

AudCom Minutes

1 March 2016

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

1 March 2016

2:30 p.m. - 5:45 p.m.

Shangri-La's Eros Hotel, New Delhi, India

Members:

Doug Edwards
Travis Griffith
Michael Janezic, Chair
Annette Reilly
Gary Robinson
Mehmet Ulema
Howard Wolfman

Members Absent:

Ron Hotchkiss
Ron Petersen
Adrian Stephens
Yingli Wen

IEEE Staff:

Karen Evangelista
Mary Ellen Hanntz
Sam Sciacca
Erin Spiewak
Lisa Weisser, Administrator

Guests:

Jean-Philippe Faure
Devki Sharma

[Unless otherwise noted, all votes are unanimous]**1. CALL TO ORDER AND INTRODUCTIONS**

Chair Janezic called the meeting to order at 2:30 p.m. and there was a round of introductions by all present.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Janezic asked if there were any additions, deletions, or alterations to the published agenda.

Motion: Approve the 1 March 2016 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES FROM PRIOR MEETINGS**3.1 APPROVAL OF MINUTES FROM THE SEPTEMBER AND OCTOBER
TELECONFERENCES**

Motion: Approve the minutes of the September 2015 and October 2015 AudCom teleconferences. Upon vote, the motion passed.

3.2 APPROVAL OF MINUTES FROM THE 3 DECEMBER 2015 AUDCOM MEETING

Motion: Approve the minutes of the 3 December 2015 AudCom meeting. Upon vote, the motion passed.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 IM/MBM - Ronald Petersen, Yingli Wen

Neither reviewer was at the AudCom meeting, and only one reviewer completed the review, so the P&P will continue under review and move to the June agenda.

4.1.2 IM/WM&A - Annette Reilly, Adrian Stephens

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

4.1.3 RS/SC - Howard Wolfman, Mehmet Ulema

The revised P&P was received from the Sponsor very close to the meeting date, and the P&P will continue under review and move to the June agenda.

4.2 Status of New Sponsor P&P Review

4.2.1 EMC/SCom - Gary Robinson, Ronald Hotchkiss

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 June agenda.

4.2.2 IM/MPS - Annette Reilly, Douglas Edwards

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 June agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 SASB/SCC21/1547_ revwg - (common - all SASB/SCC21 WGs) - James Gilb, Howard Wolfman

Motion: To deem without issue the SASB/SCC21/1547_ revwg - (common - all SASB/SCC21 WGs) P&P. Upon vote, the motion passed.

4.4 Status of New Working Group P&P Review

4.4.1 C/PA/PASC_WG - Ronald Petersen, Mehmet Ulema

Motion: To deem without issue the C/PA/PASC_WG (common – all PASC WGs) P&P. Upon vote, the motion passed.

5. OLD BUSINESS

5.1 Action Item Review

Lisa Weisser reviewed the action items from prior meetings:

Action Item	Status	Update
Staff to inform the involved sponsors about the decision to reject new P&P submissions using 2013 Baseline templates after 1 March 2016. Prior to that, either 2013 or 2015 templates can be used.	Complete	Announcement was made via email to Sponsors and WG Chairs, and ongoing communication via staff.
Staff to open a list of comments on the 2015 baselines including the comments received during the SASB ballot and not resolved during the AudCom meeting and including the comments submitted by Adrian during the AudCom ballot. The list will be made available on central desktop for future use.	Complete	Comments are in Central Desktop and the list will be added to during the year.
Staff to make the changes in the template instructions as described in the template instruction comments, except for comments 5 and 12	Complete	Instructions are posted online.
Staff to address only baselines editorial comments 4 and 5 before publication of the baselines	Complete	Baselines are posted online.
Publish the 2016 checklists (drafts from Ted)	In progress	Met with Greg to plan for this in myProject. The blank checklists are available in Central Desktop, too.

