Distributed Networked Battle Labs (DNBL)

Terms of Reference (TOR)

Edition 2.1

Edition 2.1

Distributed Networked Battle Labs (DNBL) Terms of Reference (TOR)

References:

a) AC/259-D(2009)0018 / NIAG-D(2009)0009, NIAG SG 141 – NIAG Contribution to Distributed Networked Battle Labs Project;

b) ACT Industry Day 2008 – Presentation of Distributed Networked Battle Labs Proposal; dated 01 October 2008;

c) ACT Industry Day 2009 – Presentation of Distributed Networked Battle Labs Framework; 08 October 2009;

d) NIAG-D(2010)-0009 NIAG SG 141 Final Report on DNBL;

e) DNBL Operating Model, edition 2.1, dated 3 April 2012;

f) DNBL portal User Terms of Use, edition 1.0, dated 10 January 2012;

g) DNBL portal Member Terms of Use, edition 1.0 dated 10 January 2012.

Introduction

The initial task to develop the DNBL Framework was given by HQ SACT through the DNBL Statement of Work (SOW) for the NC3A DNBL Phase 1 Project and the NATO Industrial Group (NIAG) SG 141 (Ref (a)):

"The use of Battle Laboratories in a distributed environment (DNBL) enables early and standardized collaborative testing and experimentation, which should lead to the improvement of operational efficiency and coherence for military capabilities being developed."

1. The Distributed Networked Battle Labs (DNBL) Framework was jointly developed by Headquarters Supreme Allied Commander Transformation (HQ SACT), the NATO C3 Agency (NC3A) and NIAG SG 141 (Ref (d)).The DNBL governance, composed of the DNBL Board of Directors, the DNBL Executive Board, the DNBL Advisory Board and the DNBL Technical Authority (TA) is established in a cooperative manner between NC3A, HQ SACT and the DNBL members as defined in the annexes for the different DNBL governance boards.

2. The DNBL Framework is a service model for efficient Experimentation, Test and Evaluation, (ET&E) for a wide range of DNBL users and members – the DNBL community – composed of NATO bodies, NATO and PfP nations, and their industry/academia. The Framework has also the potential to accommodate services in the field of Distributed Training and Exercises. The DNBL Framework is defined in the DNBL Operating Model (Ref (e)). The document defines the technical and operational environment required for successful operation and exploration of the DNBL Service Model.

3. The User Terms-of-Use (UToU) (Ref (f)) and the Member Terms-of-Use (MToU) (Ref (g)) define the rules and regulations to access the collaborative platform (the DNBL portal) and the services offered to and by the DNBL members in the DNBL Service Catalogue.

DNBL Terms of Reference

The DNBL TOR as outlined herein describe the DNBL overall strategic governance.

1. The strategic lead of the framework rests with the DNBL Board of Directors. The Board is responsible for the vision of the entire framework but delegates its authority to the DNBL Executive Board to provide management oversight; whereas the daily operation and interface with DNBL members and users is the responsibility of the NC3A representatives of the Executive Board and the Technical Authority.

   1.1. As part of its oversight responsibility the Executive Board is responsible for the management decisions for improved ET&E capabilities in the DNBL environment.

   1.2. The Advisory Board provides advice on the services strategy and the community feedback on the framework based on their subject matter expertise.

   1.3. The DNBL Technical Authority is the supporting element for the Executive Board and Advisory Board and is providing management support and quality control for the DNBL services.

   The structure of the DNBL governance is shown in Annex A of this document. The representatives for the DNBL Executive Board and the DNBL Advisory Board from senior boards, NATO civil and military bodies and the NATO nations and partners are defined in the corresponding annexes.

2. TOR for the DNBL Board of Directors (Annex B), DNBL Executive Board (Annex C) and the DNBL Advisory Board (Annex D) describe the mission, responsibilities, composition, method of work and reporting requirements for the these bodies.

3. TOR for the DNBL Technical Authority (Annex E) define the tasking the responsibilities of the Technical Authority, the method of work and the support/reporting requirements to the DNBL Executive and the DNBL Advisory Board.

4. The following executive management functions are vested in the NC3A representatives of the Executive Board and the Technical Authority at the appropriate levels:

   4.1 Provision of leadership in coordinating and conducting day-to-day functioning of the DNBL Framework, including representing DNBL in the interface and managing of relations with DNBL members and users.
   4.2 Provision of resolution of issues and discrepancies raised by DNBL Members which cannot be resolved otherwise.

