electronics Engineers
ISO	International Organization for Standardization
M&S	Modeling & Simulation
M&S CO	Modeling & Simulation Coordination Office
N	Number
NesCom	New Standards Committee
PAR	Project Authorization Request
P&P	Policies & Procedures - this document
PDG	Product Development Group
PN	Product Nomination
PRP	Planning and Review Panel
PSG	Product Support Group
SAB	Standards Activity Board
SAC	Standards Activity Committee of SISO
SG	Study Group
SSG	Standing Study Group
SISO	Simulation Interoperability Standards Organization
SISO-ADMIN	Simulation Interoperability Standards Organization – Administration Electronic Discussion Forum
SIW	Simulation Interoperability Workshop
TAD	Technical Area Director
TOR	Terms of Reference

## 5 GENERAL OPERATING PRINCIPLES FOR SISO

The organization and operation of SISO are governed by several high-level operating principles:

- a. Responsiveness and Responsibility - SISO shall be responsive to the communities it serves. SISO shall be responsible for providing products and services that promote interoperability and reuse with the least possible impact on existing applications.
- b. Quality - SISO activities and resulting products shall reflect technical excellence and the highest quality work.
- c. Discipline - SISO shall exercise due process in all activities. Policies and procedures shall be publicly available and shall serve as the basis for governing the organization and its activities. SISO standards development processes shall have a balance of interests and shall not be dominated by any single interest category.
- d. Fairness - SISO activities shall provide the right of appeal at all levels.
- e. Openness - SISO activities shall be carried out in an open forum where any person has access to the process.
- f. Consensus - SISO decisions shall be based on simple majority agreement unless explicitly stated otherwise. Votes and ballots can be conducted in person, by teleconference, or by electronic balloting, as appropriate.

## **6 SISO ORGANIZATION AND RESPONSIBILITIES**

### **6.1 SISO INCORPORATED**

SISO is registered in the State of Florida as a Not-For-Profit organization known as the "Simulation Interoperability Standards Organization, Inc." (SISO, Inc.). SISO Inc. is governed by the Articles of Incorporation and Corporate Bylaws and has corporate, legal, and fiscal responsibility for SISO operations. This non-profit corporation serves as the legal entity empowered to enter into contracts and other financial agreements as required to further the goals of SISO. SISO Inc. delegates the establishment of policy and procedures to the Executive Committee EXCOM and the management of SISO processes and activities to the EXCOM, Conference Committee (CC) and Standards Activity Committee (SAC). The SISO, Inc. Board of Directors (BOD) coordinates with the EXCOM to ensure that the overall goals of SISO are being met.

SISO, Inc. was established as a separate entity from the general organization and membership of SISO in recognition of legal restrictions placed on government employee participation in the business of private organizations. SISO, Inc. has established a process to invite elected members of the EXCOM, CC, and SAC who have verified their ability to serve with their organizational management to be members of SISO, Inc. in addition to their service on their committee. The membership of SISO, Inc. elects a Board of Directors to manage the corporate, legal, and fiscal business of SISO.

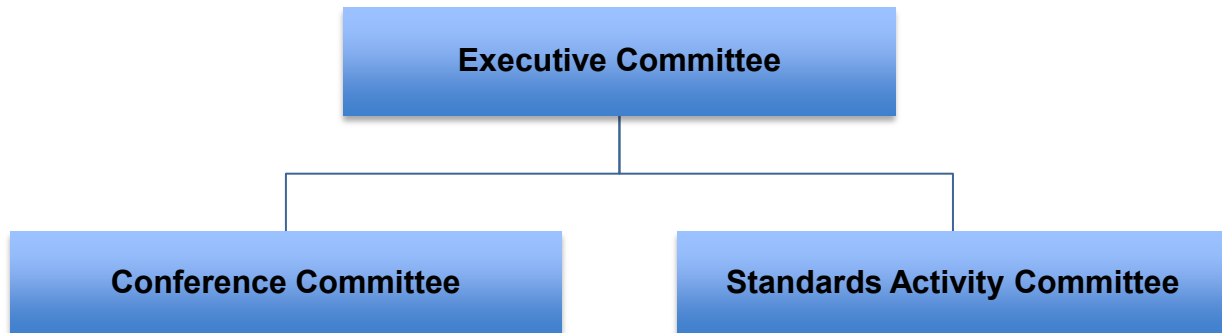
Since SISO's Incorporation in 1996 as a non-profit scientific/educational organization under Section 501(c)(3) of the US Internal Revenue Code, our fundamental operating model has been that our Simulation Interoperability Workshops (SIWs) should be self-supporting, based on income from registration fees, and that the infrastructure necessary for SISO's Standards Development Activities should be supported by contributions from SISO sponsors. The SISO Board of Directors has established two programs to allow organizations to sponsor SISO activities.

SISO's Corporate Sponsorship program provides a means for organizations (mainly for-profit corporations) to participate in SISO's activities and operations. Many SISO sponsors set up exhibit booths at SIWs, disseminating corporate information and demonstrating their products. In doing so, they maintain contact with key individuals and other organizations, many of whom have been involved in simulation interoperability activities through DIS and SISO for 20 years or more. Through these interactions, they can debate, discuss, and learn about new technologies and applications as well as relevant business opportunities. SIW participants include international members (currently representing over 20 countries other than the US, and about one-third of SISO's total membership). In addition to marketing opportunities and discounts on SISO fees, a corporate sponsor may partner with SISO to conduct a study or develop a product under the provisions of section 6.8.

The SISO Organizational Membership program was established in 2009 and is open to any organization, including those that do not normally engage in marketing or sponsorship activities: US and non-US governmental agencies, National Laboratories, Federally Funded Research and Development Centers (FFRDCs), University Affiliated Research Centers (UARCs), etc., as well as US and non-US corporations. Organizational membership includes all benefits of SISO sponsorship and allows the organization to purchase blocks of individual memberships and blocks of SIW registrations. Additionally, a SISO Organizational Member may partner with SISO to conduct a study or develop a product under the provisions of section 6.8.



## 6.2 SISO ORGANIZATION



**Figure 3 - SISO Organization**

The Simulation Interoperability Standards Organization (SISO) comprises three principal interacting committees: the Executive Committee (EXCOM), the Conference Committee (CC) and the Standards Activity Committee (SAC). Members of these committees are either elected by the membership of SISO or appointed by the committee chair to represent the SISO community.

The purpose of the EXCOM is to provide overall governance and strategic planning for SISO. The EXCOM serves as the policy level body of SISO with oversight of policy implementation and general processes used by SISO. The EXCOM has management responsibility for SISO.

The purpose of the CC is to promote broad-based M&S community education and technical exchange. The CC conducts continuing assessments of emerging technology with an emphasis on identifying products and approaches, which may serve as beneficial products (standards, practices, and guides) for various elements of the M&S community. This is accomplished through a number of Conference Forums (CFs) that meet periodically in a conventional conference format, currently the Simulation Interoperability Workshops (SIWs). Individual CFs are managed by Planning and Review Panels (PRPs) The CC oversees the activities of the CFs and organizes the major points that are identified during the Workshop.

The purpose of the SAC is to oversee and manage the development and support of products that have been proposed by the SISO community. This is accomplished through a number of Product Development Groups (PDGs) and Product Support Groups (PSGs), which operate as strongly focused, task-organized groups. The SAC oversees the activities of the groups and ensures timely development and support of quality products for the SISO community. The SAC is also a Sponsor of IEEE standards under the IEEE Computer Society Standards Activity Board (IEEE-CS SAB). When acting in its role of an IEEE Standards Sponsor, SISO-ADM-017, IEEE-SA Sponsor Policies and Procedures for Standards Development, shall take precedence over the policies and procedures identified in this document.

The CC and the SAC are responsible for:

- a. Assessing, integrating, and providing guidance to the activities under their direction.
- b. Assuring that all applicable procedures are followed by the respective forums/groups

under their direction.

- c. Coordinating the flow of information, product identification and development activities between the CFs, the broader SISO community, and the PDGs and PSGs.
- d. Overseeing the operation of SISO Study Groups (SGs).

The EXCOM may establish SGs to consider specific issues and to provide recommendations concerning proposed courses of action. Each SG shall provide specific Terms of Reference outlining the issues they are considering and the specific questions they are addressing. These Terms of Reference will designate the leadership and oversight of the SG, the form of the outputs expected, and the time schedule for the generation of these outputs.

Sections 6.4 through 6.6 further describe each principal committee of SISO.

### **6.3 SISO MEMBERSHIP**

Each person who registers for and attends a SIW shall be considered a member of SISO, effective as of the date of such registration. SISO membership shall automatically expire at the end of any calendar year in which a member fails to attend at least one SISO workshop, unless the member renews his or her membership by means of alternate procedures established by the SISO, Inc. Board of Directors. Membership maintained through continued workshop attendance shall require no membership fee beyond the workshop registration fees. Personnel may also join SISO through the payment of a fee to SISO, Inc.

Any member of SISO shall be eligible to seek election to any SISO office, except as limited by other provisions of this document, and to vote in any SISO election, provided that they meet the voter eligibility requirements set forth in section 11 for that election.

### **6.4 EXECUTIVE COMMITTEE (EXCOM)**

The EXCOM is the governing, policy level body of SISO with the following major areas of responsibility:

- a. Provides overall governance, strategic planning, policy, and oversight of policy implementation and general processes within SISO.
- b. Ensures SISO adheres to the general operating principles defined in section 5.
- c. Ensures the professionalism of the product development and support activities of SISO, and compliance with the formal product development processes.
- d. Ensures the relevance and usefulness of the meeting events of SISO, especially of the Simulation Interoperability Workshops.
- e. Provides oversight of SISO Study Groups.
- f. Ensures the sound management of SISO activities.

#### **6.4.1 MEMBERSHIP OF THE EXCOM**

The members of the EXCOM are elected by eligible voters of SISO in accordance with the procedures specified in section 11 of this document. Members of the EXCOM shall maintain membership in SISO through the entire term of their membership on the EXCOM in accordance with section 6.3. There are eleven elected members of the EXCOM, nine elected at large and the elected Chairs of the SAC and CC. The Chair of the EXCOM may, with the agreement of the majority of the other elected EXCOM members, appoint up to two additional SISO members to the EXCOM for a one-year term, should such appointment be considered in the best interest of

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SISO. Both elected and appointed members of the EXCOM are voting members.

The nine at-large members of the EXCOM are elected to three-year staggered terms with approximately one-third of these expiring each year.

In recognition of the United States Department of Defense's major interest and investments in simulations and its requirements for interoperability and broad commercial standards, a Modeling and Simulation Coordination Office (M&S CO) liaison serves as a non-voting member of the EXCOM. This liaison is typically a senior member of the M&S CO staff selected by the Director, M&S CO to represent M&S CO as needed.

SISO has also established a Technical Cooperation Agreement with the North Atlantic Treaty Organization Modeling and Simulation Group (NMSG). In recognition of the importance of this agreement, a liaison from the NMSG serves as a non-voting member of the EXCOM.

In the future, other entities that become major participants and supporters of SISO will be invited to provide a non-voting liaison to the EXCOM. These invitations will require a two-thirds majority vote of the EXCOM.

