

AudCom Minutes

22 January 2019

**IEEE-SA Standards Board Audit Committee (AudCom)
Meeting Minutes**

22 January 2019
12:00 p.m. ET
Teleconference

Members:

Doug Edwards
Travis Griffith
Guido Hiertz
Christel Hunter
Thomas Koshy
Daleep Mohla
Annette Reilly, Chair
Dorothy Stanley
Philip Winston

Jodi Haasz
Yvette Ho Sang
Michael Kipness
Adam Newman
Nikoi Nikoi
Dave Ringle
Pat Roder
Jennifer Santulli
Erin Spiewak
Tom Thompson
Lisa Weisser, Administrator

Members Absent:

Hamid Sharifnia
Mehmet Ulema

IEEE Staff:

Melissa Aranzamendez
Matt Ceglia
Karen Evangelista

Guests:

Peter Balma
John Kulick
Howard Li
Katherine Morse

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Reilly called the meeting to order at 12:00 p.m. and there was a round of introductions.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Reilly asked if there were any additions, deletions, or alterations to the published agenda. A request was made to discuss AudCom's position about Standards Committees that modify non-modifiable text but it was agreed that the topic might be better during a face-to-face meeting.

A motion was made to approve the 22 January 2019 AudCom meeting agenda. The motion was unanimously approved.

3. APPROVAL OF MINUTES FROM THE 3 DECEMBER 2018 AUDCOM MEETING

A motion was made to approve the minutes of the 3 December 2018 AudCom meeting. The motion was unanimously approved.

4. P&P REVIEW

4.1 Status of Continuing Standards Committee P&P Review

4.1.1 BOG/CAG - Phil Winston, Daleep Mohla

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

4.1.2 C/LT - Daleep Mohla, Guido Hiertz

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

4.1.3 CES/VRARSC - Travis Griffith, Thomas Koshy

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

Following the outcome of this review, AudCom discussed item 6.1.1 on the agenda and CES/VRARSC was recognized by AudCom as a new Standards Committee.

4.1.4 COM/SDB - Doug Edwards, Christel Hunter

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

4.1.5 EDS/MEMS - Phil Winston, Mehmet Ulema

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

4.1.6 IAS/ICPS TBCC - Christel Hunter, Guido Hiertz

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

AI: Matt and other staff from OPM will work with Daleep to help reconcile the differences between TBCC processes and the AudCom baseline requirements.

Daleep requested a discussion at the March AudCom meeting as a follow up to the discussions that will take place with staff and the reviewers.

4.1.7 PE/T&D - Dorothy Stanley, Daleep Mohla

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

4.1.8 PE/TR - Dorothy Stanley, Mehmet Ulema

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

4.2 Status of New Standards Committee P&P Review

4.2.1 DEI/SC

The P&P was received too close to the meeting date to assign reviewers, but was included on the agenda because it was on the list of Standards Committee P&Ps that expire in 2018. The review will get underway for the March 2019 AudCom agenda.

4.2.2 SASB/SCC14 - Phil Winston, Dorothy Stanley

There was a reply checklist from the Standards Committee but the P&P document was not updated. Peter Balma requested a discussion to help reconcile the differences between SASB/SCC14 requirements and the AudCom baseline requirements.

AI: Lisa Weisser will set up a meeting with the reviewers, Peter Balma, and the Program Manager.

4.2.3 SASB/SCC42 - Doug Edwards, Mehmet Ulema

Motion: To recommend acceptance of the SASB/SCC42 P&P. Upon vote, the motion passed.

4.3 Status of Continuing Working Group P&P Review

4.3.1 AES/RS/521a_wg - Travis Griffith, Doug Edwards

Motion: To deem without issue the AES/RS/521a_wg Working Group P&P. Upon vote, the motion passed. (Conditional; contingent upon staff replacing capitalization of 'Working Group' in several sections of the document.)

NB: The condition has been met.

