

NIEMOpen Project Governing Board (PGB) MEETING MINUTES

Date/Time: 27 July 2023

Location: Virtual Meeting MS TEAMS

Chair: Ms. Katherine Escobar

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

Recorders:

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

1. Goal: The goal of the 27 July 2023 PGB meeting was:

- Inform members of updates to sponsors and PGB voting members
- Update status of ongoing transition activities
- Vote on motions concerning Amended NBAC TSC Governance Document (REV 2), NIEM 5.2 as OASIS Release, LearnPress Learning Management System, and EIN Presswire
- Update on software & hosting services
- Update on GTRI contract
- Discuss future business

2. A YouTube video of the PGB meeting is available at: <https://youtu.be/oXFbVMqtuDg>

3. List of Attendees:

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

17	Christina Medlin (Joint Staff J6, DSD/GTRI)	Guest
18	Tom Carlson (Joint Staff J6, DSD/GTRI)	Guest
19	Lavdjola Farrington (Joint Staff J6, MilOps Co-Chair)	Guest
20	April Mitchell	Guest

Quorum: 8 of 11 PGB Voting Members attended.

4. Agenda:

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

5. Decisions:

- **Motions**

Motions	Description	Vote	Notes
27 Jul 2023 PGB Agenda	Motion to approve agenda as presented	Approved, Unanimous consent	N/A
11 Apr 2023 DRAFT Minutes	Motion to approve 11 Apr 2023 PGB meeting minutes	Approved, Unanimous consent	N/A
NBAC TSC Governance Doc (REV 2) Amendments	Motion to approve amendments (REV 2) to NBAC TSC Governance document	Approved, Unanimous consent w/ comment	Add new language for procedure to contribute to OASIS via OASIS email once OASIS legal review complete
NIEM 5.2 Model as an OASIS Open Project Release	Motion to approve the NIEM 5.2 Model as an OASIS Open Project Release	Approved, Unanimous consent	<ul style="list-style-type: none"> The NIEM 5.2 Model as an OASIS Open Project Release - "Release," with respect to an OASIS Open Project, is a collection of links to resources within the project that enable the Project Governing Board to deliver software to users: https://www.oasis-popen.org/policies-guidelines/open-projects-process/#releases-and-group-releases 5.2 was contributed so no CLA issues to contend with LOE is small to submit as an OASIS Open Project Release Decision to proceed to PSD/PS/OS can be

			evaluated separately later
Procure LearnPress Learning Management System	Motion to approve the procurement of 1 license of the LearnPress LMS for an initial trial period of 1-year.	Approved, Unanimous consent	<p>Estimate: \$2,000 / per annum</p> <ul style="list-style-type: none"> • COTS software; 1-year license; does not include cost to produce content • Incorporate engagement to test user understanding of key concepts. • Provide certificate of completion; explore paid training model • IMPACT: Contribute IEPD/MEP for engagement and re-use, COTS service leverages built-in publicly accessible API for metadata
Procure EIN Presswire	Motion to approve the procurement of 1 license of EIN Presswire for an initial trial period of 1-year	Tabled, consider again after other hosting/software & supplemental services estimates complete	<p>Estimate: \$2,000 / per annum</p> <ul style="list-style-type: none"> • COTS software; 1-year license; does not include cost to produce content • Posts press-releases; NIEM milestones, etc to 50+ major news aggregator services • IMPACT: Increase awareness of NIEMOpen outside of existing

			community; promote to curated target audience
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- **Action Items:**

- Update cost estimates for software/hosting services procurements.
- Continue to develop OASIS-GTRI contract vehicle.
- Develop language describing process for making contributions using OASIS email. This action pending completion of OASIS legal review and implementation.

6. Discussion:

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

7. PGB Meetings:

- Next PGB Meeting: 26 October 2023
- CY 2024 Q1 - Q4 meeting dates:
 - 25 January 2024

- 25 April 2024
- 25 July 2024
- 30 October 2024

8. Attachments: niemopen-pgb@lists.oasis-open-projects.org | [Files](#)

- (FINAL) 27 July 2023 PGB Mtg Brief – Final-v16 7-27-23.pdf
- (APPROVED) NIEMOpen NBAC TSC Governance Doc (Rev 2) v7-7-27-2023.pdf

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

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