#### 6.4.2 OFFICERS OF THE EXCOM

The EXCOM elects from its membership a Chair, a Vice Chair, and a Secretary, each of who serve a term of one year commencing at the end of the Fall SIW. EXCOM officers are chosen within thirty days of the SAC and CC officer elections during each annual election cycle. Members eligible for office, and members eligible to vote, are those that will be on the EXCOM for the coming year.

The EXCOM Chair provides primary oversight of the EXCOM and the activities of SISO. The Chair plans and conducts EXCOM meetings and ensures the appointment of EXCOM members to any subcommittees formed under the EXCOM. The Vice Chair assists the Chair in obligatory activities and conducts meetings when the Chair is unable to attend or must excuse him/herself from chair activities. The Secretary serves as record keeper by taking and maintaining minutes of meetings, lists of action items, and rosters of attendees. The Secretary is also responsible for the maintenance of files that provide a history of EXCOM activities.

#### 6.4.3 RESPONSIBILITIES OF THE EXCOM

The EXCOM is responsible for reviewing and promulgating the SISO Vision Statement, which is formally reviewed and voted on by the EXCOM every five years, at a minimum. Within six months of each formal review, the EXCOM publishes a five-year strategic plan covering meetings and standards activities, as well as other special topics such as outreach. This strategic plan uses the SISO Vision Statement as a framework and guide for planning broad activities of SISO; it also emphasizes any special areas of the SISO Vision Statement (such as new important functional needs, areas of education and outreach) and provides guidance for on-going activities. Detailed aspects of this plan are implemented by the EXCOM and any other groups formed by the EXCOM for these specific purposes.

From a policy perspective, the EXCOM oversees the activities of SAC and its groups to ensure that high quality products are produced in a timely and responsive manner as needed by the broad modeling and simulation community. Likewise, the EXCOM oversees the activities of the CC and its various forums.

The EXCOM oversees the general election procedures of SISO to ensure a suitable number and distribution of qualified participants for each election, the fairness and integrity of the

process, and adherence to schedule. The EXCOM may create a sub-committee to carry out this function and report to the EXCOM at large.

The EXCOM oversees the recognition of SISO members for specific or continuing service to the community or organization.

## **6.5 CONFERENCE COMMITTEE (CC)**

The SISO CC is the workshop management body of the organization. Its major areas of responsibility include:

- a. Organizing and managing the Simulation Interoperability Workshops.
- b. Promoting the standardization of interoperable simulations across the M&S community.
- c. Supporting the SAC in the development of SISO products (Standards Products, Guidance Products, Reference Products, and Administrative Products) for various elements of the M&S community.
- d. Identifying new and improved methods for supporting simulation interoperability and promulgating them throughout SISO.
- e. Conducting educational activities regarding simulation interoperability and reuse across the broad-based M&S community.
- f. Providing oversight of SISO Study Groups as directed by the EXCOM.

### **6.5.1 MEMBERSHIP OF THE CONFERENCE COMMITTEE**

The members of the CC are elected by eligible voters of SISO in accordance with the procedures specified in section 11 of this document. Members of the CC shall maintain membership in SISO through the entire term of their membership on the CC in accordance with section 6.3. There are 11 elected members of the CC, 10 elected at-large, plus the elected Vice Chair of the SAC. The Chair of the CC may, with the approval of the other elected CC members, appoint up to two additional SISO members, should such appointment be considered in the best interest of SISO. Both elected and appointed members of the CC are voting members.

The ten at-large members are elected to two-year staggered terms, with approximately one-half of these terms expiring each year.

### **6.5.2 OFFICERS OF THE CONFERENCE COMMITTEE**

The CC elects from its membership a Chair, a Vice Chair, and a Secretary, each of who serves a term of one year commencing at the end of the Fall SIW. CC officers are chosen within thirty days of election during each annual election cycle. Members eligible for office, and members eligible to vote, are those that will be on the CC for the coming year.

The CC Chair serves ex officio on the EXCOM, and ensures that CC members are selected to oversee various CFs and other workshop activities and areas. The CC Chair also coordinates overall planning for each workshop and chairs the plenary session and wrap-up session of each Conference. The Vice Chair serves as an ex-officio member of the SAC in order to ensure proper communication between the CC and the SAC. Furthermore, the Vice Chair coordinates with the Support Staff and CF PRP Chairs to execute Conference activities. The Vice Chair is also responsible for conducting meetings when the Chair is unable to attend or must excuse him/herself from Chair activities. Finally, the Secretary is responsible for documenting the CC activities. This includes publication of meeting minutes, preparation of CC correspondence, and follow-up of major points brought forward by CFs. The Secretary is also responsible for the

maintenance of files that provide a history of CC activities.

### 6.5.3 RESPONSIBILITIES OF THE CONFERENCE COMMITTEE

The CC is responsible for planning and managing the Simulation Interoperability Workshops and related conference activities. Those activities include: inviting speakers, implementers, and product vendors; approving demonstrations and vendor booths; developing a SISO education program; and issuing a call for papers based on the current SISO vision document, current community priorities, and unresolved M&S interoperability issues, including potential SISO products. The CC directs the overall planning, preparation, publicity, paper selection, registration, scheduling, presentation, and follow-up process for each workshop.

The CC is also responsible for establishing new Conference Forums (given evidence of the necessary level of community interest), for monitoring and reviewing Forum activities during and between workshops, and for determining which Forums will be continued for each subsequent workshop. The CC is responsible for exercising authority over Conference Forum PRPs and for dissolving such PRPs when appropriate. The CC allocates meeting rooms and time blocks to Forums. The CC will establish a tentative schedule as part of its initial plan for each workshop, and then adjust this schedule as necessary after the final papers and presentations have been selected.

The CC may provide input to the SAC regarding Product Nominations, selection of appropriate individuals from constituent communities to serve on PDGs as drafters and assigned reviewers, and presentation of reports from the PDGs to relevant Forums to solicit feedback as standards products are developed. Each CC member oversees one or more Forums or other Conference activities, as determined by the CC.

The CC may identify and nominate to the EXCOM any member of SISO in recognition of specific or continuing service to the activities and groups under the purview of the CC.

## 6.6 STANDARDS ACTIVITY COMMITTEE (SAC)

The SAC is the product development and support body of SISO. It has the following major areas of responsibility:

- a. Provides overall management of product development and support.
- b. Promotes the standardization of technologies required to enable interoperable simulations for the M&S community.
- c. Ensures that products meet the intent of Product Nominations that they address.
- d. Ensures that developed products are viable for a majority of the SISO community.
- e. Provide oversight of SISO Study Groups as directed by the EXCOM.
- f. Oversee development and support of IEEE and ISO/IEC Standards.
- g. Oversee the Shared Public Specification program.

### 6.6.1 MEMBERSHIP OF THE STANDARDS ACTIVITY COMMITTEE

The members of the SAC are elected by eligible voters of SISO in accordance with the procedures specified in section 11 of this document. Members of the SAC shall maintain membership in SISO through the entire term of their membership on the SAC in accordance with section 6.3. There are eleven elected members of the SAC, ten elected at-large, plus the

elected Vice Chair of the CC. The Chair of the SAC may, with the approval of the other elected SAC members, appoint up to four additional SISO members should such appointment be considered in the best interest of SISO. The total number of SAC members, up to fifteen, is based on the number of Product Development Groups, Product Support Groups, Study Groups and liaisons with other Standards Development Organizations. All members of the SAC, elected and appointed, are voting members.

The ten at-large members are elected to two-year staggered terms with approximately one-half of these terms expiring each year.

#### 6.6.2 OFFICERS OF THE STANDARDS ACTIVITY COMMITTEE

The SAC elects from its membership a Chair, a Vice Chair, and a Secretary, each of who serves a term of one year commencing at the end of the Fall SIW. SAC officers are chosen within thirty days of election during each annual election cycle. Members eligible for office, and members eligible to vote are those that will be on the SAC for the coming year.

The SAC Chair serves ex officio on the EXCOM. The SAC Chair provides primary oversight over the SAC and product development and support. The SAC Chair ensures that SAC members are selected to oversee various Technical Areas and other standards related activities.

The Vice Chair serves as an ex-officio member of the Conference Committee for the coordination of Product Nominations and coordination for Product Development Group reports to Forums. The Vice Chair assists the Chair as required and conducts meetings when the Chair is unable to attend or must excuse him/herself from Chair activities.

The SAC Chair or Vice Chair serves on the IEEE-CS SAB. The SAC Chair will serve as liaison or appoint from the SISO membership a liaison to any international standards organizations with which SISO establishes a relationship.

The Secretary is responsible for the documentation of SAC activities. This includes publication of meeting minutes and maintaining lists of action items and rosters of attendees. The Secretary may also send out mailings of minutes, papers, and drafts to the committee. The Secretary is also responsible for the maintenance of files that provide a history of SAC activities.

#### 6.6.3 RESPONSIBILITIES OF THE STANDARDS ACTIVITY COMMITTEE

The SAC manages the product development process (described in section 9). The SAC establishes criteria for the review of Product Nominations and development of SISO products. The criteria are developed to reflect the SISO Vision Statement and Strategic Plan along with current community priorities and will be refined and reviewed at regular intervals.

The SAC is responsible for Product Nomination (PN) processing. For approved PNs, the SAC forms or expands PDGs to work on the approved project, assigns interim chairs for new PDGs, approves and manages development schedules for PDG products, tracks PDG progress and provides management where needed, exercises authority over PDGs and dissolves PDGs as required. The SAC approves all SISO products under their cognizance before their submission to the EXCOM.

In determining PDG membership, the SAC coordinates with the CC regarding the identification of appropriate individuals from constituent communities to serve on PDGs. The SAC also coordinates with the CC by reporting PDG progress to relevant Forums. This allows Forums to provide feedback as standardized products are developed.

The SAC also manages the product support process (described in section 9). Upon completion of a SISO product or a SISO sponsored product requiring long-term support, the SAC and the product developers will develop a PSG Terms of Reference to transition responsibility for the completed product(s). The SAC is responsible for exercising authority over PSGs. While the SAC will serve as the IEEE Interpretations Committee required by the IEEE for those SISO products balloted by the IEEE, the PSG(s) for these standards will conduct the analysis and prepare the interpretations for the SAC. The PSG offers continuity and a place for developers and users of the standards to (1) ask questions concerning the language used in the standard, the intention or result meant by a particular action; (2) request an explanation of the reasons behind what the standard says; (3) seek support; and (4) register change requests for subsequent versions of the product.

SAC members oversee one or more groups as determined by the SAC. SAC members are responsible for ensuring the groups meet the requirements of SISO-ADM-002 and its subordinate administrative products. SAC members are responsible for ensuring the quality of documents from groups that they oversee. Detailed checklists for performing this duty are found in SISO-ADM-010.

The SAC may identify and nominate to the EXCOM any member of SISO in recognition of specific or continuing service to the activities and groups under the purview of the SAC.

## **6.7 SISO STUDY GROUPS**

The EXCOM may establish Study Groups to consider specific issues and to provide recommendations concerning proposed courses of action. The SISO Study Group mechanism is intended to provide a wide range of flexibility. As examples, the study groups may be formed to define key terminology, recommend modifications to SISO processes, or generate a plan for (or an initial prototype of) a proposed SISO product. The EXCOM may also establish Standing Study Groups to represent a specific community or national group, to mature a potential standard, or potentially to provide support to open-source software.