4.3.2 EMC/SDCom/BLS (Common - all EMC/SDCom Individual Working Groups) - Mehmet Ulema, Dorothy Stanley

Motion: To deem without issue the EMC/SDCom/BLS (Common - all EMC/SDCom Individual Working Groups) P&P. Upon vote, the motion passed.

4.3.3 IM/ST/CFAT (Common - all IM/ST TC-9 Individual Working Groups) - Doug Edwards, Dorothy Stanley

Motion: To deem without issue the IM/ST/CFAT (Common - all IM/ST TC-9 Individual Working Groups) P&P. Upon vote, the motion passed. (Conditional; contingent upon staff making minor edits as noted on the checklist.)

NB: The condition has been met.

4.3.4 PE/SBLC/Transactive Energy_P825 (Common - all PE/SBLC Individual Working Groups) - Phil Winston, Guido Hiertz

Motion: To deem without issue the PE/SBLC/Transactive Energy_P825 (Common - all PE/SBLC Individual Working Groups) P&P. Upon vote, the motion passed.

4.3.5 PHO/SC/P2065 - Dorothy Stanley, Doug Edwards

Motion: To deem without issue the PHO/SC/P2065 P&P. Upon vote, the motion passed.

4.3.6 RS/SC/Fail-Safe Design - Mehmet Ulema, Thomas Koshy

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

4.3.7 SEN/SC/EPS - (Common - all SEN/SC Individual Working Groups) - Daleep Mohla, Phil Winston

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

4.3.8 SSIT/SC/News Site Trustworthiness - (Common - all SSIT/SC Individual Working Groups) - Thomas Koshy, Christel Hunter

Motion: To deem without issue the SSIT/SC/News Site Trustworthiness - (Common - all SSIT/SC Individual Working Groups) P&P. Upon vote, the motion passed.

4.4 Status of New Working Group P&P Review

4.4.1 AES/GA/SENSR_WG - (Common - all AES/GA Individual Working Groups) - Christel Hunter, Thomas Koshy

Motion: To deem without issue the AES/GA/SENSR_WG - (Common - all AES/GA Individual Working Groups) P&P. Upon vote, the motion passed.

4.4.2 C/CPSC

The P&P was received too close to the meeting date to assign reviewers, but was included on the agenda because it was on the list of Standards Committees whose Standards Committee P&Ps were accepted prior to 2018 but no Working Group P&Ps had been submitted. The review will get underway for the March 2019 AudCom agenda.

4.4.3 PE/ESSB

The P&P was received too close to the meeting date to assign reviewers, but was included on the agenda because it was on the list of Standards Committees whose Standards Committee P&Ps were accepted prior to 2018 but no Working Group P&Ps had been submitted. The review will get underway for the March 2019 AudCom agenda.

4.4.4 C/SI/1516_WG - (Common - all C/SI Individual Working Groups) - Daleep Mohla, Christel Hunter

The review of this P&P did not get underway prior to the meeting, but the C/SI Chair was on the AudCom call to provide clarification about the unique composition of this Standards Committee. A large portion of its members are government and military personnel who would be disenfranchised by the use of the term Treasurer (or the duties of the treasurer) shown in the AudCom baseline. For this reason, all of the C/SI fiduciary duties are managed by a separate organization, and this creates a discrepancy with what is required in the baseline. It was agreed that a teleconference would be held to come up with a non-precedent-setting solution to this issue.

AI: Tom Thompson will set up a call with staff, the reviewers, and Katherine Morse.

4.4.5 PE/SWG/SASC-WG_C37.121 - (Common - all PE/SWG Individual Working Groups) - Guido Hiertz, Daleep Mohla

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

4.4.6 SASB/SCC31/P1704

The P&P was received too close to the meeting date to assign reviewers, but was included on the agenda because it was on the list of Standards Committees whose Standards Committee P&Ps were accepted prior to 2018 but no Working Group P&Ps had been submitted. The review will get underway for the March 2019 AudCom agenda.

