IEEE-SA Standards Board Audit Committee (AudCom) Approved Minutes

24 March 2015
2:15 p.m. - 6:00 p.m.
Austrian Electrotechnical Association (OVE), Vienna, Austria

Members:
Jean-Philippe Faure, Chair
James Gilb
Gary Hoffman
Michael Janezic
Ted Olsen
Glenn Parsons
Ron Petersen
Annette Reilly
Gary Robinson
Adrian Stephens

Members Absent:
Howard Wolfman

IEEE Staff:
Matt Ceglia
Tom Compton
Karen Evangelista
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Karen Kenney
Mary Lynne Nielsen
Moira Patterson

Dave Ringle
Rudi Schubert
Sam Sciacca
Lisa Weisser, Administrator

Guests:
Osama Aboul-Magd
Michel Goudelis
Travis Griffith
Rich Hulett
Bruce Kraemer
John Kulick
David Law
Andrew Myles
Mike Seavey
Steve Shellhammer
Claire Topp [Legal Counsel]
Yatin Trivedi
Mehmet Ulema
Diego Vicentin
Don Wright
Yu Yuan
Francesco Zacca
Daidi Zhong

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Faure called the meeting to order at 2:15 p.m. and there was a round of introductions by all present, and Chair Faure gave an update about current and upcoming AudCom review statistics.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Faure asked if there were any additions, deletions, or alterations to the published agenda, and also recommended that the topics under New Business be

covered prior to the topics under Old Business regarding changes to the Baselines. All were in agreement with this agenda change. Gary Robinson mentioned that he had a topic to cover under New Business.

Motion: Approve the 24 March 2015 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES OF THE 8 DECEMBER 2014 AUDCOM MEETING

Motion: Approve the minutes of the 8 December 2014 meeting. Upon vote, the motion passed.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 C/PA - Jean-Philippe Faure, Michael Janezic

Chair Faure turned the Chair over to Ted Olsen for this discussion. Mike Janezic and Jean-Philippe Faure reported that after a couple of years working with the Sponsor, the P&P document is now ready to be recommended for acceptance. Mike also thanked Annette Reilly for her help in drafting language for the Sponsor.

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

The Chair was returned to Chair Faure.

4.1.2 NTC/SC - Annette Reilly, Glenn Parsons

There was a discussion about section 4.1.1 in the P&P document relative to the Baseline instructions, and it was agreed that the instructional text needs to be more specific. The discussion was tabled until agenda item 5.2 during the discussion about the Baseline updates.

Motion: To recommend acceptance of the NTC/SC P&P. Upon vote, the motion passed. [Vote: 5 in favor, 3 opposed, 1 abstain (Stephens)]

4.1.3 SASB/SCC14 - Gary Robinson, Glenn Parsons

Motion: To recommend acceptance of the SASB/SCC14 P&P. Upon vote, the motion passed.

4.2 Status of New Sponsor P&P Review

4.2.1 SASB/SCC20 - Adrian Stephens, Ted Olsen

It was noted by Ted Olsen that several of the items on this P&P document incorporated the anticipated changes to the AudCom Baselines.

Motion: To recommend acceptance of the SASB/SCC20 P&P. Upon vote, the motion passed.

4.2.2 SASB/SCC22 - Gary Robinson, James Gilb

Chair Faure noted that the Sponsor met the deadline for their extension request. The reviewers mentioned that they still have open comments and the P&P will continue under review and move to the June agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 PE/EM/Motor - WG112 - Ronald Petersen

Ron Petersen noted that there are still some issues with the document and the P&P will continue under review and move to the June agenda.

AI: Lisa Weisser will assign Gary Hoffman as a second reviewer.

4.3.2 PE/IC/ICC_WG - (common - all PE/IC WGs) - Michael Janezic

Mike Janezic noted that he would recommend that the document be conditionally deemed without issue, contingent upon PE/IC including the requirements for ICC Member and Senior Member that they listed on their checklist response directly into the P&P document.

Motion: To conditionally deem without issue the PE/IC/ICC WG P&P. Upon vote, the motion passed.

AI: Lisa Weisser will ensure the condition is met and confirm that the audit is complete.

4.3.3 PE/SUB/WGE9 - (common - all PE/SUB WGs) - Howard Wolfman, Michael Janezic

AudCom was informed that there was a change in the Chair for PE/SUB, and that has caused the delay in response to the checklist items. This P&P will continue under review and move to the June agenda.

4.4 Status of New Working Group P&P Review

4.4.1 C/LM/WG802.3 - (common - all IEEE 802 WGs and TAGs) - Ronald Petersen, Gary Hoffman

Ron Petersen and Gary Hoffman reported that there were still some items on the checklist that need to be addressed and James Gilb mentioned that he will reply to the checklist. This P&P will continue under review and move to the June agenda.

4.4.2 IES/IES/IRC WG - Ted Olsen, Gary Hoffman

Motion: To deem without issue the IES/IES/IRC WG P&P. Upon vote, the motion passed.

4.4.3 SASB/SCC42/WG2040 - (Individual Method SASB/SCC42 WGs) - Annette Reilly, Ronald Petersen

Motion: To deem without issue the SASB/SCC42 (Individual Method SASB/SCC42 WGs) WG P&P. Upon vote, the motion passed.

4.5 Status of pending Working Group P&P reviews (Sponsor P&P documents approved in or prior to 2014)

Chair Faure led a discussion about Working Group P&P reviews that are pending because the Sponsor P&P documents were accepted either in 2014 or before 2014. One specifically overdue Working Group P&P is for PE/PSC, as the Sponsor P&P document was approved in August 2013.