Each Study Group shall operate under specific Terms of Reference that identify the issues they are being asked to consider and the specific questions they are being asked to address. These Terms of Reference will designate the leadership of the Study Group, the form of the outputs expected, and the time schedule for the generation of these outputs. Appendix B is a template for a Terms of Reference.

Normally, the life span of a Study Group will not exceed one or two workshop cycles. Depending on the time phasing of the Group's formation, a Study Group will ordinarily conduct an organizational session at one workshop and outbrief at the next workshop. A Standing Study Group may have an indefinite life span.

Study Groups may be initiated by request of the CC or the SAC, or directly by the EXCOM. In all cases, the following steps will occur:

- a. A Study Group leader will be appointed. This individual may be anyone within the SISO community. The appropriate committee(s) will work with the SG leader to flesh out the SG Terms of Reference (TOR) and to recruit additional members of the SG core team. The SG TOR will identify which of the CC, SAC, or EXCOM will provide oversight to the SG.

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- b. The TOR will be reviewed by the CC and SAC and passed on to the EXCOM for final review and approval.
- c. An open electronic discussion forum will be established for the use of the SG. An announcement will be posted to the SISO community so that other people interested in the SG's topic will have an opportunity to participate in their deliberations and comment on their outputs. SG documents may be posted in an appropriate area of the SISO Web site for community review and comments as they are developed.
- d. The committee having oversight responsibility will assign a member to keep the committee informed of the SG's progress. This committee will review the SG's outputs as they are completed, and will provide recommendations to the EXCOM regarding their disposition.
- e. Standing Study Groups will provide to the EXCOM through the committee having oversight responsibility an annual report describing their progress over the previous year and goals for the following year. The annual report will be due 1 September of each year for consideration during the Fall Simulation Interoperability Workshop.
- f. The EXCOM will consider the SG's outputs, along with the overseeing committee's recommendations, and determine what actions (if any) should be taken.
- g. Upon acceptance, the SG's report will be considered a SISO Reference Product and will be archived for future use by the SISO community.
- h. The committee having oversight responsibility of any study group may recommend, to the EXCOM, the dissolution of the study group under the following circumstances:
  - 1) Completion of the effort as outlined in the Terms of Reference
  - 2) SG or SSG determines it is unable to complete the proposed effort
  - 3) SG or SSG is not making adequate progress toward effort completion

## **6.8 SPONSORED ACTIVITIES AND PRODUCTS**

The Organizational Membership and Sponsorship Programs for SISO are a means for organizations and corporations to gain representation and benefits in partnership with the activities and operation of SISO. Organizational Members and Sponsors enjoy a number of benefits as determined periodically by the EXCOM and SISO Inc.

As a key benefit, an organizational member or sponsor may establish a partnership with SISO to conduct a study or develop a product. In recognition of the potential conflict between the organizational member's or sponsor's desires and the General Operating Principles of SISO listed in section 5, any sponsored activity will meet the following requirements:

- a. The Organizational Member(s) or Sponsor(s) will enter into a Memorandum of Agreement with SISO to define the objectives of the sponsored activity.
- b. The Organizational Members(s) or Sponsor(s) will identify a core group of personnel from their organization(s) who will join SISO and become active participants in the sponsored activity.
- c. The sponsored activity will be managed in accordance with this document and the Balloted Product Development and Support Process as appropriate.
- d. Participation in the sponsored activity will be open to all members of SISO.
- e. The Organizational Member's or Sponsor's relationship to the sponsored activity will be



fully disclosed in the TOR, PN, any activity announcements, and in any resulting products.

- f. All products produced by a sponsored activity will be published and copyrighted by SISO and will be available on the SISO Web Page.

## **6.9 SHARED PUBLIC SPECIFICATIONS**

The Shared Public Specification (SPS) program has been established by SISO as a means to allow SISO members, sponsors, and organizational members to contribute developed work they wish to make available to other SISO members, sponsors, and organizational members. An SPS must be a document such as an interface specification, XML schema, or data format, but may not be source code, executables, or databases. The submitter releases all rights to the SPS once posted, but also makes no commitment to the continued support for the specification nor to support any SISO standard derived from the SPS. The SAC has oversight over the SPS program and maintains specific guidelines and procedures.

## **6.10 APPEALS**

The general operating principle of fairness requires every member of SISO to have the right to appeal the actions of the SISO committees, panels, groups or their leadership. These appeals may be made at any time during the process of executing the activities of SISO. Persons who have directly and materially affected interests and who have been, or could reasonably be expected to be, adversely affected by the action, or by the lack of action in any part of the SISO processes, shall have the right to appeal provided:

- a. That technically based appeals, or technical elements of appeals, shall be resolved at the level of the cognizant product or study group; and
- b. That claims based solely on ethical considerations shall only be considered under the provisions of section 7 of this document; and
- c. That the action being appealed occurred within 30 days of the submission of the appeal.

If there is an issue of concern, all efforts to resolve the issue with the parties involved should be made before resorting to the appeals process. The appropriate SISO organizational element shall fully explain the appeals process and possible outcomes to all involved parties so that they can make an informed decision to whether or not an appeal is the best or only path to resolution of their concern(s). If the appeals process must be invoked, the party making the appeal should clearly state these items in writing:

- d. Decision or action being appealed.
- e. Why the decision or action is in question.
- f. What effect the decision has had on the appellant.
- g. What the appellant believes can be done to correct the matter.

The first level of appeal within SISO is the SISO Appeals Board. The SISO Appeals Board consists of the Vice Chair of the EXCOM (Appeals Board Chair), the Vice Chair of the CC, and the Vice Chair of the SAC. If any member of the Appeals Board is a party of an appeal, the Chair of the EXCOM shall appoint another member of the respective committee to serve on the Appeals Board for the specific appeal.

Upon receipt of an appeal, the board will determine if the appeal meets the criteria of this

section. If the appeal meets the criteria, the Appeals Board will determine the facts of the appeal and determine if the decision or action violates the SISO P&P or its subordinate administrative documents. The Appeals Board may, if it determines it necessary, request an interpretation of the SISO administrative document from the EXCOM Chair in accordance with section 12.4. Once the determination has been made, the Board Chair will provide the appellant and the party(ies) whose actions are being appealed a written Appeals Board Determination that includes the findings and directed resolution.

Either party in the appeal may choose to elevate the appeal to the second level of appeal. The decision to elevate an appeal to a higher level must be made in writing to the Appeals Board Chair within 15 working days from the date of the Appeals Board Determination. The notification of a decision to elevate the appeal should clearly state why the Appeals Board determination is in question.

The second level of appeal within SISO is either the SAC (for appeals related to SISO sponsored IEEE activities) or the EXCOM (for all other appeals). Upon receipt of a notification of a decision to elevate an appeal, the Appeals Board Chair will provide the appropriate Chair, i.e. SAC or EXCOM, with a copy of the original appeal, a copy of the Appeals Board Determination, and a copy of the notification of the decision to elevate the decision.

The committee hearing the second level of appeal shall review the information and make a determination if the Appeals Board Determination was in error. The SAC shall require an affirmative vote of two-thirds of the eligible SAC members to overturn the Appeals Board Determination. The SAC Vice Chair is not eligible to vote on an elevated appeal. The EXCOM shall require an affirmative vote of two thirds of the eligible EXCOM members to overturn the Appeals Board Determination. The EXCOM Vice Chair is not eligible to vote on an elevated appeal.

If the Appeals Board Determination is overturned, the committee hearing the second level of appeal shall identify an alternate resolution and the Committee Chair will provide the appellant and the party(ies) whose actions are being appealed a written determination of the appeal and the directed resolution.

The SAC shall be the final SISO level of appeal for PDGs working on IEEE Standards and PSGs supporting IEEE Standards. Additional appeals shall be to the IEEE as described in SISO-ADM-017, IEEE-SA Sponsor Policies and Procedures for Standards Development.

The EXCOM shall be the final SISO level of appeals for all other appeals.

No announcement of the determination and resolution of any appeal shall be made outside the parties of the appeal until the SISO appeals process is complete.

### **6.11 AMENDMENTS TO SISO POLICIES & PROCEDURES**

Specific policies and procedures set forth in this document, including the responsibilities of the various SISO Committees, may be modified by a three-quarters majority vote of the Committee or Committees affected by such modifications, subject to approval by a three-quarters majority vote of the EXCOM. In all cases, proposed changes are posted to the SISO community electronically on the SISO Web site and appropriate electronic discussion forums for a 30-day comment period before the final EXCOM vote.

## **6.12 TRAVEL & RE-IMBURSEMENT POLICY**

From time to time it may be necessary for EXCOM, CC and SAC members to travel to meetings on behalf of SISO. Permission to travel on behalf of SISO must be obtained from the SISO Inc. Board of Directors prior to leaving for the trip. If permission is granted, SISO, Inc. will reimburse the member for actual costs incurred for transportation, lodging, meals, and fees.

## **6.13 COMMITTEE MEETINGS**

The EXCOM, CC, and SAC shall meet at least six times a year. These meetings may be a mix of face-to-face or teleconference. The committees may establish regular meetings with regular agendas that require no further notice provided the schedule and regular agenda are publically posted. A committee chair may request an adjustment to the regular schedule if a majority of the committee members agree, a quorum can be obtained, and no member who cannot attend the meeting objects. Adjustments to regular schedules shall be publically announced on the committee's open electronic discussion forum. All meetings shall be open to attendance by any SISO member.

### **6.13.1 SPECIAL CALLED MEETINGS**

The EXCOM, CC, or SAC Chair may call special meetings to address specific business items. The meeting times and agendas shall be posted on the committee's open electronic discussion forum at least ten (10) working days in advance of the meeting. A committee chair may request a meeting be scheduled with less than ten (10) working days notice if a majority of the committee members agree, a quorum can be obtained, and no member who cannot attend the meeting objects.

### **6.13.2 EXECUTIVE SESSION**

The EXCOM, CC, or SAC may conduct meetings and discussions in executive session for issues or discussions that are inappropriate for public discussion (e.g. pre-decisional disciplinary actions). Minutes of executive sessions shall identify all actions taken in the session and shall be publically published on the committee open electronic discussion forum. Specific names and details of discussions may be withheld to protect the privacy of the members when appropriate.

### **6.13.3 QUORUM**

There shall be a quorum for conducting business at a meeting. A quorum is defined to be a majority of the voting members of EXCOM, CC, or SAC. If ex officio members of a committee are unable to attend a meeting, but delegate a substitute from their committee to attend the meeting, e.g. a member of the SAC attends an EXCOM meeting representing the SAC and SAC Chair, then the substitute attendee shall be counted toward quorum and shall have the voting rights of the ex officio member.

### **6.13.4 MEETING CONDUCT**

The Chairs of the SISO EXCOM, CC, and SAC shall conduct meetings in accordance with Robert's Rules of Order Newly Revised (10th Edition) except where the procedures of this document provide alternative requirements. Rules related to standing, recognition, and debate limits are waived to allow for a more collegial process and to support the use of teleconference, however, at any time in the meeting, the Chair may invoke any or all of these rules in order to control the meeting.

