

SISO-TOR-016-2014

Terms of Reference for the Verification, Validation, and Accreditation/Acceptance Products Product Support Group

Version 1

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SISO-TOR-016-2014, Terms of Reference for the Verification, Validation, and Accreditation/Acceptance
Products Product Support Group

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Revision History

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Simulation Interoperability Standards Organization Terms of Reference for the Verification, Validation, and Accreditation/Acceptance Products Product Support Group

1. Proponent Name(s) and Contact Information

This section identifies the key proponents and members who have agreed to participate as members of the Verification, Validation, and Accreditation/Acceptance (VV&A) Products Product Support Group (PSG). All PSG members shall be Simulation Interoperability Standards Organization (SISO) members and shall maintain their SISO memberships annually.

Primary proponent(s):

#	Name	Organization	Email address
1.	Lehmann, Axel	Bundeswehr University Munich	axel.lehmann@unibw.de
2.	Youngblood, Simone	JHU/APL	simone.youngblood@jhuapl.edu

Additional members:

#	Name	Organization	Email address
1.	Adelantado, Martin	ONERA French Aerospace Lab	martin.adelantado@onera.fr
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3.	Igarza, Jean-Louis	Antycip	igarzaj@voila.fr
4.	Jonsson, Fredrik	SMART Lab, Swedish Defense Material Administration	fredrik.jonsson@smart-lab.se
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2. Rationale

Two separate PSGs that support and maintain products related to VV&A comprise the same general memberships:

- Verification Validation & Accreditation Overlay to Federation Development
- Generic Methodology for Verification and Validation of Models, Simulations, and Data (GM-VV)

These PSG are combining together to support existing and future VV&A related products better and to reduce the administrative burden on each group. The current products include:

- IEEE Std 1516.4TM-2007 IEEE Recommended Practice for Verification, Validation, and Accreditation of a Federation - an Overlay to the High Level Architecture Federation Development and Execution Process
- SISO-GUIDE-001.1-2012: Guide for Generic Methodology for Verification and Validation (GM-VV) to Support Acceptance of Models, Simulations, and Data, GM-VV Volume 1: Introduction and Overview
- SISO-GUIDE-001.2-2013: Guide for Generic Methodology for Verification and Validation (GM-VV) to Support Acceptance of Models, Simulations, and Data, GM-VV Volume 2: Implementation Guide

- SISO-REF-2013: Reference for Generic Methodology for Verification and Validation (GM-VV) to Support Acceptance of Models, Simulations, and Data,, GM-VV Vol. 3: Reference Manual

The PSG will operate as a focused task-organized group concentrating on the support of all approved VV&A products and potential future products. The PSG provides that support in accordance with SISO-ADM-002 and SISO-ADM-003 (including future updates to those and other administrative products).

Given that the products developed by the VV&A Overlay and GM-VV PSGs were produced through cooperation with standing NATO M&S Task Groups (MSG-054 and MSG-073, respectively), the VV&A PSG will continue to collaborate with NATO Task Groups that address VV&A-related issues.

The PSG offers continuity and a place for users of the products to:

- a. ask questions concerning the language used in the product, the intention or result meant by a particular action;
- b. request an explanation of the reasons behind what the product says;
- c. seek support; and
- d. register change requests for subsequent versions of the product.

The PSG serves as the central point for interpretations of product language, providing help desk support, and accepting, developing, and maintaining Problem Report/Change Requests (PCRs) to support future product revisions.

The PSG manages the process to collect, evaluate, and refine proposed changes to products. The PSG may not change an approved product and shall not make interpretations that change the meaning of an approved product.

3. Tasks

The PSG shall execute the following tasking:

1. Operate in accordance with all applicable SISO and IEEE administrative products.
2. Organize and elect a Chair, Vice-Chair, and Secretary. All PSG members shall be SISO members and shall register and maintain their affiliations with the PSG Secretary.
3. As much as possible, conduct PSG discussions and business utilizing the open electronic discussion forum established for the use of the PSG and teleconferencing to minimize the requirement for meeting space at Simulation Interoperability Workshops (SIWs). PSGs will conduct formal meetings on an as needed basis to address issues such as: the assessment of multiple change requests that cannot otherwise be resolved via the discussion forum or teleconferencing; formalizing the specific types of changes needed to update approved products; developing a Product Nomination (PN); and/or developing Study Group (SG) Terms of Reference (TOR) to establish a group to study a specific problem.
4. Take advantage of alternate meeting opportunities at SISO affiliates' symposia, conferences, and workshops in which PSG members also participate.
5. Track and maintain a listing of organizations that use approved VV&A products. Create success stories describing the use of VV&A products by those organizations and publicize on the SISO webpage.
6. Maintain a group folder in SISO's Digital Library that includes all historical files relevant to the group and to the product(s) supported by the group.

7. Maintain a help desk function using the group's electronic discussion forum to answer questions and discuss potential revisions and new requirements.
8. Establish and maintain a process to collect PCRs from users of VV&A products. Conduct analysis and refinement of submitted PCRs.
9. Develop interpretations of the product text upon request.
10. Identify, create, and maintain additional SISO reference products relating to VV&A products, as needed.
11. For SISO Products: Conduct periodic review and evaluation of published balloted VV&A products according to SISO-ADM-002 and SISO-ADM-003, produce recommendations, and provide to the Standards Activity Committee (SAC). Periodic reviews shall be conducted within five years of a balloted SISO Product's publication date.

For IEEE Products: IEEE Standards are subject to review, revise, and/or remove from active status conditions (as described in the current version of the IEEE-SA Standards Board Operations Manual) within ten years of IEEE-SA Standards Board (SASB) approval or reaffirmation. Every IEEE Standard shall be subject to transfer to inactive status by the IEEE-SASB at the end of the calendar year that is ten years past its approval / reaffirmation date by the IEEE-SASB (i.e., the standard will be labeled Inactive and reserved for historical reference).

12. Recommend formation of a PDG or SG when needed. Develop PNs, TORs, etc., and process through the SAC.
13. When operating in parallel with a PDG that is developing a revision to a VV&A product, forward refined PCRs to the PDG for use in revision development.
14. Become and remain cognizant of other organized efforts (both internal and external to SISO) that are addressing related/relevant standards and practices. Maintain liaison with those organizations for the purpose of expressing interest in their efforts and findings, potential collaborations, and in sharing the PSG's work.
15. Provide the SAC an annual report describing progress over the previous year and goals for the following year.

4. Products

Products resulting from the establishment and execution of the PSG shall include:

1. Kickoff and subsequent meeting minutes
2. VV&A product use success stories (as available)
3. Annual Report — due by 1 September each year
4. Final Report — due when all VV&A products are withdrawn
5. Periodic Review Recommendation – due at least 5 years from date of publication of SISO balloted products. IEEE balloted products have a 10 year lifespan. IEEE 1516.4 expires on 31 December 2018.

5. Performance Period

The PSG performance period will end when all VV&A products are withdrawn.