Motion: AudCom resolves to advise the PE/PSC Sponsor Committee that if the WG P&P document is not received by 10 August 2015, AudCom will consider recommending suspension of Sponsor standards development activities at its 1 September meeting (see 4.2.4.2 of the SASB Operations Manual). Upon vote, the motion passed.

5. OLD BUSINESS

5.1 Action Item Review

Lisa Weisser reviewed the action items and noted that the only open action item relates to the instructional text for the AudCom Baselines, but this text still cannot be finalized until the next round of updates to the Baselines takes place.

Action Item	Status	Update
C/PA P&P review: Mike Janezic, with help from Mike Kipness, Annette Reilly, and Don Wright will draft language for the Sponsor regarding the Voting Membership and Appeals clauses.	Complete	Language has been recommended and incorporated into the P&P document.

Action Item	Status	Update
AudCom Baselines Review Ad Hoc: Lisa Weisser will send a Doodle poll to set up the every other week ad hoc meetings.	Complete	Meetings were not every other week, but 7 official meetings were held for either the full Ad Hoc or the sub Ad Hocs.
AudCom Conventions: Lisa Weisser will edit the wording describing the third quarter meeting series, and work with IT to get the updated Conventions posted to the website.	Complete	Updated Conventions are on the AudCom website.
Peter Balma agreed to review the instructional text for the Baselines.	In development	As baselines are updated, instructional text will be reviewed.

5.2 2015 Baselines

5.2.1 Report from the Review 2013 Baseline Comments, and Address Consistency and Alignment Between the Sponsor and Working Group P&P Documents Ad Hoc - Ted Olsen

Ted Olsen thanked the Ad Hoc members, and also thanked Adrian Stephens for chairing the Sub-Ad Hoc about Study Groups. Ted presented the current list of proposed Baseline changes to AudCom. He reminded the group that the timeframe for the recommended updates to the Baselines is September 2015 at the Tokyo SASB meeting series.

He explained that item number one on the tracking list regarding the overall use of the terms Participant, Member, etc. will not be part of the discussion of the changes yet, because there will be a separate discussion on this [see agenda item 5.2.2 below.]

A few items on the list were discussed in more detail, and one of particular note is the text describing the fiduciary duty of officers of the Working Groups. This text has been revised by IEEE staff and legal counsel and will remain as it is on the tracking list. Ted will update some of the other items on the list based on the discussions at the meeting.

AI: Ted Olsen will update the changes tracking list based on the discussion at the meeting.

AI: Lisa Weisser will send the updated changes tracking list to the CAG for review, specifically of the items for the Entity Working Group document.

5.2.2 Terminology used for designating participants in Sponsors and Individual/Entity Working groups (members, voting members, observers, meeting attendees, entity member representatives) - Jean-Philippe Faure

Chair Faure provided a chart and led the discussion about the various levels of participants. There is wide variation regarding naming structures, and also about how the Working Groups track this information on rosters. It was agreed that a new Ad Hoc would be formed to review the Participant, Member, etc. terminology used throughout the Baselines and also to review the clauses about maintenance and distribution of rosters. The Ad Hoc will be chaired by James Gilb, and will include the following members: Matt Ceglia, Jean-Philippe Faure, Yvette Ho Sang, Gary Hoffman, Soo Kim, David Law, Brenda Mancuso, Ted Olsen, Ron Petersen, Gary Robinson, Sam Sciacca, Mike Seavey, and Lisa Weisser.

The outcomes may be included into the 2015 Baselines if it is compatible with the update schedule.

AI: Lisa Weisser will send a Doodle poll to set up weekly Ad Hoc meetings.

5.2.3 Next steps and schedule

Ted Olsen will develop drafts of all the revised Baselines. The drafts will be distributed to AudCom before the next AudCom meeting so that comments can be obtained and discussed at the meeting. This will keep AudCom on track with the target of SASB approval of the Baseline updates at the December SASB meeting series.

The drafts will also be provided to Peter Balma so that he can begin working on the introductory instructional text.

AI: Ted Olsen will incorporate the changes to all Baselines as agreed to so far by the Ad Hoc and in the AudCom meeting.

AI: Lisa Weisser will send these draft documents to AudCom for review of the changes as they will appear within the actual documents.

AI: Peter Balma will begin work on the instructional text.

6. NEW BUSINESS

6.1 Request for name change from MEMS Standards Development Committee (SDC) to MEMS Standards Sponsor Committee (SSC)

Motion: To approve the name change from MEMS Standards Development Committee (SDC) to MEMS Standards Sponsor Committee (SSC). Upon vote, the motion passed.

6.2 SASB teleconference scheduled on June 12 - Opportunity for scheduling an AudCom teleconference

Chair Faure mentioned that there is currently a plan to have a SASB teleconference on 12 June, and this could be an opportunity to have an AudCom meeting in early June to leverage the timing of that meeting. AudCom agreed that this would be a good plan.

AI: Lisa Weisser will send a Doodle poll to determine a date and time for a June AudCom teleconference.

6.3 Time limit for RAC review – Gary Robinson

Gary Robinson asked if there should be a time limit on mandatory coordination noted in section 5.4.4 in the SASB Operations Manual. It was agreed that this topic is more appropriate for RevCom or ProCom.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on Tuesday, 1 September 2015, in Tokyo, Japan. There will also be an AudCom Continuous Processing teleconference on Monday, 8 June 2015.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:00 p.m.