#### 6.13.5 ELECTRONIC VOTING

The Chairs of the SISO EXCOM, CC, and SAC may elect to conduct an electronic vote on any action before the committee using the electronic discussion forums available to the committee. When conducting an electronic vote, the Chair shall announce the action to be voted upon and establish a period of discussion on the action. Once the period of discussion is completed, the Chair will call for the electronic vote and announce the deadline for submitting the vote. An electronic vote is carried by a majority approval of the voting members of the committee unless the subject of the vote had different requirements in this document. The results of an electronic vote will be documented for the record and posted on the committee open electronic discussion forum.

## **7 MEMBERSHIP RESPONSIBILITIES AND DISCIPLINE**

### **7.1 ETHICAL CONDUCT**

SISO members shall be responsible for conducting themselves as ethical members of the modeling and simulation community. SISO adopted the Code of Professional Ethics for Simulationists on 20 Oct 2003 as a guide for the ethical behavior of SISO members. Additionally, recognizing the relationship between the IEEE and SISO, SISO adopted the IEEE Code of Ethics for all SISO activities on 9 Jul 2007. Both of these documents are available on the SISO Web Site.

### **7.2 CAUSE FOR EXPULSION, SUSPENSION, OR CENSURE**

A member of SISO may be expelled, suspended, or censured for cause. Cause shall mean conduct that is determined to constitute a material violation of the SISO Policies and Procedures or its subordinate documents. Cause shall also mean conduct that is seriously prejudicial to SISO. Both definitions of cause must be met for expulsion, suspension, or censure to be considered.

A member of SISO may be suspended or censured for failure to conduct themselves as ethical members of the modeling and simulation community as defined in section 7.1. Ethical conduct may be considered in addition to cause or separately under the processes below.

Only the EXCOM has the authority to expel, suspend, or censure a SISO member.

The EXCOM, at its discretion, may notify the membership of any expulsion, suspension, or censure. Any such notification shall include a statement of the circumstances surrounding such action. No person who has been expelled from membership and no member who has been suspended shall (during the period of the suspension) be allowed any of the rights or privileges of membership in SISO. Service on committees, panels and groups, at all levels, shall be denied to a person expelled or suspended (during the period of the suspension) from SISO. Access to SISO discussion groups shall be denied to a person expelled or suspended (during the period of the suspension) when possible.

Notwithstanding anything in these Policies and Procedures to the contrary, an affirmative vote of two-thirds of the EXCOM members present at the time of the vote, provided a quorum is present, shall be required to approve the readmission to membership of a former member (a) who has been expelled under the provisions of this section, or (b) who resigned after the EXCOM instituted proceedings against such member.

#### **7.2.1 MEMBER CONDUCT COMPLAINTS**

The EXCOM shall consider instituting proceedings looking toward the expulsion, suspension, or censure of a member upon receipt of a complaint in the form of an affidavit, notarized, and signed by any member in good standing of the SISO, which sets forth with reasonable specificity the alleged conduct of the member charged that is alleged to constitute cause for expulsion, suspension or censure. No conduct alleged to have occurred more than two years prior to the date on which the complaint is received shall be considered by the EXCOM except that with respect to alleged acts of plagiarism, the EXCOM shall consider only those complaints received within ten years of the alleged act of plagiarism. Such proceedings shall be instituted if

the EXCOM determines, after a preliminary investigation, that there is a reasonable basis for believing (1) that the facts alleged in the complaint, if proven, would constitute cause for expulsion, suspension, or censure of the member charged, and (2) that the facts alleged in the complaint can be proven. In making such preliminary investigation, the EXCOM may act on its own behalf or through ad hoc committees appointed by and under the direction of the Chair of the EXCOM. The EXCOM shall not be required to initiate an investigation unless the person(s) submitting a complaint agree in writing to attend any hearing instituted pursuant to this section so requested by the member charged or the EXCOM.

#### 7.2.2 MEMBER CONDUCT INVESTIGATION

Upon receipt of a member conduct complaint and after satisfaction of the requirements of section 7.2.1 above, the EXCOM Chair shall notify both parties of the complaint. The EXCOM chair shall appoint at least one member of the EXCOM, CC and SAC to a Member Conduct Investigation committee to conduct an investigation of the complaint. The committee shall be comprised of no fewer than three and no more than five members of the EXCOM, CC, or SAC. The EXCOM Chair shall appoint the committee chair to both lead the committee and to present the results of the investigation to a Hearing Board.

#### 7.2.3 HEARING BOARD

The EXCOM Chair, when requested by the member charged or the EXCOM, shall appoint a hearing board to hear each complaint when proceedings have been instituted by the EXCOM. Each hearing board shall consist of no fewer than five and no more than nine SISO voting members, none of who shall be currently serving on the EXCOM or served as a member of the conduct investigation team pertaining to the complaint. In addition, alternates for each hearing board shall be identified and appointed to serve in place of one or more hearing board members should such member(s) become disqualified after selection. The membership of the hearing board shall be approved by the EXCOM. Upon instituting any such proceeding, the EXCOM shall furnish the member charged with a copy of the complaint, shall give notice to such member of the time and place scheduled for hearing the complaint, and shall invite the member to present at such time a defense either in person, in writing, or by an authorized representative. The Chair of the Member Conduct Investigation committee, shall present the case against the member charged at the hearing. The board hearing the charges shall base its decisions only on testimony and other evidence presented at the hearing. The member charged or the member's authorized representative shall have an opportunity at such hearing to present testimony and other evidence and to confront the evidence supporting the complaint. A finding by the hearing board that the charged member's conduct constitutes cause, as set forth in section 7.2 of this document, shall require an affirmative vote of two-thirds of the members of the hearing board present at the time of the vote, provided a quorum is present. The hearing board shall document all findings and recommendations in writing and provide these to the EXCOM.

If the hearing board finds that the charged member's conduct constitutes cause, as set forth in section 7.2 of this document, the EXCOM shall review the finding(s) and determination(s) or recommendation(s) made by the hearing board. The complaint, all evidence submitted to the hearing board, and the written finding(s) and determination(s) or recommendation(s) of the hearing board shall be made available to the EXCOM members. The final action of the EXCOM shall be by recorded ballot at a meeting of the EXCOM. If the complaint was signed by an EXCOM member, such member shall not be eligible to vote. The determination of whether to expel, suspend, or censure a member charged shall be made by the EXCOM, on the basis of the severity of the wrongful conduct of the accused member, the extent to which SISO's interests were prejudiced as a result of such conduct, and other factors that the EXCOM considers relevant in the circumstances of the particular case. The EXCOM Chair shall notify

the member of the decision taken and, if the member is expelled, shall drop the member's name from the rolls of the SISO.

### **7.3 REMOVAL OF MEMBERS OR OFFICERS**

Any member of a SISO committee, SISO panel, or SISO group, including officers, may be removed from office or membership for conduct prejudicial to achieving the responsibilities of the committee, panel, or group. Allegation of such conduct may be reported to the committee having removal authority as defined below by any SISO member. The reported member shall be officially notified of the prejudicial conduct and removal action initiated if the member refuses to correct the conduct. Examples of conduct prejudicial to achieving responsibilities include but are not limited to:

- a. Failure to attend meetings
- b. Failure to fulfill assigned responsibilities
- c. Failure to follow SISO policies and procedures
- d. Direct violation of the IEEE Code of Ethics or the Code of Professional Ethics for Simulationists

#### **7.3.1 REMOVAL OF SISO COMMITTEE MEMBER**

Any member of the EXCOM, the CC, or the SAC may be removed from office by a two-thirds majority vote of the EXCOM. If the individual is an EXCOM member, that member shall excuse him/herself from the discussion and voting.

#### **7.3.2 REMOVAL OF PLANNING AND REVIEW PANEL MEMBER**

Any member of a CF PRP, including a Forum Chair, may be removed from office by a two-thirds majority vote of the CC.

#### **7.3.3 REMOVAL OF PRODUCT GROUP MEMBER**

Any member of a PDG or PSG, including the Chair, may be removed from office or membership by a two-thirds majority vote of the SAC.

#### **7.3.4 REMOVAL OF STUDY GROUP MEMBER**

Any member of a Study Group or Standing Study Group, including the Chair, may be removed from office or membership by a two-thirds majority vote of the committee(s) having oversight responsibility for that Group.

## 8 CONFERENCE ACTIVITY

The Conference Activity of SISO seeks to provide an environment for interchanging new ideas, concepts, and technology across the broad Modeling and Simulation (M&S) community; to disseminate these ideas; to educate M&S practitioners and sponsors regarding their implementation; and to support the development of products for use in various applications. The components of this environment are described in the subparagraphs that follow.

### 8.1 CONFERENCE FORUMS

The Conference Committee establishes Conference Forums (CFs) for the Simulation Interoperability Workshops and related conferences. The CFs provide an opportunity for members of the M&S community who share common interests in the use of M&S and/or are involved in similar functions in various organizations to exchange ideas, information, and technology. CFs also allow the M&S community to share “lessons learned,” and to identify areas where common standards and practices improve simulation interoperability and reuse.

The CC is responsible for the overall organization and administration of each Workshop or Conference. Each CF is organized and administered by a CF Planning and Review Panel (CF PRP), which is responsible for planning the activities of their Forum and for reviewing proposed papers and other presentations.

After each Workshop, the CC reviews the status of all existing Forums and determines whether to add, delete, combine, or divide Forums for subsequent Workshops. Proposed changes are discussed on electronic discussion forums associated with the affected Forums, and community input is sought before any final decisions are made. Whenever a new Forum is created, the CC circulates a call for volunteers and appoints an initial PRP from among these volunteers. This CF PRP serves until the next annual election. The CC may organize the CFs into Tracks in order to facilitate Workshop organization and minimize scheduling conflicts.

The CC may also create temporary “joint Forums” or “special Forums” to address urgent or late-breaking issues that do not fit clearly into the scope of the existing Forums.



Figure 4 - Conference Committee/Conference Forum Organization



## **8.2 THE CONFERENCE FORUM PLANNING AND REVIEW PANELS (CF PRPs)**

### **8.2.1 CONFERENCE FORUM PLANNING AND REVIEW PANEL MEMBERS**

The members of each CF PRP are elected by eligible voters of SISO, in accordance with the procedures specified in section 11 of this document. The CC establishes the size of each PRP (normally ranging from three to nine members) based on the nature and expected activity level of the Forum. Members of the CF PRP shall maintain membership in SISO through the entire term of their membership on the CF PRP.

### **8.2.2 OFFICERS OF THE PLANNING AND REVIEW PANELS**

The PRPs elect from their membership a Chair, a Vice Chair, and a Secretary, each of whom serves a term of one year commencing at the end of the Fall SIW. PRP officers are chosen within thirty days of election during each annual election cycle. Members eligible for office and members eligible to vote are those that will be on the PRP for the coming year. A single individual may perform the functions of the Vice Chair and Secretary if the PRP elects to do so, but each PRP must have at least a Chair and a Vice Chair/Secretary.

### **8.2.3 RESPONSIBILITIES OF THE CF PRP CHAIR**

The Chair of the CF PRP coordinates the overall planning for the Forum, including the following responsibilities:

- a. Active recruitment of presentations and papers on topics of interest to the Forum
- b. Feedback coordination from relevant PDGs
- c. Candidate recruitment for new PDGs
- d. Formulation of issues to be raised as Product Nominations to the SAC
- e. Establishing major goals and milestones for the Forum
- f. Ensuring adequate reviews of presentations and papers
- g. Chairing the Forum session(s)
- h. Reporting to the CC regarding the Forum's activities and recommendations at the Workshop wrap-up session.