Annexes:

Annex A: DNBL Structure
Annex B: TOR for DNBL Board of Directors
Annex C: TOR for DNBL Executive Board
Annex D: TOR for DNBL Advisory Board
Annex E: TOR for DNBL Technical Authority

For the Headquarters Supreme
Allied Commander Transformation

VADM Carol Pottenger
Deputy Chief of Staff
Capabilities Development

Date: 4 June 2012
Norfolk VA, United States

For the NATO Consultation,
Command and Control Agency
(NC3A)

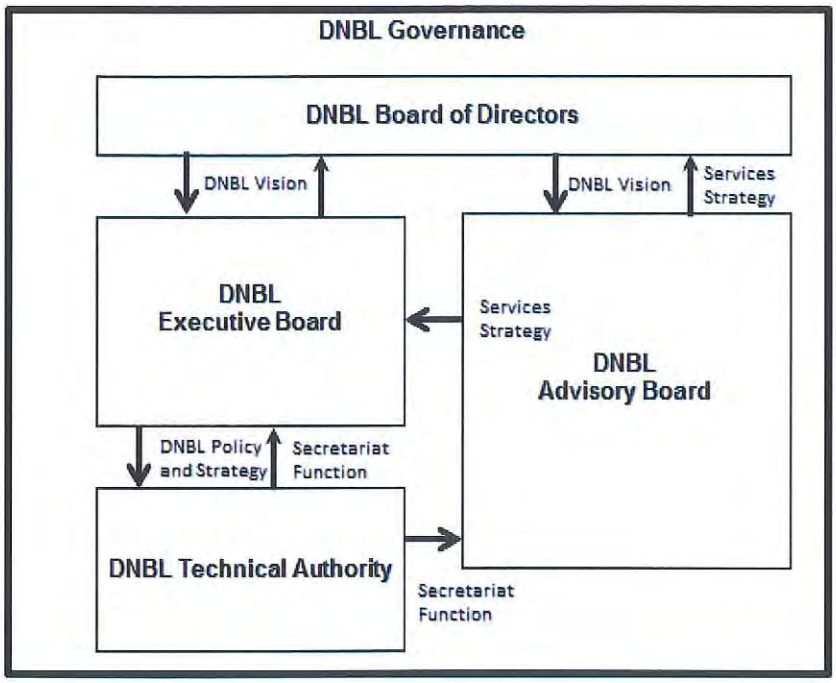
Georges D'hollander
General Manager
NC3A

Date: 4/06/12.
Brussels, Belgium

Annex A

DNBL Structure

The structure of the DNBL Governance is shown in the following figure.



DNBL Governance Structure

Annex B

TOR for DNBL Board of Directors

Mission

The DNBL Board of Directors is the senior management entity within the DNBL Framework which provides oversight and direction for coherent, coordinated and synchronized implementation of the DNBL vision. The Board of Directors is constituted for decision making at the strategic and political level. The Board of Directors provides its decisions to the DNBL Executive Board for implementation.

Responsibilities

The DNBL Board of Directors has the responsibility to:

1. Oversee the development and implementation of the strategic plans, broad policies and objectives for the Framework.
2. Ensure the availability of adequate resources for the DNBL Framework. DNBL Board of Directors decides on the adequate business model for DNBL Framework.
3. Present the DNBL Framework externally and provides liaison with other NATO, national and international organizations and bodies at the senior political and military level.

Composition

1. Members of the DNBL Board of Directors are:
   1.1. HQ SACT DCOS Capability Development
   1.2. NC3A General Manager.

Method of work

1. The DNBL Board of Directors will:
   1.1. Make decisions based on consensus.
   1.2. Meet upon request.
   1.3. Receive staff support from the DNBL Executive Board and DNBL Technical Authority.
   1.4. Communicate decisions to the DNBL Executive Board.
   1.5. Keep records of its proceedings.
2. The work of the DNBL Board of Directors will be supported by the DNBL Executive Board through End of Year report.

Reporting

The Board of Directors will annually report on DNBL activities.

Annex C

TOR for DNBL Executive Board

Mission

The DNBL Executive Board is the senior management entity within the DNBL Framework responsible for implementation of policies and strategies accordingly to the strategic view of the DNBL Board of Directors. This entity provides oversight and direction for coherent, coordinated and synchronized implementation of the DNBL strategy. The DNBL Executive Board is constituted for consultation at the operational level, as well as for the management decisions for the DNBL Framework [ref. e].

Composition

1. The DNBL Executive Board is chaired by NC3A Director of Resources. HQ SACT ACOS CAPDEV CAPENG co-chairs in the responsibilities as defined below.
2. Regular meetings shall be held at least twice a year. Shortly after the DNBL Advisory Board meetings the board will receive and discuss the status reports of the DNBL Advisory Board and the DNBL Technical Authority.

Responsibilities

The DNBL Executive Board:

1. Implements a strategic plan, broad policies and objectives in line with the DNBL Board of Directors vision and decisions.
2. Ensures availability of adequate resources for the DNBL Technical Authority.
3. Ensures the maintenance and regular review of the DNBL policies.
4. Develops the DNBL Service Strategy for the DNBL Framework portfolio.
5. Liaises with other NATO, national and international organizations and bodies at the equivalent political and military level.
6. Oversees the DNBL Technical Authority work.

