

Parallel Office

Status: Pre-Adoption / Non-Binding

Date: [12/2025]

# Data & Methods Standard

## 1. Purpose

This standard defines how data is collected, handled, analyzed, and published by the Phase I Parallel Office. It exists to ensure analytical integrity, auditability, and restraint.

## 2. Scope

**This standard applies to:**

- application data (Forms A–C)
- tabletop exercise materials and logs
- analytical briefs produced under the Work Program

It does not govern operational data or classified information.

## 3. Data Sources

**Permitted sources include:**

- applicant-submitted materials
- publicly available reports and datasets
- historical case studies and open literature
- observational logs generated during exercises

**Prohibited sources include:**

- classified or restricted information
- non-consensual personal data
- proprietary datasets without explicit permission

## 4. Data Minimization

Only data necessary to achieve stated objectives is collected.

- Identity data is collected separately from evaluation data.

- Financial disclosures are high-level and conflict-oriented.
- No unnecessary personal identifiers are retained.

## 5. Anonymization & Access Control

- Evaluation data is anonymized by structural separation.
- Reviewers do not have access to identity datasets.
- Re-linking of identity occurs only after qualification and only for audit, disclosure, or selection logistics.

## 6. Methods Discipline

### **Analytical methods must:**

- be explicitly stated
- rely on observable evidence or clearly labeled assumptions
- distinguish between likelihood, plausibility, and speculation
- avoid prescriptive or directive conclusions

Unsupported certainty and hidden assumptions are treated as methodological errors.

## 7. Documentation & Reproducibility

### **All analytical outputs must include:**

- stated scope and limits
- data sources used
- known uncertainties

### **what the analysis does not establish**

Where feasible, materials are structured so that an independent reviewer could replicate the reasoning process.

## 8. Publication

Methods descriptions are published alongside outputs.

No result is published without an accompanying methods note.