

IEEE SA Standards Board Audit Committee (AudCom)

Meeting Minutes

28 March 2023

8:30 a.m. - 12:00 p.m. CST (UTC-6)

Hybrid: Mexico City, Mexico and Teleconference/Webex

Members:

Edward Addy
Doug Edwards
Travis Griffith
Guido Hiertz
Tyler Jaynes
Thomas Koshy
Joseph Levy
Howard Li
Haiying Lu
Kevin Lu, Chair
Daleep Mohla
Andrew Myles
Mark Siira
Lei Wang
Keith Waters
Karl Weber

Members Absent:

Daidi Zhong

Guests:

Amelia Andersdotter
Michael Atlass
Ted Burse
David Chen
Latonia Gordon
Oliver Holland
John Kulick
David Law
Xiaohui Liu
Meng Lu
Hiroshi Mano
Paul Nikolich
Kishik Park
Annette Reilly
Jon Rosdahl
Barry Tilton

Claire Topp [legal counsel]
Don Wright

IEEE Staff:

Christy Bahn
Matt Ceglia
Karen Evangelista
Jonathan Goldberg
Yvette Ho Sang
Ron Hotchkiss
Patrycja Jarosz
Soo Kim
Michael Kipness
Vanessa Lalitte
Kelly Lorne
Karen McCabe
Suzanne Merten
Karen Mulberry
Christian Orlando
Markus Plessel
Dave Ringle
Patricia Roder
Jennifer Santulli
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Lu called the meeting to order at 10:34 a.m. CST (UTC-6). There was a round of introductions.

2. REVIEW AND APPROVAL OF THE AGENDA

Following a review of the agenda, Chair Lu asked if there were any changes to the published agenda. Daleep Mohla requested an item under New Business about actions and guidance for P&P reviews. Chair Lu agreed to add this item to the agenda.

A motion was made to approve the 28 March 2023 AudCom meeting agenda as amended. In the absence of objection, the motion was approved.

3. APPROVAL OF MINUTES OF THE 25 JANUARY 2023 AUDCOM MEETING

A motion was made to approve the minutes of the 25 January 2023 AudCom meeting. In the absence of objection, the motion was approved.

4. P&P REVIEW

4.1 Status of Continuing Standards Committee P&P Review

4.1.1 IEEE Communications Society/Access and Core Networks Standards Committee (COM/AccessCore-SC)
Guido Hiertz, Daleep Mohla

Motion: To recommend acceptance of the COM/AccessCore-SC P&P. Upon vote, the motion passed (14 approve, 0 disapprove, 1 abstain [Edwards]).

4.1.2 IEEE Communications Society/Edge, Fog, Cloud Communications with IOT and Big Data Standards Committee (COM/EdgeCloud-SC)
Doug Edwards, Mark Siira

The P&P will continue under review and move to the June 2023 AudCom agenda.

4.1.3 IEEE Communications Society/Mobile Communication Networks Standards Committee (COM/MobiNet-SC)
Keith Waters, Andrew Myles

The P&P will continue under review and move to the June 2023 AudCom agenda.

AI: Staff will coordinate communication between the Standards Committee Chairs and reviewers for the Communications Society Standards Committees with P&Ps continuing under review to enhance consistency.

4.1.4 IEEE Power and Energy Society/Surge Protective Devices Committee (PE/SPDC)
Karl Weber, Howard Li

Motion: To recommend acceptance of the PE/SPDC P&P. Upon vote, the motion passed.

4.1.5 IEEE SA Board of Governors/International Committee on Electromagnetic Safety (BOG/ICES)
Edward Addy, Guido Hiertz

Motion: To recommend acceptance of the BOG/ICES P&P. Upon vote, the motion passed.

Note: This Standards Committee was formerly IEEE-SASB Coordinating Committees/SCC39 - International Committee on Electromagnetic Safety

4.2 Status of New Standards Committee P&P Review

4.2.1 IEEE Computational Intelligence Society/Standards Committee (CIS/SC)
Daidi Zhong, Daleep Mohla

The P&P will continue under review and move to the June 2023 AudCom agenda.

AI: Staff will coordinate a meeting with the Standards Committee Chair, the AudCom Chair, and the SASB Chair to discuss the scope in the Standards Committee P&P.

Note: During the process of setting up the meeting, discussions took place with CIS Society staff, and a new version of the P&P with an updated scope will be submitted to AudCom.

4.2.2 IEEE Computer Society/Knowledge Engineering Standards Committee (C/KESC)
Edward Addy, Tyler Jaynes

The P&P will continue under review and move to the June 2023 AudCom agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 IEEE Aerospace and Electronic Systems Society/Gyro Accelerometer Panel (AES/GA)/Common
Joseph Levy, Howard Li

The P&P will continue under review and move to the June 2023 AudCom agenda.