If Interim Forum meetings are necessary, the Forum Chair ensures an agenda is developed and distributed along with a timely announcement regarding the time and place of the meeting.

### **8.2.4 RESPONSIBILITIES OF THE CF PRP VICE CHAIR**

The CF PRP Vice Chair assists the CF PRP Chair in the performance of the duties outlined in section 8.2.3, and he or she acts in place of the Chair when the chair is unable to be present. When a Chair is unable to continue serving as the Chair for any reason, the Vice Chair serves as Chair pending a special election to fill the vacancy.

### **8.2.5 RESPONSIBILITIES OF THE CF PRP SECRETARY**

The CF PRP Secretary assists the Chair and Vice Chair in the performance of their duties. He or she also ensures timely announcements are posted to all relevant SISO electronic discussion forums, and minutes regarding any PRP meeting or teleconference published.

### **8.2.6 RESPONSIBILITIES OF THE CF PRP MEMBERS**

Each CF PRP is responsible for developing a coherent plan of Forum activities at each Workshop and soliciting papers, presentations, demonstrations, panel discussions, and other

appropriate activities in support of the Forum's purposes and objectives, as indicated in the most recent call for papers. These plans are submitted to the CC for approval before a Call for Papers is issued. This normally occurs within a month of the end of the preceding Workshop, i.e., approximately five months in advance of the Workshop to which they apply.

In order to ensure an appropriate level of quality for all Forum activities, each Forum PRP member is expected to actively participate in the selection and final review of presentations and papers.

### **8.3 FORUM PLANNING AND REVIEW PROCESS**

The CF PRPs contribute to the quality of the SIW by actively soliciting abstracts for papers and presentations from appropriate sources. Submitted abstracts are made available to the CC and all CF PRPs as soon as they are received.

The following steps outline the normal Forum Planning and Review Process.

- a. After authors submit abstracts to specific CFs, the CC members may review submitted abstracts and recommend them for one or more related CFs for further review as possible candidates.
- b. The CF PRPs review all abstracts assigned to their Forums. They may access and read additional submitted abstracts, as well.
- c. All abstracts are classified using the following categories:
  - 1) outright rejection
  - 2) conditional acceptance based on suggested modifications
  - 3) tentative scheduling for presentation at one Forum
  - 4) tentative scheduling of multiple presentations at several Forums
  - 5) tentative scheduling for presentation at a joint Forum
- d. The PRPs read the final papers as they are received.
- e. The PRPs propose final agenda for their Forums and submit them to the CC for review, reconciliation, and approval.
- f. As part of the reconciliation process, the CC may reassign papers, or establish joint Forum sessions in order to balance the presentations.
- g. Approximately four weeks prior to the start of the Workshop, the CC publishes the final Workshop program, including the Forum agendas.

## 9 PRODUCT DEVELOPMENT ACTIVITY

The Product Development Activity of SISO seeks to provide an environment for the development of products to support the interoperability and reuse of distributed simulations. SISO products fall into four categories: Standards Products, Guidance Products, Reference Products, and Administrative Products. Each category is defined below:

- a. Standards Products are formally approved items that reflect consensus agreements on products, practices, or operations, as required, by simulation industry applications. SISO Standards are to be stable, well understood, technically competent, and have multiple independent interoperable implementations. In addition they should enjoy significant public support, and be recognizably useful in some or all parts of the simulation community. Compliance with a SISO Standard requires conformance with all of the “shalls” in the Standard.
- b. Guidance Products are items that can control the development, integration, and use of common reference data in some portion of the Modeling and Simulation community. Guidance Products are similar to Standards in that they describe SISO Best and Current Practices. A recommended development process is an example of a Guidance Product.
- c. Reference Products are sources of information that provide a passive input to models and simulations. Reference Products may also be an aid to research. Reference Products include reports prepared by Study Groups, data dictionaries, lexicons and the SIW Proceedings.
- d. Administrative Products are developed by SISO to guide the operations and practices of the organization. Administrative Products may also be the result of the operations of the organization. Examples of Administrative Products are the SISO Vision document and this SISO Policies and Procedures document.

SISO will also develop other tools and documents to support its activities. These are not considered SISO products because they are not submitted for a product approval process. These include the SISO web site, comment tracking tool, call for papers, and the Simulation Technology electronic magazine.

All SISO Products are developed according to the General Operating Principles for SISO listed in section 5. In addition to SISO’s General Operating Principles, SISO has identified two additional sets of principles: Technical Acceptance Principles and Standards Principles. Technical Acceptance Principles are to be applied to all SISO products and demonstrate the relevance, substance, and timeliness of the product to some portion of the M&S community. Standards Principles are applicable to SISO Standards and Guidance Products only.

### Technical Acceptance Principles:

- a. Relevant – SISO Products will be relevant to the Modeling and Simulation Community.
- b. Substantive – SISO Products shall provide meaningful information and/or results.
- c. Timely – SISO Products will be produced in an efficient manner to ensure that the product is useful to the community.
- d. Community Review & Acceptance – SISO Products will be reviewed by the technical community to which the product applies. This may be a narrow niche or the community broadly defined.

**Standards Principles:**

- a. Generality – Standards Products shall be as general as possible, while still maintaining usefulness, to support the broadest community of current and future users.
- b. Stability – Standards Products shall be established and changed only as necessary. They shall be prototyped and tested to demonstrate their maturity before being proposed for adoption.
- c. Supportability – Standards Products shall maintain the integrity of the existing product suite and the needs of the user.

Table 1 summarizes the principles that must be employed for each product category. Note that the table identifies the minimal set of principles to be satisfied relative to the development of different products. Employing principles in addition to the ones noted for each product category is beneficial and encouraged.

**Table 1 - Product Category Principles**

Product Category	General Operating Principles	Technical Acceptance Principles	Standards Principles	Balloted/ Unballoted	Product Category Example
Standards Product	X	X	X	Balloted	RPR FOM
Guidance Product	X	X	X	Balloted	Recommended development process
Reference Product	X	X		Unballoted	Lexicon, SIW Proceedings; Study Group Final Reports.
Administrative Product	X	X		Unballoted	SISO Policies and Procedures

**9.1 PRODUCT DEVELOPMENT PROCESS OVERVIEW**

SISO has defined two processes for the development of Products. Section 9.1.1 defines the process for Balloted Products. Standards and Guidance Products are Balloted Products. Reference Products and Administrative Products are developed using the less rigorous Unballoted Product process defined in section 9.1.2.

**9.1.1 BALLOTTED PRODUCTS DEVELOPMENT AND SUPPORT PROCESS**

SISO Balloted Products follow a six-step development and support process. The following sections describe the six-step process for Balloted Products. The SAC shall provide additional direction and guidance for balloted products in the *SISO Balloted Products Development and Support Process (BPDSP)* (SISO-ADM-003). Changes to the BPDSP require a two-thirds majority vote of the SAC.

**9.1.1.1 STEP 1: ACTIVITY APPROVAL**

After formal and/or informal groups have discussed ideas and consensus has been reached within the group, a decision is made to apply for formal SISO approval to begin product work.

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This initiates the SISO Balloted Product process. The proposed SISO Product may be based on work begun by an external organization. The group proposing the product develops a SISO Product Nomination (PN) and presents it to the SAC. The Product Nomination shall include, as a minimum, the following information:

- a. Product Nomination title
- b. Name(s) of proponent(s) and contact information
- c. Type of product to be produced, or product to be modified
- d. Identification of the community to which product applies
- e. Problem(s) and/or issue(s) that the proposed product addresses
- f. Indication of the maturity of proposed product - to include alternatives discussed, prototypes, impacts of product, impact of lack of product
- g. Planned compliance testing for items built using the Product (applies only to Standards Products)
- h. Schedule of product development milestones including reviews, reports, and ballot
- i. Candidate volunteers for the effort
- j. Suggested periodic review cycle once the product is approved

The role of the SAC with regard to the PN is to:

- a. Review the PN to determine if it includes required information and that it meets the SISO General Operating Principles, Technical Acceptance Principles, and Standards Principles as appropriate.
- b. Assess if there is adequate community support to produce a pool of volunteers to complete the product.
- c. Make suggestions to the proposing group to bring the PN into compliance with SISO Polices.
- d. Send to the EXCOM for approval once approved by SAC

The role of the EXCOM with regard to the PN is to:

- a. Review the PN to determine if the SAC properly reviewed the proposal.
- b. Review the PN to assess its impact on SISO including 501 (c) 3 status, business model, and support resources.
- c. Approve or disapprove the PN and return to the SAC for action

Additional direction and guidance for Step 1 is available in the *BPDSP* (SISO-ADM-003).

#### 9.1.1.2 STEP 2: PRODUCT DEVELOPMENT

After the PN is approved by the EXCOM, the SAC creates or assigns a Product Development Group to produce the Product(s). The SAC will assign a SAC member, called the Technical Area Director (TAD), to be the primary interface between the SAC and the PDG. The SAC calls

a kickoff meeting for the PDG and publishes the creation of the PDG to the overall SISO community via the SISO-ADMIN electronic discussion forum to encourage broad participation in the activity.

If the proposed product is either a revision to an existing IEEE standard or recommended practice, or the proposed product is intended as a new IEEE project, the SAC and PDG will develop a Project Authorization Request (PAR) and submit the PAR to IEEE. Upon approval of the project by the IEEE New Standards Committee (NesCom) the PDG assumes a dual role of an IEEE Working Group and is subject to the requirements of SISO-ADM-017, IEEE-SA Sponsor Policies and Procedures for Standards Development, which shall take precedence over the policies and procedures identified in this document. All members of the PDG will be identified as members of the IEEE Working Group.

During this step the PDG seeks a consensus in meeting the terms of the PN. The PDG shall follow any procedures established by the SAC. The SAC reviews the PDG's progress through regular reports from the TAD.

Additional direction and guidance for Step 2 is available in the *BPDSP* (SISO-ADM-003).

#### 9.1.1.3 STEP 3: PRODUCT BALLOTING

Once the PDG has completed Step 2, the PDG presents the status of the Product to the SAC for approval to begin balloting. The SAC can accept the Product for balloting or send it back for more work. If the Product is approved for balloting, the SAC issues a call to the SISO community via the SISO-ADMIN electronic discussion forum for members to join the balloting pool. The SAC conducts the balloting. The PDG resolves comments resulting from the ballot.

All SISO SAC-sponsored IEEE standards are balloted using established IEEE procedures.

Additional direction and guidance for Step 3 is available in the *BPDSP* (SISO-ADM-003).

##### 9.1.1.3.1 Balloting Group Balance

The PDG creates a balloting group from the balloting pool based on the following guidelines. The balloting group shall be balanced using three different criteria - representation, organization, and interest. Members of the balloting pool shall specify their primary representation, organization, and interest.

- a. The representation criterion has three categories: commercial, government, and academic. No representation category shall exceed 75% of the balloting group, and each category shall be a minimum of 10% of the balloting group.
- b. No organization shall exceed 25% of a representation category.
- c. The interest criterion has three categories: user, developer, general interest. No interest category shall exceed 50% of the balloting group.

