

AudCom Minutes

21 March 2017

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

21 March 2017

8:30 a.m. – 11:45 a.m.

Westin Shenzhen Nanshan Hotel, Shenzhen, PRC

**Members:**

Doug Edwards

Michael Janezic, Chair

Thomas Koshy

Annette Reilly

Adrian Stephens

Mehmet Ulema

Dave Ringle

Rudi Schubert

Sam Sciacca

Susan Tatiner

Lisa Weisser, Administrator

**Members Absent:**

Travis Griffith

Daleep Mohla

Ron Petersen

Philip Winston

**Guests:**

Jean-Philippe Faure

Jim Harlan

Gary Hoffman

Dina Kallay

Hung Ling

Kevin Lu

Elisabeth Opie

Glenn Parsons

Jon Rosdahl

Dorothy Stanley

Claire Topp

Howard Wolfman

Jingyi Zhou

**IEEE Staff:**

Matt Ceglia

Karen Evangelista

Jonathan Goldberg

Mary Ellen Hanntz

Yvette Ho Sang

Karen Kenney

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

Chair Janezic called the meeting to order at 8:30 a.m. 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. There were none.

**Motion: Approve the 21 March 2017 AudCom meeting agenda. Upon vote, the motion passed.**

### **3. APPROVAL OF MINUTES FROM THE 23 JANUARY 2017 AUDCOM MEETING**

**Motion: Approve the minutes of the 23 January 2017 AudCom meeting. Upon vote, the motion passed.**

#### **4. P&P REVIEW**

##### **4.1 Status of Continuing Sponsor P&P Review**

###### 4.1.1 CIS/SC - Travis Griffith, Mehmet Ulema

There are still open comments from the checklist and the P&P will continue under review and be moved to the June 2017 agenda.

###### 4.1.2 PE/ESSB - Doug Edwards, Ron Petersen

Prior to the outcome of this review, AudCom discussed item 6.5.1 on the agenda and PE/ESSB was recognized by AudCom as a new Sponsor.

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

###### 4.1.3 PE/TEM - Annette Reilly, Adrian Stephens

There are still open comments from the checklist and the P&P will continue under review and be moved to the June 2017 agenda.

##### **4.2 Status of New Sponsor P&P Review**

###### 4.2.1 C/TT - Ron Petersen, Phil Winston

There are still open comments from the checklist and the P&P will continue under review and be moved to the June 2017 agenda.

###### 4.2.2 PE/PSCC - Travis Griffith, Phil Winston

There are still open comments from the checklist and the P&P will continue under review and be moved to the June 2017 agenda.

###### 4.2.3 VT/RTSC - Doug Edwards, Thomas Koshy

There are still open comments from the checklist and the P&P will continue under review and be moved to the June 2017 agenda.

##### **4.3 Status of Continuing Working Group P&P Review**

###### 4.3.1 C/TT/3DT-WG - Adrian Stephens, Thomas Koshy

There are still open comments from the checklist and the P&P will continue under review and be moved to the June 2017 agenda.

**4.4 Status of New Working Group P&P Review**

4.4.1 EMB/Stds Com/PSAS - Ronald Petersen, Daleep Mohla

**Motion: To deem without issue the EMB/Stds Com/PSAS 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
Lisa Weisser will send a Doodle poll to determine the date and time for the January 2017 AudCom teleconference.	Complete	AudCom January 2017 Teleconference took place on 23 January 2017.
Lisa Weisser will send reminders to Sponsors with open reviews and to the two Sponsors that received extension requests to submit P&Ps as soon as possible.	Complete	VT/RTSC P&Ps were received. NPS/NI&D has been in communication about its change in focus regarding standards development.
Matt Ceglia will update the chart to include which P&Ps are correct (Sponsor or Working Group) for the different subgroups shown.	Complete	Updated information is available on the chart. The chart is in iMeet in the AudCom workspace.

**5.2 Expired Sponsor P&Ps - NPS/NI&D**

Chair Janezic reminded AudCom that NPS/NI&D Sponsor P&Ps expired in December 2016, but the Sponsor was granted an extension to submit updated P&Ps by 21 February 2017 or the Standards Board would suspend NPS/NI&D’s authorization to perform standards work. Chair Janezic informed AudCom that he spoke with the Chair of NPS/NI&D and found out that in 2016, NPS’s AdCom removed the standards committee from their bylaws in recognition that they are no longer developing standards, and NPS decided not to submit a Sponsor P&P. As NPS/NI&D did not meet the IEEE-SA deadline for Sponsor P&P submission, it is no longer

authorized to perform standards work. Thomas Koshy mentioned that some of the standards would fit in with PE/NPE and he will provide an update to AudCom on whether some of these standards could be maintained by PE/NPE.

**Motion: Whereas NPS/NI&D is no longer authorized to perform standards work, AudCom requests to work with the SASB to consider the disposition of its active standards. Upon vote, the motion passed.**

## **6. NEW BUSINESS**

### **6.1 Discussion - Review of AudCom Conventions Ad Hoc - Chair Janezic**

Chair Janezic reviewed the progress made toward the AudCom Conventions review. The ad hoc met once and has been collecting comments about the Conventions. Chair Janezic encouraged everyone to send any comments they have (there is a comment template in iMeet in the AudCom workspace) and to let him or Lisa Weisser know if they are interested in joining the ad hoc. The ad hoc will also look at the process flow charts that accompany the Conventions.

