

AudCom Minutes

6 March 2018

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

6 March 2018

9:00 a.m. - 12:00 p.m.

Tokyo Hilton Hotel, Tokyo, Japan

**Members:**

Doug Edwards  
Travis Griffith  
Guido Hiertz  
Christel Hunter  
Thomas Koshy  
Annette Reilly, Chair  
Mehmet Ulema

Dave Ringle  
Rudi Schubert  
Sam Sciacca  
Lisa Weisser, Administrator

**Members Absent:**

Daleep Mohla  
Hamid Sharifnia  
Dorothy Stanley  
Philip Winston

**Guests:**

Michael Atlass  
Ted Burse  
Stephen Dukes  
Jean-Philippe Faure  
Jim Harlan  
Gary Hoffman  
Michael Janezic  
John Kulick  
Hung Ling  
Kevin Lu  
Patrick Murphy  
Matteo Sabattini  
Claire Topp  
Don Wright  
Jingyi Zhou

**IEEE Staff:**

Matt Ceglia  
Karen Evangelista  
Mary Ellen Hanntz  
Yvette Ho Sang  
Karen Kenney  
Soo Kim

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

Chair Reilly called the meeting to order at 9:00 a.m. There was a round of introductions by all present.

**2. REVIEW AND APPROVAL OF THE AGENDA**

Chair Reilly asked if there were any additions, deletions, or alterations to the published agenda. There were none.

**A motion was made to approve the 6 March 2018 AudCom meeting agenda. The motion was unanimously approved.**

### **3. APPROVAL OF MINUTES FROM THE 26 JANUARY 2018 AUDCOM MEETING**

**A motion was made to approve the minutes of the 26 January 2018 AudCom meeting. The motion was unanimously approved.**

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

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

4.1.1 PE/SUB - Doug Edwards, 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 June 2018 AudCom agenda.

4.1.2 PE/SWG - Travis Griffith, 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 June 2018 AudCom agenda.

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

4.2.1 PE/ED&PG - Mehmet Ulema, 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 June 2018 AudCom agenda.

4.2.2 PE/NPE - Daleep Mohla, Christel Hunter

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

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

4.3.1 COM/AccessCore-SC/1910 WG - Doug Edwards, Phil Winston

**Motion: To deem without issue the COM/AccessCore-SC/1910 WG P&P. Upon vote, the motion passed.**

4.3.2 COM/NetSoft-SC/SDN-MCM - Daleep Mohla, Thomas Koshy

**Motion: To deem without issue the COM/NetSoft-SC/SDN-MCM P&P. Upon vote, the motion passed.**

4.3.3 VT/RTSC/Railcar - Travis Griffith, 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 June 2018 AudCom agenda.

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

There were no new Working Group P&Ps to review. This was discussed, and as noted in the action item review section, the list of outstanding WG P&Ps continues to grow as we only receive a portion of the Working Group P&Ps requested each year, but there are valid reasons why some are not received. There is an open action item for Lisa Weisser to work with the OPM team to reduce this gap.

**5. OLD BUSINESS**

**5.1 Action Item Review - Lisa Weisser**

Lisa Weisser reviewed the action items from prior AudCom meetings:

Action Item	Status	Update
Mike Kipness, Erin Spiewak, and Malia Zaman will work with PES Tech Council to determine next steps for PES Sponsor P&Ps in terms of a realistic expiration date for the current PES Sponsor template and whether or not a new PES Sponsor template is needed.	In Progress	Teleconference was held on 23 February 2018 with staff and PES Tech Council officers. Further discussion took place at the AudCom March meeting as noted in these minutes.
Mike Janezic, Lisa Weisser, and AudCom volunteers will finalize the baseline documents and update the instructions documents and checklists for each type of baseline.	Complete	Baselines, instructions, and checklists are approved.
Lisa Weisser to post the instructions documents and checklists along with the 2017 baselines by the end of the month.	Complete	Baselines, instructions, and checklists are posted on the AudCom webpages.
Lisa Weisser will communicate via several channels that the baselines are available, where they can be located, and the timelines for submissions on the 2015 or 2017 baselines.	Complete	Timelines are posted on the AudCom website and emails were sent to Sponsor and WG Chairs and Standards Representatives. <i>NB: communication will be ongoing throughout the year.</i>
Matt Ceglia to provide additional documentation at	In Progress	Pending for June 2018 AudCom meeting.