The SAC shall approve the composition of the ballot group. If the SAC determines the membership of the ballot group is unsatisfactory (based on the stated criteria), it shall direct the PDG to solicit new members and/or re-categorize existing balloters to make the group acceptable. Balloters may not be dropped from the group to bring it into balance.

##### 9.1.1.3.2 Ballot Approval

The PDG shall review all comments received and publish a resolution. Product approval may require several rounds of balloting and comment review. Standards Products require a vote by 75% of the balloting group with a 75% approval. Guidance Products require a vote by 75% of

the balloting group with a 65% approval. When a Product meets the required approval rate it moves to step 4.

#### 9.1.1.4 STEP 4: PRODUCT APPROVAL

After the Product has been successfully balloted, the SAC determines whether the product and its development adhere to SISO principles for inclusion as a SISO product. As products are developed, documentation is prepared to provide a history of the process employed. Documentation produced from steps one, two and three, as well as the final product must be submitted to the SAC for approval. To assist the SAC in this determination, the PDG must demonstrate that the product satisfies the PN and that the product development process employed satisfies the SISO P&Ps and Balloted Products Development and Support Process. After the SAC review and approval the Product is submitted to the EXCOM for final approval.

All SISO SAC-sponsored IEEE standards are approved using established IEEE procedures.

Upon completion of any product, the PDG and SAC will develop a Terms of Reference for a Product Support Group (PSG).

Additional direction and guidance for Step 4 is available in the *BPDSP* (SISO-ADM-003).

#### 9.1.1.5 STEP 5: INTERPRETATION, DISTRIBUTION AND CONFIGURATION MANAGEMENT

The PSG takes responsibility of the product at Step 5. The overall responsibility for the support of SISO balloted products is assigned to the SAC with the support of PSGs established for each product. These PSGs will be responsible for interpretation of SISO balloted products. The SAC will serve as the IEEE Interpretations Committee required by the IEEE for those products balloted by the IEEE; however, the PSG for such standards will conduct the analysis and develop the interpretation for the SAC. The PSG offers continuity and a place for developers and users of the standards to (1) ask questions concerning the language used in the standard, the intention or result meant by a particular action; (2) request an explanation of the reasons behind what the standard says; (3) seek support; and (4) register change requests for subsequent versions of the product. SISO Balloted Products are distributed through the SISO Web Page maintained by the SISO support staff. Configuration Management is described in section 10.

Additional direction and guidance for Step 5 is available in the *BPDSP* (SISO-ADM-003).

#### 9.1.1.6 STEP 6: PERIODIC REVIEW

Periodically, the PSG will review each product. Products are reviewed to ensure that they have not become obsolete, redundant, or in conflict with other products, and that they continue to meet SISO requirements in terms of usefulness, relevance, and quality. The PSG will be responsible to make a recommendation to the SAC to reaffirm, revise, or withdraw the product. Each product should be reviewed every five years as a minimum. (Note that the authoring PDG may recommend a shorter review cycle to the SAC.)

Additional direction and guidance for Step 6 is available in the *BPDSP* (SISO-ADM-003).

#### 9.1.1.7 DOMINANCE WITHIN THE BALLOTTED PRODUCTS DEVELOPMENT AND SUPPORT PROCESS

SISO recognizes the potential for dominance of groups involved in the development of standards and guidance products under the sponsorship of SISO or other standards bodies with which we have formal agreements. The balloted product development process shall not be dominated by any single interest category, individual, or organization. Considering the relationship between SISO and the IEEE, SISO adopts the IEEE definition of domination for all SISO product activities:

*Dominance is normally defined as the exercise of authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Dominance can also be defined as the exercise of authority, leadership, or influence by reason of sufficient leverage, strength, or representation to hinder the progress of the product development activity. Such dominance is contrary to open and fair participation by all interested parties and is unacceptable. (Adapted from the IEEE-SA Standards Board Bylaws, Clause 5.2.1.3, Jan 2008)*

The SAC shall monitor all product development and product support group activities for any suggestion of dominance or attempts by an interest category, individual, or organization to dominate the development or support process. Any member of SISO, upon observing any attempts to dominate balloted product development or support, shall notify the cognizant SAC Technical Area Director or the SAC Chair.

Upon notification of a potential attempt to dominate balloted product development or support, the SAC Chair shall form a committee of SAC and/or other committee members to investigate the allegations. Once opened, there shall be no limitations placed on the scope of the investigation. The committee shall document its process, its findings and its recommendation(s) in an Administrative Report and submit the report to the SAC for approval and corrective action.

The SAC is authorized the following corrective actions:

- a. Reprimand individuals
- b. Reprimand groups
- c. Overturn decisions found to be dominated by any single interest category, individual, or organization
- d. Initiate actions under section 7 of this document
- e. Initiate actions to dissolve the group under section 9.2.2 of this document

#### 9.1.2 UNBALLOTTED PRODUCT DEVELOPMENT PROCESS

SISO Unballoted Products are developed using a less formal process than Balloted Products. Unballoted Products are reviewed and approved by the appropriate committee(s) (SAC, CC, or EXCOM) and then forwarded to the EXCOM for final approval.

##### 9.1.2.1 REFERENCE PRODUCTS

SISO Reference Products may be the result of a SISO Study Group, Standing Study Group, Product Support Group or other activity. The committee having oversight over the group or activity approves SISO Reference Products prior to submission to the EXCOM for SISO



approval. Approval and subsequent publication of a SISO Reference Product does not constitute SISO endorsement of either the findings or recommendations of the product. Products produced by third parties that meet the needs and Technical Acceptance Principles of the SISO community may also be accepted as Reference Products. When appropriate and required, the SAC will work with the producers to establish a Product Support Group to provide support to a SISO Reference Product. In such cases, the Product Support Group will use the procedures in the *BPDSP* to provide guidance for its operations.

#### 9.1.2.2 ADMINISTRATIVE PRODUCTS

SISO Administrative Products are developed by the EXCOM, SAC, or CC to manage and/or direct the operations of SISO. Administrative products are approved by EXCOM, except as otherwise specified in SISO procedures. For products intended to guide the management of operations, a committee may charter a subset of its members or another group to develop the Administrative Product. The group developing the product must do so in a reasonably open manner including at a minimum posting on the sponsoring committee's electronic discussion forum. Administrative Products affecting overall SISO operation shall be posted to general electronic discussion forums for comment; postings for more specific products (e.g., affecting only one committee) shall be posted to just the appropriate committee's electronic discussion forum. Once the sponsoring committee completes developing the product, it is sent to the EXCOM for approval. For emergent products resulting from on-going operations, e.g. guidance concerning relationships with an outside organization, or reports resulting from a specific appeal or investigation in accordance with SISO policy, a committee may charter a subset of its members or another group to address the issue raised. Once the chartered/tasked activity is completed, a report and/or product will be submitted to the tasking committee for approval. EXCOM review and/or approval will be obtained as required. While the resolution of a specific appeal or investigation may be announced, publishing of the complete administrative product requires EXCOM approval according to section 10.5 of this document.

### **9.2 PRODUCT DEVELOPMENT AND SUPPORT ROLES**

The product development and support process requires participation of the SISO community in the form of the EXCOM, SAC, PDGs, PSGs, Study Groups (SGs), Standing Study Group(s) (SSGs) and the CC. The role of these groups is defined below.

#### 9.2.1 EXCOM

The EXCOM has final approval of all PNs, TORs and completed products. Additionally, the EXCOM has final approval for forming or dissolving of PDGs, PSGs, SSGs and SGs. The EXCOM is primarily concerned with policy and with the products' impact on SISO as a whole and whether the products were developed in accordance with SISO's operating principles.

#### 9.2.2 SAC

The SAC provides guidance over the period of product development and product support. The main concern is that SISO Principles are followed and that the required documentation is generated during product development. Multiple reviews of progress are an essential part of this product development to develop consensus prior to balloting. The SAC may make a recommendation to the EXCOM to dissolve a group under the following conditions:

- a. Completion of the product as outlined in the PN or TOR
- b. Group fails to operate in accordance with the SISO General Operating Principles (listed

in section 5), this document, and the Balloted Product Development and Support Process

- c. Group determines it is unable to complete the proposed product or effort
- d. Group is not making adequate progress toward product or effort completion
- e. SAC identifies an overlap or conflict between two product development efforts. In this case the SAC will attempt to work with the groups to resolve the overlap or conflict prior to making a recommendation to dissolve one of the efforts.

A TAD is selected from the SAC membership to oversee each product activity. TADs are responsible for coordination and technical oversight of PDG/PSG activities, coordination with other TADs, for keeping the SAC apprised of group progress, and for ensuring the quality of the products from the groups they oversee. The TAD monitors PDG/PSG activities to determine if they meet SISO policy, product development requirements, and SAC directives. When necessary, the TAD is responsible for discussing with PDG/PSG officers or members issues related to SISO Policies and Procedures and the SISO Balloted Product Development and Support Process, and for documenting concerns about such issues to the SAC. When possible, the SAC will assign TADs to allow related products to be organized under a common SAC point of contact. The SAC will provide direction over the period of product development and support.

### 9.2.3 PDG

PDGs are formed as a result of approved Product Nominations to develop or modify Balloted Products. The PDG does the work required to create the Balloted Product(s) and resolve ballot comments. The PDG builds a product(s) based on consensus to meet the PN. The PDG may assume a dual role under another standards organization under an agreement between SISO and the other standards organization, e.g., IEEE. All PDG members shall maintain SISO membership.

### 9.2.4 PSG

PSGs are formed as a result of a completed product(s) and an approved Terms of Reference to provide support to the product(s). The PSG serves as a central point for interpretations of product language, providing help desk support to the SISO community, and accepting, developing, and maintaining problem/change reports to support future product revisions. All PSG members shall maintain SISO membership.

### 9.2.5 SG

SGs are formed in accordance with section 6.7 and may produce unballoted reference products and recommendations for SISO actions.

### 9.2.6 SSG

SSGs are formed in accordance with section 6.7 and may produce unballoted reference products, initial drafts of balloted products and recommendations for SISO actions.

### 9.2.7 CC

The CC may serve as a sponsoring committee for balloted or unballoted SISO products and develops the SIW proceedings. The CC may also serve as an overseeing committee for

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unballoted SISO products. The CC supports the balloted product process by identifying and encouraging participation in PDGs, PSGs, and SGs.

## **10 CONFIGURATION MANAGEMENT**

### **10.1 PRODUCT CONTROL**

Products developed to support SISO, and the products created during the balloted product development process, are maintained in the SISO Archives.

### **10.2 CHANGES TO SISO PRODUCTS**

Changes to unballoted SISO products require approval by the affected committees or organizations. Changes may take two forms: a minor change or a major change. Minor changes include corrections of typographical errors, minor table modifications, and other changes that are editorial in nature and do not change the scope of the product.

In the case of a minor change, changes should be forwarded to the affected SISO committee for consideration. The immediate creation of a new revision is not required, but the change will be considered during the next revision of the product.

A major change alters the scope or meaning of text in the product. The affected SISO committee or a group designated by the EXCOM will evaluate the recommended change and if required, prepare a revision of the product.