IAS Sponsor Request - proposed change to Clause 5.0 in their working group P&P. Staff to reply to IAS that if such a change was submitted to AudCom, AudCom would reject it	In progress	Two calls took place to try to clarify what the Sponsor can do to manage their process in light of the issues they face.
Staff to remove IM/AI TC8 - Automated Test Systems and Instrumentation from myProject after receiving an confirmation email from the IM Society	Complete	Email was received.
Extension request was accepted for IM/MPS TC39 Measurements in Power Systems (exp. 2015) with a deadline to submit the P&Ps by 22 Jan 2016. Lisa to check receipt of P&Ps.	Complete	P&Ps were received and review is underway.
VT/ITS/1609_WG Dedicated Short Range Communication Working Group conditionally approved in Dec. Lisa to check that the three conditions in the checklist are met.	Complete	Conditions were met.
Lisa to check active WG/PAR for SEN/SC and SMC/SC	In progress	Discussion item 6.1.
Staff will send additional comments directly to ProCom for topics not addressed within the Ad Hocs for the 2015 Baseline updates.	In Progress	Staff completed a change form to address the topic of PAR study groups in Clause 5.2 of the SASB Ops Man. This is based on the approval of the AudCom Baselines with the change in the Study Groups Clause; another form is in progress to address the definitions of participant and member, etc.

5.2 2015 Baselines - Overview and Implementation - Chair Janezic

Chair Janezic gave an overview of the new Baselines that are now in effect. He suggested that since we will not update to the Baselines this year, that it could be an opportunity to solicit feedback from Sponsor and Working Group Chairs about their experience with the Baselines. There was general agreement that this is a good idea, and that the feedback received could be added to the ongoing list (in Central Desktop) of potential updates for the next revision. Gary Robinson raised a

related point regarding the next steps after Sponsor and Working Group P&Ps are accepted (or deemed without issue) about how it will be known if officers are actually using the P&Ps. There was a discussion about potential solutions to this, which included some educational opportunities to add information about the actual use of P&Ps in current training modules.

AI: Sam Sciacca will put together a report on the effectiveness of what is currently being done by the most active standards developers, including what is being done to provide all Working Group members access to the Working Group P&Ps.

AI: Lisa Weisser to add reminder information about using the P&Ps to current Sponsor and WG Chair training module about AudCom and also to emails to the Sponsors when P&Ps are accepted.

AI: Lisa Weisser to add item 3.4.4 d to the list in Central Desktop of potential updates for the next Baselines revision.

5.3 Reactivation of Ad Hoc on Referencing unaudited Sponsor documents (e.g. Sponsor Operating Manuals, etc.) in P&Ps - Chair Janezic

Chair Janezic provided a brief summary to Audcom about the Ad Hoc chaired by Adrian Stephens on referencing unaudited Sponsor documents in P&Ps. There was a very brief discussion about the topic, and the opportunity for additional people to join the Ad Hoc. With no additional volunteers, the Ad Hoc will pick up where it left off last year.

AI: Adrian Stephens will reconvene the Ad Hoc on Referencing Unaudited Sponsor Documents in P&Ps.

5.4 myProject Redesign Update - Lisa Weisser

Lisa Weisser provided an update on the progress of the myProject redesign and showed screenshots for several of the functions. Volunteers were solicited for the next phase of testing.

6. NEW BUSINESS

6.1 Policy for AudCom Reviewing Working Group P&Ps for Sponsors with No Active PARs

Chair Janezic re-opened the discussion about what should be done by AudCom in cases where Sponsors have no PARs and no active Working Groups. AudCom is supposed to review Working Group P&Ps after the Sponsor P&Ps are accepted, but occasionally the Working Group P&P review will end up being missed due to timing. For example, a Sponsor that previously had no active Working Group may have had the Working Group P&P audit temporarily placed on hold, but if there is no follow up when there is an active Working Group or PAR, there will not be a review. If this

is found to be an ongoing issue, there may be a need for an Ad Hoc to come up with recommended approaches to deal with it.

AI: Lisa Weisser will continue to work with the Program Managers and Sponsors to determine if any of the Sponsors who previously did not have Working Groups now have Working Groups and if so, to get the Working Group P&Ps for AudCom to review.

AI: Chair Janezic will work with Lisa Weisser to draft a more specific email to be sent to Sponsor when the Sponsor P&Ps are accepted that makes it more clear that the Working Group P&Ps will be needed for audit when they have an active Working Group.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on 28 June 2016 in Berlin, Germany.

8. ADJOURNMENT

The meeting was adjourned at 4:40 p.m.