IEEE SA Standards Board Audit Committee (AudCom)
Meeting Minutes
27 January 2022
9:00 a.m. - 11:30 a.m. ET (UTC-5)
Teleconference

Members:
Edward Addy
Ramy Ahmed Fathy
Thomas Koshy
Joseph Levy
Howard Li
Johnny Lin
Haiying Lu
Kevin Lu, Chair
Daleep Mohla
Jon Rosdahl
Mark Siira
Lei Wang
Keith Waters
Karl Weber
Philip Winston
Howard Wolfman

Members Absent:
Chenhui Niu
Daidi Zhong
Jingyi Zhou

Guests:
Doug Edwards
Travis Griffith
Guido Hiertz
Dave Michelson [part time]
Robby Robson
Dorothy Stanley
Claire Topp [legal counsel]
Don Wright
Yu Yuan

IEEE Staff:
Christy Bahn
Matt Ceglia
Karen Evangelista

Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Kristin Little
Kelly Lorne
Erin Morales
Ashley Moran
Adam Newman
Christian Orlando
Dave Ringle
Pat Roder
Jennifer Santulli
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Lu called the meeting to order at 9:02 a.m. ET (UTC-5). 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. There were no changes.

A motion was made (Mohla) and seconded (Koshy) to approve the 27 January 2022 AudCom meeting agenda. In the absence of objection, the motion was approved.

3. APPROVAL OF MINUTES OF THE 06 DECEMBER 2021 AUDCOM MEETING

A motion was made (Wolfman) and seconded (Lu) to approve the minutes of the 06 December 2021 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 Aerospace and Electronic Systems Society/Gyro Accelerometer Panel (AES/GA)
Philip Winston, Johnny Lin

This review was discussed after agenda item 4.1.2 to allow time for the reviewers to join the call.

There are still open comments on the checklist, including the issue related to the definition of quorum. Staff will continue to work with the Standards Committee Chair. The P&P will continue under review and move to the March 2022 AudCom agenda.

4.1.2 IEEE Broadcast Technology Society/Broadcast Technology Standards Committee (BTS/BTSC)
Joseph Levy, Thomas Koshy

There are still open comments from the checklist that have not been addressed, including several grammatical issues discussed with regard to the baseline. The grammatical issues discussed will be added to the list of topics for consideration for the next baselines update. The P&P will continue under review and move to the March 2022 AudCom agenda.

AI: Lisa Weisser to add the grammatical items discussed to the list of topics for consideration for the next baselines update.

4.1.3 IEEE Computer Society/Cloud Computing Standards Committee (C/CCSC)
Ramy Fathy, Keith Waters

Motion: To recommend acceptance of the C/CCSC P&P. Upon vote, the motion passed (14 approve, 0 disapprove, 1 abstain [Levy]).

4.1.4 IEEE Computer Society/Design Automation (C/DA)
Edward Addy, Lei Wang

There are open comments from the checklist that require further discussion to resolve. The P&P will continue under review and move to the March 2022 AudCom agenda.

4.1.5 IEEE Electromagnetic Compatibility Society/Standards Development Committee (EMC/SDCom)
Howard Li, Keith Waters

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

4.1.6 IEEE Instrumentation and Measurement Society/TC25 - Medical and Biological Measurements (IM/MBM)
Joseph Levy, Haiying Lu

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

During the discussion about this review, a point was raised about the importance of clear scopes for the Standards Committees, and pointed to the scope in this P&P as an example. It was suggested that a template can be provided to help other Standards Committees develop their scopes.

4.1.7 IEEE Instrumentation and Measurement Society/TC39 - Measurements in Power Systems (IM/MPS)
Jon Rosdahl, Chenhui Niu

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

4.1.8 IEEE Instrumentation and Measurement Society/TC40 - Secure and Dependable Measurement (IM/SDM)
Daidi Zhong, Jon Rosdahl

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 2022 AudCom agenda.

4.1.9 IEEE Reliability Society/IEEE Reliability (RS/SC)
Howard Li, Jon Rosdahl

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 2022 AudCom agenda.

4.2 Status of New Standards Committee P&P Review

4.2.1 IEEE Vehicular Technology Society/Mobile Radio Standards Committee (VT/MRSC)
Mark Siira, Daidi Zhong

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

Following the outcome of this review, AudCom discussed item 6.1.2 on the agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 IEEE Instrumentation and Measurement Society/TC45 - Radiation and Nuclear Instrumentation and Systems (IM/RNIS) - Common (all IM/RNIS Individual WGs)
Mark Siira, Haiying Lu

There is an open item that needs to be addressed in the P&P following the discussion during the AudCom meeting. Clarification was made during the discussion that although it is not mandatory for the Working Group to have a Treasurer, there must be someone assigned to the Treasurer responsibilities if there if a potential for any money coming into the Working Group (for example, through meeting fees). The P&P will continue under review and move to the March 2022 AudCom agenda.

4.4 Status of New Working Group P&P Review

There were no new Working Group P&Ps.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

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

Action Item	Status	Update
Develop AudCom FAQs	Complete	The AudCom FAQs have been posted on the AudCom web pages: https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/faqs.pdf
Lisa Weisser will add the slides from Greg Marchini's myProject update to the AudCom space in iMeet.	Complete	The myProject update slides are available in the AudCom space in iMeet.
Lisa Weisser will draft additional FAQs for the treatment of Open Source content in P&P documents	In Progress	The FAQs will need to be reviewed before distribution for AudCom review and consideration.
Lisa Weisser will see if additional permissions can be incorporated to the AudCom comment function in myProject to enable Chairs to have a dialog with the reviewers in the comment section for their submission. Additionally, Lisa will add another FAQ to explain that Chairs can currently work with their Program Managers to add information on their behalf through the comment section.	In Progress	Lisa found out that the AudCom comment function is not set up for SC Chairs to comment (it is different from the comment function in NesCom and RevCom during their review periods). If needed, the SC Chairs can work with the Program Managers to add comments on their behalf. The additional FAQs, along with updated information about this in the training materials will help clarify this subject.

5.2 Update on P&Ps Due in 2022

Lisa Weisser displayed the list of Standards Committees with P&P that were recently 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. Lisa also displayed the list of all Standards Committees with P&P expiring at the end of 2022 that will need to submit an updated P&P document to AudCom.

AI: Lisa Weisser to add the list of Working Group P&P requested for review by AudCom and the list of Standards Committees with P&P expiring at the end of 2022 to iMeet.

Note: This item is complete, and the lists have been added to iMeet.

5.3 Committee Member Interactions/Comments RE: myProject

There were no comments about myProject at this time.

Committee member interactions with myProject is a standing agenda item and if anyone has any feedback about their user experience with myProject, please let Lisa Weisser know.

6. NEW BUSINESS

6.1 Requests for Standards Committee Recognition

6.1.1 IEEE Broadcast Technology Society/Broadcast Technology Standards Committee (BTS/BTSC)

The Standards Committee P&Ps are continuing under review and this recognition request will move to the March 2022 AudCom meeting.

6.1.2 IEEE Vehicular Technology Society/Mobile Radio Standards Committee (VT/MRSC)

This was discussed after agenda item 4.2.1.

Motion: Recommend that the SASB recognize the Vehicular Technology Society/Mobile Radio Standards Committee, to be abbreviated as (VT/MRSC), 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 21 and 22 March 2022. This will be a virtual-only meeting.

8. ADJOURNMENT

Chair Lu thanked the 2021 AudCom members, the 2022 AudCom members, and Lisa Weisser. There being no further business, the meeting adjourned at 11:31 a.m. ET (UTC-5).