The responsibility for managing proposed changes to an approved balloted product is assigned to the PSG having cognizance over the balloted product. The PSG will manage a process to collect, evaluate, and refine proposed changes to the balloted product. Either during a periodic review, or at the discretion of the PSG, a Product Nomination will be generated which progresses through the same approval process as required for an original PN (detailed in section 9.1.1). A PSG may **not** change the existing product including making interpretations that change the meaning of the existing product.

### **10.3 DEVELOPMENT OF SUPPLEMENTS TO BALLOTTED SISO PRODUCTS**

Supplements are substantive additions to existing SISO products and may, in addition, contain minor typographical corrections. Since a supplement is an independent product, it is processed with a separate PN and balloted independently in accordance with the requirements of these procedures. The approved supplement to a SISO product is incorporated into the SISO product at the earliest full revision of the product. The existence of a supplement to a balloted product requires a recommendation for a product revision at the first scheduled periodic review. Supplements shall not be used to interpret or change the meaning of any portion of the basic product.

If the SISO product is older than two years, then only two supplements are to be approved before the product is revised or reaffirmed. A request for an exception to add more than two supplements may be made to the SAC and requires EXCOM approval. Supplements to SISO products are considered SISO products and can be changed according to the process defined in section 10.2.

#### **10.4 CURRENCY OF A SISO PRODUCT**

Five years from a balloted SISO product's publication date (or earlier if recommended by the Product Development Group), the Product Support Group reviews the product and generates and submits a recommendation to the SAC to reaffirm, revise, or withdraw the product.

- a. Reaffirm: The SISO Product continues to be useful and has value to the community. Proposed changes to the product either do not justify a full revision or support for a full revision does not exist.
- b. Revise: The SISO Product continues to be useful and has value to the community. Major proposed changes exist and/or significant minor changes exist to justify a full revision. Alternately, supplements to the product exist which require incorporation into the primary product. For either case there is interest and support for the revision.
- c. Withdraw: The SISO Product is no longer useful or has no value to the community.

The SAC will publish any recommendation related to currency of a SISO product to the SISO membership for a 30-day comment period. After this comment period, a recommendation for reaffirmation or revision will be reviewed, revised and approved by the SAC, then forwarded to the EXCOM for approval. For a recommendation to withdraw the product, the SAC will form an approved ballot group in accordance with SISO-ADM-003 to ballot the withdrawal. Any recommendation for withdrawal must be supported by a ballot of at least 75% approval, based on a 50% ballot return from an approved ballot group. A majority vote of the EXCOM is required to confirm a withdrawal. When a document is withdrawn, its supplements are also withdrawn.

#### **10.5 PUBLICATION OF SISO PRODUCTS**

Upon approval by the EXCOM, the SISO product may be published.

## 11 ELECTIONS AND VACANCIES

This section describes the election process and procedures for the EXCOM, CC, SAC and Forum PRPs.

This section describes the process and procedures for filling vacancies within the elected committees and panels.

All committee at-large member elections and all committee officer elections are conducted by secret ballot.

The composition of these committees is as follows:

**Table 2 - Committee Members**

<b>Committee</b>	<b>Members</b>	<b>Voting</b>	<b>Number of Members</b>
<b>EXCOM</b>	Elected	Yes	9
	Ex-officio	Yes	2 (SAC and CC Chairs)
	Appointed	Yes	2 (Appointed by EXCOM chair on recommendation of EXCOM)
	Ex-officio	No	Executive Director(s) (Hired by SISO, Inc.)
<b>CC</b>	Elected	Yes	10
	Ex-officio	Yes	1 (SAC Vice Chair)
	Appointed	Yes	2 Maximum (Appointed by CC chair on recommendation of CC)
	Ex-officio	No	Executive Director(s) (Hired by SISO, Inc.)
<b>SAC</b>	Elected	Yes	10
	Ex-officio	Yes	1 (CC Vice Chair)
	Appointed	Yes	4 Maximum (Appointed by SAC chair on recommendation of SAC)
	Ex-officio	No	Executive Director(s) (Hired by SISO, Inc.)
<b>Forum PRP</b>	Elected	Yes	3 to 9 [as established by the CC]

The EXCOM designates an Election Committee to oversee each election, as provided in section 11.3. The Election Committee selects from its membership an Election Manager.

## **11.1 COMMITTEE ELIGIBILITY**

### **11.1.1 LENGTH OF TERMS**

- a. EXCOM -The nine at-large EXCOM members are elected to three-year staggered terms, with approximately one-third of these terms expiring every year. The term of office for a EXCOM member expires at the end of the third Fall Simulation Interoperability Workshop following the election, not including the Workshop immediately following such election.
- b. CC - The ten at-large CC members are elected to two-year staggered terms, with approximately one-half of these terms expiring each year. The term of office for a CC member expires at the end of the second Fall Simulation Interoperability Workshop following the election, not including the Workshop immediately following such election.
- c. SAC - The ten at-large SAC members are elected to two-year staggered terms, with approximately one-half these terms expiring each year. The term of office for a SAC member expires at the end of the second Fall Simulation Interoperability Workshop following the election, not including the Workshop immediately following such election.
- d. Forum PRP - The three to nine at-large members of each Forum PRP are elected to one-year terms. The term of office for a PRP member expires at the end of the second Fall Simulation Interoperability Workshop following the panel member's election.

### **11.1.2 CONCURRENT COMMITTEE ASSIGNMENTS**

Except for positions specifically designated as "ex-officio," an individual may serve as a member of only one of the EXCOM, CC, and SAC committees at the same time. Elected EXCOM, CC, and SAC committee members may serve on any number of PRP or SAC groups, with the following exceptions: a SAC member may not serve concurrently as a PDG Chair, and a CC member may not serve concurrently as the Chair of a Forum PRP.

An individual may run for more than one committee in the same election; however, if the Election Committee, upon reviewing all votes cast, determines that a violation of the requirements of this section would occur, they shall contact the candidate(s) affected and require any such candidate to withdraw from as many committee elections as are required to satisfy these requirements. The votes for the remaining candidates will then be used to determine the results of the elections from which the affected candidate(s) has withdrawn.

### **11.1.3 TERM LIMITS**

An individual may serve no more than two consecutive terms on the same committee (EXCOM, CC, or SAC), after which that individual must wait one election cycle before serving on that committee again.

An individual whose second term on the EXCOM, CC, or SAC is expiring may stand for election to one of the other two committees (EXCOM, CC, or SAC). There are no restrictions on how long an individual member of a PRP may serve.

### **11.1.4 TIMING OF ELECTIONS**

Committee elections are conducted concurrently, beginning no later than the last day of April of each year.

### **11.1.5 SISO COMMITTEE AND FORUM PRP MEMBER RESIGNATIONS AND VACANCIES**

If an elected member of the EXCOM, CC, or SAC whose term of office is not expiring is elected to another committee such that a violation of the requirements of section 11.1.2 would occur,

that individual shall resign from the existing committee position that would create the conflict. The effective date of this resignation shall coincide with the member's assumption of the new office. The vacancy created by this resignation shall be filled by the unelected candidate for that office who received the highest number of votes in the current election. This member shall fill the unexpired portion of the resigning member's term. If the member serves at least half of the normal term of office for that position, the member shall be deemed to have served a full term for the purposes of section 11.1.3.

If a member of the EXCOM, CC, or SAC resigns or is removed, the Chair of the committee fills the vacancy with an EXCOM-approved appointment. If, after an election, a committee does not have enough existing and new members to fill its authorized membership, the Chair of the committee may fill the vacancy with an EXCOM-approved appointment.

PRP vacancies are filled by the PRP Chair with a CC-approved appointment.

A member who, by appointment to fill a vacancy, serves more than half of the normal term of office for that position shall be deemed to have served a full term for the purposes of section 11.1.3. A person who, through such an appointment, serves one-half or less of the normal term of office, and is subsequently elected to a full term to that office, shall not be precluded from seeking reelection for another term.

## **11.2 COMMITTEE OFFICER ELECTIONS**

- a. Within thirty days after each election, the CC, SAC and Forum PRPs each elect a Chair, Vice Chair, and Secretary. Members eligible for office and members eligible to vote are those that will be on the committee or panel the following year. The election of EXCOM officers is conducted within 30 days after the election of CC and SAC officers, in order for the CC and SAC chair-elects to participate in this election.
- b. The Chair and Vice Chair of each committee must be different individuals, and one may serve as Secretary if the committee so votes.
- c. The results of the CC and the SAC officer elections are confirmed by the EXCOM.
- d. The results of the PRP officer elections are confirmed by the CC.
- e. Only those Forum PRP members whose terms of office continue beyond the next Workshop are eligible to vote in election of Forum PRP officers for the subsequent Workshop, or to serve as candidates for such election.
- f. Only elected at-large members of a committee (EXCOM, CC, or SAC) may become an officer of the committee or participate in the election of the officers of that committee; however, the newly elected CC and SAC Chairs shall participate in the election of EXCOM officers. For this reason, the election of EXCOM officers shall not occur until the CC and SAC officer elections have been completed.

The terms of office for Committee Officers are as follows:

- a. The EXCOM, CC, and SAC Chairs, Vice Chairs and Secretaries serve for one year. Their terms of office begin at the close of the Fall SIW immediately following their election. The elected officers are designated as "Officer Elect" between the time the EXCOM, CC, and SAC committees hold their elections and the time they take office.
- b. The Forum PRP Chair, Vice Chair, and Secretary serve for one year. Forum PRP Officers are selected approximately nine months in advance of their first workshop. Through the close of the Fall SIW immediately following their election, the Forum PRP Officers are designated as "Officers Elect." Therefore, during the Fall SIW following the



election, each continuing Forum has a Chair and a Chair-elect – who may be the same person.

### **11.3 ELECTION COMMITTEE**

For each election, the EXCOM creates an Election Committee consisting of three to seven members within the SISO community. The Election Committee reports to the Chair of the EXCOM. The Election Committee must have diverse representation across the modeling and simulation domains. No Election Committee member may be a candidate for any position in the current election. For each election, if directed by the EXCOM, a SISO Executive Director shall serve as the Election Manager.