4.3.2 IEEE Antennas and Propagation Society/Antennas and Propagation Standards Committee
(APS/SC)/Common
Haiying Lu, Doug Edwards

**Motion: To deem without issue the APS/SC - Common (all APS/SC Individual WGs) Working Group P&P.
Upon vote, the motion passed.**

4.4 Status of New Working Group P&P Review

4.4.1 IEEE Communications Society/Standards Development Board/Working Group on Communication
Electroacoustics (COM/SDB/CEA)
Mark Siira, Joseph Levy

The P&P will continue under review and move to the June 2023 AudCom agenda.

4.4.2 IEEE Communications Society/Unmanned Aerial Vehicles Communications Standards
Committee/Technical requirements of polar coordinate photogrammetry based on Unmanned Aircraft System
(COM/AerCom-SC/PolarCP)

This P&P was submitted close to the meeting date and will continue under review and move to the June 2023 AudCom agenda.

4.4.3 IEEE Education Society/Standards Committee (EDU/SC)/Common
Lei Wang, Thomas Koshy

**Motion: To deem without issue the EDU/SC - Common (all EDU/SC Individual WGs) Working Group P&P.
Upon vote, the motion passed.**

4.4.4 IEEE Reliability Society/IEEE Reliability (RS/SC)/Common
Karl Weber, Travis Griffith

The P&P will continue under review and move to the June 2023 AudCom agenda.

5. OLD BUSINESS

5.1 AudCom Baselines Update Ad Hoc Briefing

Ad hoc Chair Thomas Koshy updated AudCom about the work of the baselines update ad hoc, and thanked staff and the AudCom members for submitting comments on the draft Standards Committee baseline document. He also thanked Lisa Weisser and the ad hoc members for their work on comment resolution for the comments received. He noted that a key goal in the update process is to reduce the exceptions to the baseline documents.

Thomas also mentioned that the updated draft of the Standards Committee baseline has recently been sent to AudCom members for their review and comment, and requested that comments be sent by Tuesday, 11 April.

There was additional discussion about clauses that are not modifiable, and the need to be consistent in the type of exceptions that can be made. AudCom members were reminded that in the AudCom iMeet space there is a checklist instructions document, which could potentially help with this.

It was recommended that Standards Committees with P&Ps expiring this year should not wait for the updated baseline documents, and they should use the current baseline.

Chair Lu thanked Thomas for his leadership of the ad hoc.

5.2 Action Item Review - Lisa Weisser

Lisa Weisser reported on the action items carried forward from prior AudCom meetings:

Action Item	Status	Update
During the discussion for two recent Standards Committee P&P reviews, topics were addressed that need to be brought to the AudCom baselines update ad hoc to determine if there is a need to address them through the baseline documents.	Complete	The resolution of the discussion items has been incorporated into the draft Standards Committee baseline that is currently under review by AudCom.

5.3 Update on Expiring P&Ps [2022 and 2023] and Working Group P&Ps Requested

Lisa Weisser displayed the list of Standards Committees with P&P that were accepted that have not yet submitted Working Group P&P for review by AudCom. It was noted that some of the Standards Committees do not currently have Working Groups. The Standards Committees remain on the list until a Working Group P&P is submitted to AudCom for review.

Lisa also displayed the list of all Standards Committees with P&P expiring at the end of 2023 that will need to submit an updated P&P document to AudCom. She also reminded AudCom that one Standards Committee

(CIS/SC) had requested an extension for its updated P&P that were due to expire in December 2022, and its P&P document was included on the March meeting agenda.

6. NEW BUSINESS

6.1 Request for Standards Committee Recognition

6.1.1 IEEE Computer Society/Knowledge Engineering Standards Committee (C/KESC)

The Standards Committee P&Ps are continuing under review and this recognition request will move to the June 2023 AudCom meeting.

6.2 Actions and Guidance for P&P Reviews

Daleep Mohla brought up the need for additional consistency in the P&P reviews, and there was a discussion on tools that may be used for this. One specific example is when there are multiple Standards Committee P&Ps from one Society on an agenda. The AudCom Administrator alerts all the reviewers of the P&Ps, while the Operational Program Management Program Managers need to also coordinate with the Standards Committees for the updates to the P&Ps during the review cycle so the reviews can be more consistent.

For more general consistency, Chair Lu noted that there are tools that can be used, including the AudCom Conventions, the AudCom FAQs, and the AudCom checklist instructions document.

Additional suggestions included potential mid-year and late-year meetups for follow up training, and possibly a recorded webinar.

There was also a discussion about how the planned 'AudCom as a database' functionality will help with the consistency of reviews, and the efficiency of the review process.

AI: Staff will review AudCom's suggestions and plan for next steps.

7. DATE OF NEXT MEETING

The next meeting of AudCom is scheduled to take place on 27 June 2023 in Brussels, Belgium and by Webex.

8. ADJOURNMENT

Chair Lu thanked the AudCom members and Lisa Weisser. He also thanked the A/V team for the excellent quality of the A/V for the meeting. There being no further business, the meeting adjourned to a round of applause at 11:36 a.m. CST (UTC-6).