<p>the March 2018 AudCom meeting on the PES process for delegating responsibility to subcommittees to get the process documented for reference and potential reuse.</p>		
<p>Lisa Weisser to work with OPM team to review all prior accepted Sponsor P&amp;Ps where Sponsors have not submitted WG P&amp;Ps (due to being new Sponsors, having no active WGs, or other reasons). Outreach will include option of new Simplified WG P&amp;P.</p>	<p>In Progress</p>	<p>The list continues to grow as we only receive a portion of the WG P&amp;Ps requested each year, but there are valid reasons why some are not received.</p>

**5.2 Status of 2017 Baselines**

5.2.1 Expiration of 2015 Baselines

This item was primarily covered during the action item review, reminding all in attendance at the March AudCom meeting and noting in these meeting minutes that the 2015 AudCom baselines are now expired and will be maintained in an archive in iMeet Central. Any P&Ps submitted should now be based on the 2017 AudCom baselines.

5.2.2 Simplified Working Group P&P Baseline

Chair Reilly explained that this option for a Working Group P&P baseline is also now available on the AudCom baselines webpage. The document was developed based on the 2017 Individual Working Group P&P, with all optional items removed. As noted in the action item review, this option will be offered with requests for Working Group P&Ps for AudCom’s review.

**5.3 Recommendations from Teleconference about PES Sponsor P&P Template Timing for Continued Use - Annette Reilly**

Chair Reilly presented an update about the use of the current PES Template and described plans discussed during a call with PES Tech Council, staff, and AudCom representatives. A determination is being made by PES about whether the new AudCom baseline incorporates enough of the PES Sponsor P&P requirements or whether a new PES Template needs to be developed from the new AudCom Sponsor baseline. However, the current PES Template will need to have an expiration date, similar to the AudCom Sponsor P&P baseline that it was based upon. Chair Reilly is looking for a new PES Template, if needed, to be ready for use soon after the June 2018 AudCom meeting for those PES Sponsors with P&Ps expiring at the end of 2018.

**Motion: AudCom to set the date of 31 March 2018 for ending use of 2017 PES Template. The motion was unanimously approved.**

In the interim between this expiration date and the time that a new template is finalized, any PES Sponsors preparing P&P documents will need to use the AudCom Sponsor P&P baseline. *NB: The PES 2017 Template has now been removed from the AudCom baselines webpage, and is archived in iMeet Central.*

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

Chris Hunter provided an update on the development and review process for the SASB/SCC18 P&Ps, which will, upon acceptance be used to develop a baseline for future SCC Type 1 P&Ps.

**5.5 Review of AudCom Conventions - Mike Janezic**

Mike Janezic provided an update about the work that has been done on the AudCom Conventions. The conventions are intended to clarify working practices for AudCom and those preparing P&P for AudCom review. The draft documents, along with a comment spreadsheet, are located in the AudCom area of iMeet Central. An ad hoc was formed to determine if further changes are needed and bring back the conventions documents for AudCom approval. The ad hoc will be chaired by Travis Griffith, and will include the following members: Matt Ceglia, Thomas Koshy, Mehmet Ulema, and Lisa Weisser.

AI: Chair Reilly will send a call for participation to see if other AudCom members not in attendance would like to participate in this ad hoc. *NB: A call for participation was sent out.*

**6. NEW BUSINESS**

**6.1 General Data Protection Regulation (GDPR) Presentation - Yvette Ho Sang**

Yvette Ho Sang presented about what will be required for IEEE to be compliant with the General Data Protection Regulation (GDPR) that goes into effect on 25 May 2018. Yvette answered numerous questions and explained that this presentation is phase one, and there will be a phase two coming soon.

**6.2 Open Source Ad Hoc Report to AudCom - Dorothy Stanley**

Dorothy Stanley was not at the meeting and there was no report on the Open Source ad hoc.

**7. DATE OF NEXT MEETING**

The next meeting of AudCom will take place on 12 June 2018 in The Hague, Netherlands.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:41 a.m.