#### **11.3.1 RESPONSIBILITIES OF ELECTION COMMITTEE**

The Election Committee is responsible for ensuring that the election process is open, fair and effective. It also ensures that election announcements are made to the appropriate electronic discussion forums. The following notices are posted to the general SISO-ADMIN electronic discussion forum and to the specific electronic discussion forum for that committee if it has one:

- a. The opening and closing dates of self-nominations for each committee
- b. The opening and closing dates for election voting
- c. Reminder notices just prior to the opening and closing of voting for each election

The Election Committee:

- a. Verifies with the EXCOM the number (N) of positions to be elected for each committee in order to fill expired terms or other vacancies
- b. Verifies with the EXCOM the position description(s) for the position(s) open in the current election
- c. If required, selects an Election Manager and one or more assistants from among its members
- d. Makes available electronically, prior to nominations being closed, the list of nominees for each committee member election in order to permit individuals a final opportunity to add him/herself to the list of nominees
- e. Insures ballots are conducted privately
- f. Announces the results of the election
- g. Insures that sufficient nominees from the appropriate communities are found for the EXCOM, CC, and SAC committees. It can solicit individuals to nominate themselves for a committee, but it may not delete any self-nominees
- h. Actively solicits responses from persons who have not returned a ballot when conditions are not met by the end of the specified balloting time period

#### **11.3.2 DUTIES OF THE ELECTION MANAGER**

The Election Manager:

- a. Executes the specified sequence of announcements for each election
- b. Serves as the single point of contact for election problems

- c. Verifies all nominees are SISO members
- d. Makes available electronically, prior to nominations being closed, the list of nominees for committee member election in order to permit individuals a final opportunity to add him/herself to the list of nominees
- e. Maintains a database of the Ballot Group with e-mail addresses
- f. Verifies the election results by inspecting the records of the Web-based ballot processing system
- g. Notifies the Election Committee of the results

#### **11.4 NOMINATIONS**

All committee nominations are self-nominations. A cutoff date for acceptance of a self-nomination for a particular committee is established and announced by the EXCOM. Normally three weeks is allowed for the self-nomination process. A person nominating himself/herself provides a summary containing 300 words or less, which includes at a minimum:

- a. Why the person wants to serve in this position
- b. Simulation Communities the person represents (a maximum of three, in priority order)
- c. Relevant experience in the Modeling and Simulation domain
- d. Recent accomplishments in the Modeling and Simulation domain
- e. Current employer
- f. Additional pertinent information
- g. Commitment to meet the level of effort requirement

Self-nomination forms are completed on the SISO Elections Web Page. Interim and final nomination lists are published by the Election Manager on the SISO-ADMIN electronic discussion forum at intervals of 15 days, 5 days, and 2 days before the self-nomination period is closed. When the self-nomination period is complete, the Election Manager posts a final summary of the candidates for each office. Individuals who believe their self-nomination has erroneously been omitted should notify the Election Manager, who will research and correct the matter if appropriate.

#### **11.5 VOTING**

##### **11.5.1 ELIGIBLE VOTERS**

Voter eligibility is based on the following:

- a. Only SISO members are eligible voters.
- b. Eligible voters who do not have the capability to join a SISO electronic discussion forum and who have been identified to the support staff point of contact for elections are also eligible, and their votes shall be dealt with on a case-by-case basis by each election committee.

Eligible voters are notified by electronic mail when they may vote. They receive:

- a. A Password will be used to confirm their identity when accessing the Elections Web page.
- b. A list of the nominees for each election in which they are eligible to vote, the number to be voted upon, and any other necessary information about the voting.
- c. Instructions for voting via a Web page designed for that purpose.
- d. Instructions on what to do if they cannot access that Web page.

#### 11.5.2 VOTING PROCESS

Voting is accomplished by completing an electronic ballot using a Web page designed for that purpose. Authentication against the membership password is automatic when the Web page request to vote is selected.

Voting must be completed prior to the election deadline date, which is automatically enforced. Unless the instructions for a specific election explicitly state otherwise, votes for all elections must be cast in a single Web session. An e-mail receipt of the completed ballot is generated by the system based on the membership password and associated e-mail address, and the acknowledgment to each individual voter shows how the system recorded their votes. The Election Manager should be notified (a) if no receipt is received of the completed ballot, or (b) if the information recorded is incorrect.

#### 11.5.3 BALLOT PROCESSING

The Web-based ballot processing system automatically records all votes in the database allowing an audit of who voted, whom he or she voted for, and when he or she voted, for review by the Election Manager. The Election Manager shall review ballot records to resolve reports of ballots being incorrectly recorded. Except for investigation of such reports the secrecy of each ballot shall be maintained. The Election Manager shall present the results of each ballot to the Election Committee for review and endorsement, and shall provide the endorsed results to the appropriate certifying body, as described below.

#### 11.5.4 DETERMINATION OF OUTCOME

A rank ordered list by total vote count is created for each committee. The top *N* name(s) from the above list(s) constitutes the elected members of that committee.

*N* varies by election and must be specified before the election by the EXCOM.

In the case of tie votes, the EXCOM resolves the tie(s).

If it is an EXCOM election that is being resolved, any member involved in the tie is excluded from the tie-vote decision process.

The EXCOM, CC and SAC elections are certified by the EXCOM. The PRP elections are certified by the CC.

## **12 COMMUNICATIONS**

All Committee officers are encouraged to use appropriate SISO letterhead when corresponding on behalf of Committee activities.

### ***12.1 REFLECTORS FOR CONFERENCE FORUMS, GROUPS, AND COMMITTEES***

SISO maintains an e-mail reflector, also called electronic discussion forum, for each major activity (forum, PDG, or committee) for use by its members to post announcements and discuss activities.

### ***12.2 FORMAL INTERNAL COMMUNICATION***

If correspondence from the EXCOM, CC, SAC or between PDGs, PSGs and CFs involves issues or decisions that affect another committee or group, then a copy of the issue or decision is sent to the Chairs and Secretaries of all affected committees.

### ***12.3 EXTERNAL COMMUNICATION***

All inquiries relating to a formal SISO Committee are directed to the Chair. All replies to inquiries are made through the Chair of the committee.

### ***12.4 INTERPRETATIONS OF SISO DOCUMENTS***

All inquiries concerning the interpretations of SISO Administrative Documents are directed to the chair of the EXCOM. If the question of interpretation involves a SISO standard or guidance document, the question is to be directed to the SAC chair or the PSG chair for the specific document. Approval of interpretations will be made by EXCOM for all Administrative documents. Approval of interpretations of other documents will be made by EXCOM or by the SAC or CC as directed by EXCOM or this document.

### ***12.5 POLICY COMMUNICATIONS***

SISO Policy is the province of the EXCOM. Any questions on policy or proposals for new or modified policy are referred to that body for review, approval and dissemination. Changes to general policy will be announced immediately on the SISO-ADMIN electronic discussion forum and will be incorporated in the next release of this Policies and Procedures document in accordance with the guidelines in section 6.11.

### ***12.6 USE AND CONTROL OF MEMBER AND SUBSCRIBER INFORMATION***

SISO membership or subscriber lists may be used only in connection with normal SISO activities and may be used only for such purposes as are permitted under the Florida Not-For-Profit Corporation Law. They may not be used for electioneering in connection with any office within the SISO, or for political purposes, or for commercial promotion, except as explicitly authorized hereunder. Personal information provided to SISO, i.e. Address, Phone, E-Mail, may not be released to any individual or organization for purposes other than normal SISO activities.

Personal information provided to SISO in connection with elected committee, group, or panel activities may be published on the SISO Web Page or in SISO Proceedings. Personal information provided to SISO in connection with conference activities, e.g. identification of authorship, may be published on the SISO Web Page or in SISO Proceedings.

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Membership rosters or lists for Product Development Groups working on SISO-sponsored standards within national or international standards organizations identified in section 13 of this document may be provided by the Product Development Group Chair or the SAC to the standards organization as required by the standards organization agreement with SISO.

Any member may have his or her name removed from membership or subscriber lists provided in accordance with this section, upon notification addressed to the EXCOM Chair and the SISO Executive Director. Such removal of a name or personal information may result in the loss of membership or voting rights.

## **13 RELATIONSHIP WITH OTHER PROFESSIONAL ORGANIZATIONS**

SISO is an international standards organization that is responsive to the broad M&S community and develops standards and products using a range of options including other international standards organizations (such as the IEEE), and national standards organizations. When SISO products are developed, the SISO P&P will apply. When developing standards in cooperation with an international or national standards body, a relationship will be established and mutually agreeable policies and procedures will be worked out. Subject to EXCOM approval the SAC will identify and approve liaisons to other standards organizations.

SISO may form relationships with other professional organizations with which there are mutual interests regarding workshops or product development activities. "Informal" activities by SISO members with other professional organizations are encouraged. "Formal" activities representing SISO's interface with professional organizations shall be performed only with the knowledge and concurrence of the EXCOM. Any member of SISO may approach and coordinate with other organizations; however, only the EXCOM can obligate SISO to perform an action (e.g. posting on web sites or sending announcements via electronic discussion forum).

Any organization seeking a formal relationship with SISO should coordinate with the EXCOM chair. The EXCOM will discuss the proposed relationship and make a decision on how to proceed.

### **13.1 SAC AS AN IEEE SPONSOR**

The SAC is a Sponsor of IEEE standards under the Institute of Electrical and Electronics Engineers Computer Society Standards Activity Board (IEEE-CS SAB). For issues related to the development of IEEE standards, the SAC reports through the IEEE-CS SAB to the IEEE Standards Association (IEEE-SA). When the SAC is acting in its role as Sponsor, SISO-ADM-017, IEEE-SA Sponsor Policies and Procedures for Standards Development, takes precedence over this document and any other SISO administrative product. When a Product Development Group assumes the dual role as an IEEE Working Group, SISO-ADM-018, Policies and Procedures for Working Groups Formed Under the Standards Activity Committee, takes precedence over this document and any other SISO administrative product other than SISO-ADM-017.

## Appendix A – Terms of Reference Template

Header:

### **Simulation Interoperability Standards Organization (SISO)**

Terms of Reference (TOR) for the SISO (Product Support, Study or Standing Study) Group on:

#### **Title**

Body:

#### **1. Proponent Name(s) and Contact Information:**

Identify key proponents of the group. As a minimum, this listing will include the appointed group leader.

#### **2. Rationale:**

This paragraph will establish the rationale for the formation of the group and will identify any sponsorship by another SISO group, e.g. a conference forum.

#### **3. Tasks:**

Identify the specific tasks the group will address.

a. For SGs and SSGs, the following minimum tasks will be included.

- Establish recommendations for next steps for the topic within SISO.
- Provide support to other SISO Study Groups (SGs) and Product Development Groups (PDGs) (as related to the topic).
- Become and remain cognizant of other organizational efforts to research and address M&S (topic) standards and practices and make every possible effort to make contact with such organizations for the purpose of expressing interest in their efforts and findings, potential collaborations, and in sharing the findings of the efforts of this (\_\_\_\_) group.
- Provide to the SAC an annual report by 1 September detailing the progress and activities from the previous year and the goals for the following year.

b. For PSGs, the following minimum tasks will be included.

- Develop interpretations of the product text upon request.
- Maintain liaison with the (SISO groups).
- Identify, create, and maintain SISO reference products relating to the supported product. (if appropriate)

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- Maintain a Help Desk function using the group electronic discussion forum to answer questions and analyze and discuss potential revisions and new requirements.
- Establish and maintain a process to collect problem and change requests from users of the products supported by the group.
- Conduct periodic review of product(s) according to the BPDSP.
- Recommend formation of a PDG when one is needed.
- Become and remain cognizant of other organizational efforts to research and address M&S (topic) standards and practices and make every possible effort to make contact with such organizations for the purpose of expressing interest in their efforts and findings, potential collaborations, and in sharing the findings of the efforts of this (\_\_\_\_) group.
- Maintain a product file library.
- Provide to the SAC an annual report by 1 September detailing the progress and activities from the previous year and the goals for the following year.

**Products:**

Describe the expected products of the program.

- (SSGs and PSGs) Annual report on the activities of the group will be submitted to the committee having oversight responsibility by 1 September each year.

**Performance Period:**

Identify the performance period of the group. Performance period of an SSG may be indefinite. Performance period of PSG will be until the product is withdrawn