Method of work

1. The DNBL Executive Board will:
   1.1. Make decisions based on consensus.
   1.2. Meet at least once a year.
   1.3. Draw staff support from the DNBL Technical Authority.
   1.4. Circulate information among the members of the DNBL Executive Board.
   1.5. Keep records of its proceedings.
2. The work of the DNBL Executive Board business will be supported by the DNBL portal, a collaborative workspace where records of proceedings and other DNBL Executive Board related documentation will be published. Whenever possible, the DNBL Executive Board will make use of VMRs, the DNBL Portal and other forms of virtual meeting.
3. The DNBL Technical Authority will act as a secretary function for the Executive Board.

Reporting

The HQ SACT co-chair shall provide a status report of DNBL activities to the nations as part of the HQ SACT annual report on the program of work.

Status and TOR review

These TOR shall be approved by HQ SACT and NC3A senior management and reviewed as appropriate.

Annex D

TOR for DNBL Advisory Board

Mission

The DNBL Advisory Board is the DNBL community interface which collects feedback on DNBL implementation and activities, and provides advice on the DNBL strategy to the DNBL Executive Board.
This repository of expertise is composed of DNBL service providers and service subscribers.

Responsibilities

The DNBL Advisory Board advises on:
1. Community feedback on the DNBL Framework.
2. The development of the DNBL Service Strategy.
3. DNBL policies, directives and standards.
4. Liaison with industry and academia on matters pertaining to DNBL.

Composition

1. The Chairman of the DNBL Advisory Board is the NIAG Chairman.
2. Members of the DNBL Advisory Board are:
   2.1. HQ SACT
   2.2. NC3A
   2.3. SHAPE J5/J7 on invitation
   2.4. NATO nations representatives on invitation coming from the Conference of National Armaments Directors (CNAD) and NC3 Board.
   2.5. NIAG Chairman and industry representatives as required by NIAG Chairman.
   2.6. DNBL members from PfP industry and from academia on invitation

Method of work

1. The DNBL Advisory Board will:
   1.1. Provide advisory opinions based on consensus.
   1.2. Meet at least once a year – prior to the meeting of the Executive Board.
   1.3. Receive staff support from the DNBL Technical Authority.
   1.4. Circulate information among the members.
   1.5. Keep records of its proceedings.

2. The work of the DNBL Advisory Board business will be supported by a collaborative workspace on the DNBL portal where records of proceedings and other DNBL Advisory Board related documentation is published. Whenever possible, the DNBL Advisory Board will make use of VTC and other forms of virtual meeting.

3. The DNBL Technical Authority will act as secretary function for Advisory Board meetings.

4. All cost related to the participation and/or contribution to the DNBL Advisory Board (e.g. travel, per diem) has to be borne by the sending party.

Reporting

The Chairman shall forward the advice on the DNBL Service Strategy and the feedback on the DNBL Framework in the form of the report to the DNBL Executive Board.

Status and TOR review

These TOR shall be approved by HQ SACT and NC3A senior management and reviewed as appropriate.

Annex E

TOR for DNBL Technical Authority

Mission

The DNBL Technical Authority, led by the NC3A, is the supporting element for the DNBL Executive and Advisory Board. The TA manages the DNBL Framework at the technical and operational level as well as all associated activities. It supports the community with current framework documents and collaborative workspace - the DNBL Portal, where approved records of proceedings and other DNBL related documentation are published.

Responsibilities

The DNBL TA is responsible for:

1. Advising and supporting the DNBL Executive Board and Advisory Board.
2. Maintaining and updating the Framework processes and procedures as specified in the DNBL Operating Model [ref e].
3. Operating and maintaining the DNBL Portal [ref e].
4. Maintaining the DNBL Services portfolio [ref e].
5. Managing information process and quality control for the DNBL community.
6. Configuration management & information security of the Framework.
7. Collecting and disseminating lessons learnt and best practices, identified from the employment of the Framework and the DNBL events.
8. Developing and proposing a five-year financial plan to the Executive Board for the DNBL TA tasks.
9. Executing other assigned tasks.

Composition

The DNBL TA will be operated by the NC3A. HQ SACT will appoint a TA Point of Contact to facilitate coordination and meet HQ SACT's share of responsibilities of the Executive Board.

Method of work

1. The DNBL TA will:
   1.1. Develop proposals for the DNBL Framework.
   1.2. Operate and manage the DNBL Portal on a day to day basis.
   1.3. Prepare and support the meetings of the Executive Board and Advisory Board.
   1.4. Communicate and publish all approved DNBL related information on the DNBL Portal.

2. Whenever possible, the DNBL TA will make use of VMR, VTC, the DNBL Portal and other forms of virtual meetings for up-to-date and coherent exchange of information.

Reporting

DNBL TA will provide a status report of its activities to meetings of the DNBL Executive Board.

Status and TOR review

The DNBL TA works under the authority of the NC3A representative of the Executive Board and provides secretary functions for the DNBL Executive Board.

These TOR shall be approved by the DNBL Executive Board and reviewed as appropriate.