### **6.2 Discussion - Potential Areas of Revision for AudCom Baseline Documents - Chair Janezic**

Chair Janezic described the process that AudCom will use to revise the AudCom Baseline documents this year, which includes focusing primarily on those sections that were points of contention last year: Officers, Membership, Subgroups, and Meetings. He opened the discussion for other areas of the documents that may need to be updated, and it was agreed that a big issue that comes up during the reviews is version control. It was also noted that some Sponsors have their own ad hocs looking at some of the Baseline clauses, too.

**AI: Lisa Weisser asked that if anyone learns of Sponsors working on updates to sections of the AudCom Baselines, they should make AudCom aware of it so the work is not duplicated, and can potentially enhance the work that AudCom is doing.**

AudCom initiated two ad hoc committees to prepare revised text for AudCom to consider later this year. It was agreed that the goal is to complete all recommendations by September 2017 so they can be approved by the SASB in December 2017.

The Membership Clauses ad hoc will be Chaired by Adrian Stephens and will include the following members: Matt Ceglia, Jonathan Goldberg, Travis Griffith, Mike Janezic, Ron Petersen, Annette Reilly, Mehmet Ulema, Lisa Weisser, Phil Winston, and Howard Wolfman. (NB: This list includes members who were recruited following the March AudCom meeting.)

The Officers Clauses ad hoc will be chaired by Mehmet Ulema and will include the following members: Matt Ceglia, Doug Edwards, Travis Griffith, Mike Janezic,

Annette Reilly, and Lisa Weisser. (NB: This list includes a member who was recruited following the March AudCom meeting.)

### **6.3 PES Sponsor Name Change Requests and Related P&Ps Based on the PES Restructuring**

Lisa Weisser showed a chart that described some remaining Committee name changes resulting from the 2016 PES restructuring, including:

6.3.1 PE/PSRC Power System Relaying Committee to PE/PSRCC Power System Relaying & Control Committee

6.3.2 PE/PSACE - Power System Analysis, Computing and Economics, to PE/AMPS - Analytic Methods for Power Systems

The chart included the P&Ps that the renamed Committees will use. AudCom agreed to the name changes and the related updates in myProject.

**AI: Lisa Weisser will work with TPO to ensure the PES structure changes are made, and P&Ps are accurately reflected in myProject.**

### **6.4 Computer Society Sponsor Name Change Request and Disbandment Activities Based on Restructuring - Matt Ceglia**

Matt Ceglia described several Sponsor changes resulting from a restructuring within the Computer Society, including:

6.4.1 Renaming of Computer Society/Information Assurance Standards Committee (C/IA) to Cybersecurity and Privacy Standards Committee (C/CPSC) and the P&Ps They Will Use

6.4.2 Sponsor Disbandment Computer Society/Storage Systems (C/SS) and Computer Society/Foundation for Intelligent Physical Agents (C/FIPA)

**Motion: AudCom recommends the disbandment of Computer Society/Storage Systems (C/SS) and Computer Society/Foundation for Intelligent Physical Agents (C/FIPA). Upon vote, the motion passed.**

**AI: Lisa Weisser will work with TPO to ensure the Computer Society structure changes are made, including moving any related projects, and that P&Ps are accurately reflected in myProject.**

### **6.5 Request for Sponsor Recognition**

6.5.1 IEEE Power and Energy Society/Energy Storage & Stationary Battery (PE/ESSB) - Name change and merge with IEEE Power and Energy Society/Stationary Battery (PE/SB)

This was discussed prior to agenda item 4.1.2.

**Motion: Recognize the Power and Energy Society/Energy Storage & Stationary Battery, to be abbreviated as PE/ESSB, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.**

6.5.2 IEEE Power and Energy Society/Power Systems Communications & Cybersecurity (PE/PSCC) – Name change from IEEE Power and Energy Society/Power Systems Communications (PE/PSC) and merge some subcommittees from IEEE Power and Energy Society/Power System Relaying Committee (PE/PSRC) and IEEE Power and Energy Society/Substations (PE/SUB)

The P&Ps of PE/PSCC are still under review, so it was agreed that the Sponsor recognition would be deferred until the June AudCom meeting when the P&Ps be discussed.

### **6.6 Upcoming New Sponsors in ComSoc and Their P&Ps - Jonathan Goldberg**

Jonathan Goldberg and Mehmet Ulema described upcoming changes in ComSoc to prepare AudCom for anticipated P&Ps from five upcoming new standalone Committees within ComSoc. They also explained the ComSoc structure so that it will be clearer when the P&Ps are reviewed.

### **6.7 Volunteer Survey - Yvette Ho Sang**

Yvette Ho Sang told AudCom to watch for an upcoming survey for members of the SASB and its committees. One of the strategic goals of the BOG is to be a learning community, and the survey will let us know if we are achieving the goal of getting to that culture. She encouraged everyone to participate in the survey, which will be sent in April.

### **6.8 Discussion - Which Governing Document to Use as the Default in the Absence of Working Group P&Ps - Matt Ceglia**

Matt Ceglia opened the discussion about which governing documents should be used as the default when there are no Working Group P&Ps in place. It was agreed that this needs to be codified in higher-level documents because it is not currently codified. It was suggested that there should be a Baseline default Working Group P&P with the choices pre-selected, and there was general agreement that this could be a good solution. There was also a suggestion that this could be rolled into the work that will be taking place on the AudCom Baselines this year.

## **7. DATE OF NEXT MEETING**

The next in-person meeting of AudCom is scheduled for 13 June 2017 in Milan, Italy. Given the amount of AudCom activity that is anticipated this year, it was agreed that there will be a need for a September AudCom teleconference.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:56 a.m.