4.4.7 UFFC/UFFC/Rev Std-1193 - Thomas Koshy, Travis Griffith

There are still open comments from the checklist that have not been addressed and the P&P will continue under review and move to the March 2019 AudCom agenda.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

Lisa Weisser reviewed the action items from prior AudCom meetings:

Action Item	Status	Update
1. Lisa Weisser will add Daleep Mohla's name to the list of participants in the 5 September 2018 continuation meeting that took place on 17 September 2018.	Complete	Updated and approved minutes are posted on the AudCom website.
2. Lisa Weisser will post the approved Conventions on the AudCom website.	Complete	Approved Conventions are on the AudCom website.

5.2 Update on Outstanding P&Ps - Chair Reilly

Chair Reilly provided an update on the current status of outstanding Standards Committee and Working Group P&Ps, and also showed the list of Standards Committees with P&Ps expiring at the end of 2019 to provide some insight about the pending workload for P&P reviews.

5.2.1 Expiring Standards Committee P&Ps

The two remaining Standards Committees with active projects whose P&Ps expired at the end of December 2018 have both submitted P&Ps to AudCom. As noted above, the DEI/SC P&Ps were received close to the AudCom meeting, and the review will get underway for the March AudCom meeting. The PE/IC P&Ps that were submitted used the PES template which is no longer acceptable for use and the Committee was asked to re-submit the document using the current AudCom Standards Committee baseline.

5.2.2 Working Group P&Ps Outstanding

Chair Reilly provided the list of Working Group P&Ps outstanding and reported that the remaining two Standards Committees whose Standards Committee P&P were accepted prior to 2018 have now submitted Working Group P&Ps for AudCom review.

5.3 SASB/SCC18 P&P (SCC Type 1 Baseline) - Christel Hunter

Chris Hunter provided an update on the status of the SASB/SCC18 P&Ps. Several issues were discovered during the discussion of the document during the SASB SCC18 December meeting that were not seen during their earlier ballot. A member of the SASB SCC18 Oversight Committee was an observer at that meeting and provided the information to the Oversight Committee. Another revised version of the P&Ps will be sent to Chris.

5.4 2019 Baseline Updates - Chair Reilly

Chair Reilly mentioned that there was a wide range of issues noted during the review discussions at this meeting, and she reminded everyone that there is a master spreadsheet in the AudCom area of iMeet Central for items to review in the baselines.

Chair Reilly will form an ad hoc and send a call for participation.

After the baselines are updated, the instructions and checklists will also be updated.

5.5 myProject Updates - Adam Newman

Adam Newman provided an estimated timeline for the next stages leading into the rollout of the new myProject. Staff review and testing will take place late January/early February. If there are no critical issues found, then Annette and a newly formed volunteer review committee will conduct testing. Adam and Matt Ceglia are working with Gary Hoffman to develop a time frame for broader training and review by users in mid-late February into March.

Chair Reilly brought up key issues about the timing for the cutover to the new myProject, and it was agreed that staff would be consulted with regard to finding a less disruptive time to do the cutover.

There were several requests from the AudCom members to provide input earlier in the development for next phases.

6. NEW BUSINESS

6.1 Request for Standards Committee Recognition

6.1.1 IEEE Consumer Electronics Society Virtual Reality and Augmented Reality Standards Committee (VRARSC)

This was discussed after agenda item 4.1.3. A motion was made (Griffith) and seconded (Koshy).

Motion: Recognize the Consumer Electronics Society/Virtual Reality and Augmented Reality Standards Committee, to be abbreviated as CES/VRARSC, as an official Standards Committee, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

7. DATE OF NEXT MEETING

The next AudCom meeting will take place on 19 March 2019 in Munich, Germany.

8. ADJOURNMENT

Chair Reilly thanked the 2018 AudCom and the administrator, with special mention to those leaving AudCom for 2019. There being no further business, the meeting adjourned at 1:40 p.m. ET.