

## **NIEM Open PGB Planning**

### **Agenda:**

**Chet** 1. Call to Order and Welcome

**Chet** 2. Volunteer for Note Taking If no one volunteers, feel free to ask someone directly at least through the chair election. The meeting will run more smoothly if the Convener is not also trying to keep notes. Text logged in a community chat window may be used to supplement the minutes taken by the designated scribe.

**Chet** 3. Roll Call. The list of Voting Members present must be determined from the list of eligible voters. All members at the meeting should be listed in the minutes. If the group of attendees is small, consider having each give a brief intro to themselves. If the group is large, you may wish to skip that in favor of introductions by email later in order to save on time.

**Chet** 4. Nominations for Chair/Co-Chairs. Any nominations posted to the TC's mailing list are acknowledged, and the floor is opened for additional nominations.

**Chet** 5. Election of Chair or Co-Chairs Chairs may be elected by unanimous consent or by voice ballot. If the Convener is one of the candidates for Chair, an OASIS Staff member should run the election. Once the TC has a Chair or Co-Chair(s), the Convenor steps down and the meeting is handed over to the new Chair(s).

### **From here down newly elected Chair/Co-Chairs**

6. Welcome from OASIS Staff This is a short overview of the OASIS Technical Committee Process and IPR Policy. Can be skipped if the meeting is short on time or if members are already familiar with how work proceeds in OASIS.

7. Review of the TC Charter This is for informational purposes only; by joining the TC, the members accept the Charter as proposed and no further ratification is required nor can changes be made. It is sometimes useful, however, to provide an overview of the plans and deliverables.

#### **8. Discussion of Contributed Work – all NIEM artifacts**

If work is to be contributed, this brief discussion of how contribution works may be useful. Any contributions to be made at the first meeting can be made here.

9. Adoption of Standing Rules Standing Rules can be adopted at any time by a TC. If you know you have some to add on, they can be adopted here.

10. Assignment of Other Responsibilities The TC may choose to elect one or secretaries, editors, webmasters, or TC liaisons at its first meeting. The role of Secretary is a specific one in the online system and Secretaries can support chairs in roster maintenance, etc.

11. Creation of Subcommittees If the TC intends to establish Subcommittees from the start, the motions and votes to do so can be made here. **Vote on NBAC and NTAC TSCs/charters**

12. Confirmation of Ongoing Meeting Schedule Along with determining the frequency, date and time of meetings, it is helpful to determine who will be providing call-in numbers and whether any video-conferencing tools will also be used. All Members must be taken into consideration in the selection of mutually-convenient meeting times and tools. Some Technical Committees rotate calling times in an effort to foster global participation and ensure that no one group is more inconvenienced than another.

13. Any other business

14. Adjourn

**Due outs 06/26/2022:**

Chet

- Update Agenda
- Send roles and responsibilities for Chair/Co-chairs
- Example of Standing rules (ex. Attendance and voting rights)
- Virtual introduction between Kelly and Katherine
- Get Katherine/team invited to VSMI PGB Kickoff July 11<sup>th</sup>
- Send Katherine example PGB Operational Documents

Dee

- Send Katherine links to Recorded PGB meetings
- Research use of MS Teams for PGB meeting
- Make virtual introductions of new PGB members to Katherine

Katherine and team

- Schedule follow-up planning meeting
- Finalize NIEM October ESC meeting dates
- Decide on PGB kickoff meeting date
- Schedule dry run of PGB meeting to practice
- Engage new PGB members, invite to NBAC and final ESC meetings