

NIEMOpen Project Governing Board (PGB) MEETING MINUTES

Date/Time: 25 January 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)
- Mr. Stephen Sullivan, (stephen.m.sullivan14.ctr@mail.mil)

1. Goal: The goal of the 25 January 2023 PGB meeting was:

- Inform members of updates to sponsors and PGB voting members
- Update status of ongoing transition activities
- Vote on motions concerning NIEM Charter, standing rules, artifact disposition proposals, and Domains as subcommittees
- Discuss future business

2. A YouTube video of the PGB meeting is available at:

<https://www.youtube.com/watch?v=GMSrQLTVPnE>

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 | Christina Bapst-Stump (DHS S&T) | PGB Voting Member |
| 4 | John Wandelt (GTRI) | PGB Voting Member |
| 5 | Duncan Sparrell (sFractal) | PGB Voting Member |
| 6 | Kamran Atri (A4SAFE/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 | Chet Ensign (OASIS) | OASIS OPEN Administrator |
| 10 | Kelly Cullinane | OASIS OPEN Administrator |
| 11 | Carol Geyer (OASIS) | OASIS OPEN Chief Development Officer |
| 12 | Stephen Sullivan (Joint Staff J6, DSD) | Meeting Recorder |
| 13 | Aubrey Beach (Joint Staff J6, DSD/BAH) | Meeting Recorder |
| 14 | Ryan Schultz (Joint Staff J6 DSD, Division Chief) | Guest |
| 15 | Mark Dotson (Joint Staff J6, DSD/GTRI) | Guest |
| 16 | Christina Medlin (Joint Staff J6, DSD/GTRI) | Guest |
| 17 | Tom Carlson (Joint Staff J6, DSD/GTRI) | Guest |
| 18 | Luke Johnson (DOT/HWSTB) | Guest |

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|-----------|--------------------------|-------|
| 19 | Jennifer Stathakis (FBI) | Guest |
| 20 | C.J. Lee (DHS OBIM) | Guest |

Quorum: 8 of 9 PGB Voting Members attended.

4. Agenda:

- Call to order
- Approval of Agenda
- Around-the-Horn _PGB Voting Members
- Approval of Meeting minutes from 20 October 2022
- Sponsor Update
- OASIS Staff/ NIEMOpen Administrator Comments
- NIEMOpen Transition Progress Update
- New Business- PGB Business for Consideration and Vote
 - Charter Amendment
 - Adoption of Standing Rules
 - Initial project Artifacts
 - Domains
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- Open Discussion
- Resources
- Next Meeting
- Other Business
- Questions
- Adjourn

5. Decisions:

- **Motions**

| Motions | Description | Vote | Notes |
|--|--|-----------------------------|--------------|
| 25 Jan 2023 PGB Meeting Agenda | Motion to Approve. | Approved, Unanimous Consent | |
| 20 October 2022 Meeting Minutes | Motion to Approve. | Approved, Unanimous Consent | |
| Charter Amendment | Motion to amend the NIEMOpen charter to read: <ul style="list-style-type: none"> • NIEM User Tools <ul style="list-style-type: none"> — Information Exchange Lifecycle Tools — ConTesA functionality — SSGT functionality | Approved, Unanimous Consent | |

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| | <ul style="list-style-type: none"> — Migration Tool functionality — NIEM API — MEP Builder Tool. | | |
| Adoption of Standing Rules | 1. Motion that NIEMOpen PGB Expert Voting Members from TSCs may be appointed by the TSCs on a rotating basis. | Approved, Unanimous Consent | Does not affect PGB quorum. |
| Adoption of Standing Rules | 2. Motion that TSC chairs are invited to attend PGB meetings in expert voting member or non-voting member status as appropriate. | Approved, Unanimous Consent | |
| Adoption of Standing Rules | 3. Motion that the PGB delegate TSCs the authority to approve TSC memberships in accordance with Open Project Rules with notification to the PGB. (as amended) | Approved, Unanimous Consent as Amended | PGB amended the original motion language proposed to reflect “the authority to approve TSC memberships”. |
| Adoption of Standing Rules | 4. Motion that the PGB delegate to each TSC the authority to request the creation of new repos, and the responsibility that each repo have one or more maintainers | Approved, Unanimous Consent | |
| Project Artifact Proposal | <p>Motion to concur with TSC’s approach for handling initial Project artifacts:</p> <ol style="list-style-type: none"> 1. NTAC will prepare the NIEM Conformance Targets Attribute Specification (CTAS) 3.0 for approval as a Project Specification (PS) 2. The TSC’s recognize that NIEM Version 5.2 was published under the existing niem.gov process. The TSC’s intend to accept the NIEM Version 5.2 artifacts as contributions to the NIEM Open Project 3. The TSC’s will develop and issue NIEM 6.0 Release under the new NIEM Open Project | Approved, Unanimous Consent | |
| Project Artifact Proposal | Motion that the PGB approve the Conformance Targets Attributes Specification (CTAS) as a Project | Approved, Unanimous Consent | |

