

Simulation Interoperability Standards Organization (SISO)

Ballot Group Balancing – Changing Representation Category

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Prepared by:

**Simulation Interoperability Standards Organization
Executive Committee**

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Balancing Ballot Groups – Changing Representation Category

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Revision History

Version	Section	Date	Description
SISO-ADM-003.1-2017	All		Initial version

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EXECUTIVE SUMMARY

In light of recently identified changes to representation in a ballot group that may have exceeded reasonable interpretation of guidance in the Balloted Products Development and Support Process (BPDSP), the Executive Committee (EXCOM) directed the Standards Activity Committee (SAC) to develop more specific, objective criteria for identifying and changing an individual's representation category. This document provides those criteria until they can be incorporated into the next update to the BPDSP.

1 INTRODUCTION

1.1 PURPOSE

The purpose of this document is to clarify criteria for identifying and changing an individual's representation category during the process of balancing balloting groups. This document provides those criteria until they can be incorporated into the next update to the BPDSP.

1.2 SCOPE

This document applies to the balancing of ballot groups for SISO balloted products as defined in the BPDSP.

1.3 OBJECTIVES

The objective of this document is to record specific, objective criteria for identifying and changing an individual's representation category.

1.4 INTENDED AUDIENCE

This document is intended for all members and groups developing balloted products within SISO.

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 When the following documents are superseded by an approved revision, the revision shall apply.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)

2.2 OTHER REFERENCES:

None

3 DEFINITIONS

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

4 ACRONYMS AND ABBREVIATIONS

BPDSP	Balloted Products Development and Support Process
EXCOM	Executive Committee
IPA	Intergovernmental Personnel Act
NPS	Naval Postgraduate School
PDG	Product Development Group
SAC	Standards Activity Committee
SETA	Scientific and Engineering Technical Assistance
SISO	Simulation Interoperability Standards Organization
TAD	Technical Area Director
UARC	University Affiliated Research Center

5 RECATEGORIZATION CRITERIA

Section 4.3.4.3, Phase Three–Balancing the Ballot Group, of the BPDSP states, “Representation: three categories exist for representation: commercial, government, and academic. No representation category shall exceed 75% of the ballot group and each category shall be a minimum of 10% of the ballot group. ... Representation is based on the employer or employment activities of an individual. A person working for a company on a government contract would usually be considered commercial. Similarly, an individual working for a college or university on a government grant or contract would generally be considered academic. These are only suggestions; it is up to the individual to determine the correct representation. An individual should direct any questions about the determination of representation to the SAC via the PDG’s TAD.”

The following general definitions apply to identifying the correct representation category for an individual:

- Commercial – employed by a commercial organization, self-employed, or unemployed
- Government – directly employed by a government organization
- Academic - employed by or a student at an academic institution; this includes academic institutions at all levels as well as part time, adjunct, and emeritus instructors and professors

The following table identifies the criteria for changing an individual’s representation category. All criteria apply at the time the ballot group is balanced. An individual’s representation category may not change once the ballot group has been declared balanced and the balloting commences. Government organizations often have more restrictive guidance for representation; individuals should follow their sponsor organization’s policy regarding affiliation. An individual categorized as government according to the table below may NOT change their categorization. These cells in the table are highlighted in yellow.

Table 1 – Categorization Criteria

From	To	Commercial	Government	Academic
Commercial			An individual on contract with a government organization (e.g. SETA support); AND the contract specifies government representation in standards development activities, OR is otherwise designated by the organization in writing.	An individual employed by a commercial employer is also pursuing an academic degree for which the standard activity is relevant to the degree, and the commercial employer does not support other participants in the standard activity.
Government		Not allowed.		Not allowed.
Academic		An individual employed by an academic institution is working on the standard as work for hire for a commercial organization	An individual is employed by a government through an agreement with an academic institution (e.g., a UARC employee holding an	

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		IPA position) or is designated by a government agency to represent the agency in standards development activities.	
		An individual is faculty / staff at a government academic institution, e.g. NPS.	