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| | Specification Draft (PSD) of the NIEM Open Project. | | |
| Establish former NIEM Domains as NBAC TSC Subcommittees | Motion to concur with the NBAC TSC proposal to establish the former NIEM Domains as subcommittees under the NBAC TSC. | Approved, Unanimous Consent | |

- **Action Items:**

- The PGB Chair, Ms. Katherine Escobar, took an action item to request (for the PGB) that the Open Project (OP) Administrator run a *Special Majority Vote*¹ to approve the Conformance Targets Attribute Specification (CTAS) Project Specification Draft (PSD) as a Project Specification (PS) – in progress.

6. Discussion:

- The PGB Chair asked members to consider electing a Vice-Chair to the PGB. Members were asked to share their thoughts on this subject and offered the opportunity to nominate prospective candidates for the vice-chair position. Discussion/nominations via the PGB mailing list, 15 March 2023 suspense. Include **NIEMOpen PGB Vice-Chair** as the subject line of the post. The PGB will take up this subject again at its April 2023 meeting.
- The PGB Chair announced the next regularly scheduled PGB meeting - Tuesday, 11 April 2023, 2-4 PM EST, virtual using MS TEAMS.

¹OASIS Lightweight Rules: [13.4 Project Specifications](#). A PGB having at least Project Approval Minimum Membership may act to approve any Project Specification Draft as a Project Specification, by satisfying each of the following requirements:

- (a) Written notice of that nomination must be given by the PGB to all those involved with the Project and the Open Project Administrator at least fourteen days prior to initiating a ballot. The ballot must be conducted by a [Special Majority Vote](#) of the PGB. The approval decision is subject to the process, notice and transparency rules set forth in these rules and the content requirements noted below.
- (b) Any machine-executable instructions in a specific computer language (code) that are included in the Project Specification must be composed only of one or more Releases or Group Releases bearing Implementer-Class Licenses.
- (c) Any guidance, descriptions, processes, models for the behavior of a system or service, or other content that is not machine-executable, and is included in the Project Specification, must be composed only of contributions (which may include Releases or Group Releases) previously made to a Project Repository.
- (d) The proposed Project Specification will be subject to review and confirmation of conformance by the Open Project Administrator before the approval ballot is opened.

[13.5](#) Upon successful conclusion of the Special Majority Vote, the Open Project Administrator must give public written notice thereof, which constitutes approval, and thereafter will publish the Project Specification to the OASIS Library.

bd [“Special Majority Vote”](#) is a vote in which at least 2/3 (two thirds) of the eligible voters vote “yes” and no more than 1/4 (one fourth) of the eligible voters vote “no”. These numbers are based on the total number of eligible voters in the committee. Abstentions are not counted. For example, in a Technical Committee in which there are 30 Voting Members, at least 20 Voting Members must vote “yes” for a motion to pass; but if 8 or more vote “no” then the motion fails. All Special Majority Votes must be conducted via electronic ballot by the OASIS (OP) Administrator.

- The PGB Chair requested members submit agenda items via the PGB Mailing List for the 11 April 2023 PGB Meeting -15 March 2023 suspense. Include ***April PGB Agenda Topics*** as the subject line of the post.
- Lastly, members were asked to consider a standardized branding/logo to be utilized for the project. The options are:
 - NIEMOpen
 - NIEMOPEN
 - NIEM Open
 - NIEM OPEN
- The NTAC TSC supported the NIEMOpen option. The PGB will take up this subject again at its April 2023 meeting.

7. PGB Meetings:

- Next PGB Meeting: 11 April 2023, 2-4 PM EDT
- CY 2023 Q3 and Q4 meeting dates:
 - 27 July 2023
 - 26 October 2023

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

- 25 January 2023 PGB Meeting Briefing
- 20 October 2022 PGB Meeting Approved Minutes
- NIEMOpen Charter (25 Jan 2023 PGB approved revisions)

9. Minutes Approval: 25 January 2023 Meeting Minutes approve by PGB 11 April 2023.

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