

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

19 March 2019

9:00 a.m. – 12:00 p.m.

Maritim Hotel, Munich, Germany

**Members:**

Doug Edwards  
Guido Hiertz  
Thomas Koshy  
John Kulick  
Kevin Lu  
Daleep Mohla  
Andrew Myles  
Annette Reilly, Chair  
Feng Wu  
Jingyi Zhou

Gary Hoffman  
David Law  
Joseph Levy  
Howard Li  
Hung Ling  
Marco Lo Bue  
Hiroshi Mano  
Gil Ohana  
Robby Robson  
Jon Rosdahl  
Matteo Sabattini  
Dorothy Stanley  
Claire Topp  
Don Wright  
Isamu Yamada

**Members Absent:**

Masayuki Ariyoshi  
Christel Hunter  
Howard Li  
Mehmet Ulema  
Philip Winston

**IEEE Staff:**

Matt Ceglia (part time by phone)  
Karen Evangelista  
Josh Gay  
Jonathan Goldberg  
Mary Ellen Hanntz  
Yvette Ho Sang  
Dave Ringle  
Rudi Schubert  
Sam Sciacca  
Lisa Weisser, Administrator

**Guests:**

Michael Atlass  
Cindy Bian  
Ted Burse  
Evelyn Chen  
Stephen Dukes  
Jean-Philippe Faure  
Robert Fish  
Travis Griffith

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

Chair Reilly called the meeting to order at 9:11 a.m., following the SASB New Member Orientation. There was a round of introductions.

## 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 19 March 2019 AudCom meeting agenda. The motion was unanimously approved.**

## 3. APPROVAL OF MINUTES FROM THE 22 JANUARY 2019 AUDCOM MEETING

**A motion was made to approve the minutes of the 22 January 2019 AudCom meeting. The motion was approved (8 approve, 1 abstain [Myles]).**

## 4. P&P REVIEW

### 4.1 Status of Continuing Standards Committee P&P Review

4.1.1 BOG/CAG - Phil Winston, Daleep Mohla

**Motion: To recommend acceptance of the BOG/CAG P&P. Upon vote, the motion passed. (Conditional; contingent upon staff fixing minor editorial issues.)**

***NB: The condition has been met.***

4.1.2 COM/SDB - Doug Edwards, Christel Hunter

There was a request by the Standards Committee to hold this review until the June AudCom meeting.

4.1.3 EDS/MEMS - Phil Winston, 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 2019 AudCom agenda.

4.1.4 IAS/ICPS TBCC - Christel Hunter, 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 2019 AudCom agenda.

Related to this P&P review, there was a discussion about a reorganization of the structure of IAS during agenda item 6.1.

4.1.5 PE/T&D - Mehmet Ulema, 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 2019 AudCom agenda.

4.1.6 SASB/SCC14 - Phil Winston, Howard Li

**Motion: To recommend acceptance of the SASB/SCC14 P&P. Upon vote, the motion passed (8 approve, 1 recuse [Edwards]).**

#### **4.2 Status of New Standards Committee P&P Review**

##### 4.2.1 C/LM - Received 15 March 2019

This P&P was received too close to the AudCom meeting to begin the review and it will move to the June 2019 AudCom agenda.

##### 4.2.2 COM/DySPAN-SC - Chris Hunter, Howard Li

This P&P was received close to the AudCom meeting and with neither reviewer present at the meeting, the review will move to the June 2019 AudCom meeting.

##### 4.2.3 DEI/SC - Thomas Koshy, John Kulick

This review generated a discussion about length of term for officers, as this was an outstanding comment on the review checklist. There was agreement that this could be addressed more clearly, potentially in the next AudCom baselines update.

**AI: Lisa Weisser will add a comment to the AudCom baselines ad hoc comment spreadsheet about the possibility of adding information about term length in the baselines.**

**Motion: To recommend acceptance of the DEI/SC P&P. Upon vote, the motion passed (8 approve, 1 oppose [Myles]). (Conditional; contingent upon staff fixing minor editorial issues.)**

***NB: The condition has been met.***

##### 4.2.4 PE/IC - Doug Edwards, Andrew Myles

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 2019 AudCom agenda.

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

##### 4.3.1 C/SI/1516\_WG - (Common - all C/SI Individual Working Groups) - Daleep Mohla, Christel Hunter

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 2019 AudCom agenda.

##### 4.3.2 PE/SWG/SASC-WG\_C37.121 - (Common - all PE/SWG Individual Working Groups) - Guido Hiertz, 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 2019 AudCom agenda.

4.3.3 RS/SC/Fail-Safe Design - Mehmet Ulema, Thomas Koshy

**Motion: To deem without issue the RS/SC/Fail-Safe Design P&P. Upon vote, the motion passed. (Conditional; contingent upon staff fixing minor editorial issues)**

**NB: The condition has been met.**

4.3.4 SEN/SC/EPS - (Common - all SEN/SC Individual Working Groups) - Daleep Mohla, Phil Winston

**Motion: To deem without issue the SEN/SC/EPS (Common - all SEN/SC Individual Working Groups) P&P. Upon vote, the motion passed.**

4.3.5 UFFC/UFFC/Rev Std-1193 - Thomas Koshy, Travis Griffith

**Motion: To deem without issue the UFFC/UFFC/Rev Std-1193 P&P. Upon vote, the motion passed.**

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

4.4.1 C/CPSC/SIS-WG - Phil Winston, Masayuki Ariyoshi

**Motion: To deem without issue the C/CPSC/SIS-WG P&P. Upon vote, the motion passed.**

4.4.2 CES/SC/SHS - (Common - all CES/SC, CES/BSC, and CES/VRARSC Entity Working Groups) - Guido Hiertz, Masayuki Ariyoshi

**Motion: To deem without issue the CES/SC/SHS - (Common - all CES/SC, CES/BSC, and CES/VRARSC Entity Working Groups) P&P. Upon vote, the motion passed.**

4.4.3 IAS/PCI/1814\_WG - (Common - all IAS/PCIC Individual Working Groups) - Phil Winston, Feng Wu

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 2019 AudCom agenda.

4.4.4 PE/ESSB/WG\_1679 - Christel Hunter, Kevin Lu

**Motion: To deem without issue the PE/ESSB/WG\_1679 P&P. Upon vote, the motion passed.**

4.4.5 PE/SUB/WGE9 - Mehmet Ulema, Andrew Myles

**Motion: To deem without issue the PE/SUB/WGE9 P&P. Upon vote, the motion passed. (Conditional; contingent upon staff fixing minor editorial issues.)**

**NB: The condition has been met.**

4.4.6 SASB/SCC31/P1704 - Doug Edwards, Jingyi Zhou

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 2019 AudCom agenda.

**5. OLD BUSINESS**

**5.1 Action Item Review - Lisa Weisser**

Lisa Weisser reviewed the action items from prior AudCom meetings:

Action Item	Status	Update
1. Matt Ceglia and other staff from OPM will work with Daleep Mohla to help reconcile the differences between TBCC processes and the AudCom baseline requirements.	In Progress	See agenda item 6.1.
2. Lisa Weisser will set up a meeting about the SASB/SCC14 review with the reviewers, Peter Balma, and the Program Manager.	Complete	Meeting was held and checklist notes P&P to be recommended for conditional acceptance.
3. Tom Thompson will set up a call about the C/SI P&P review with staff, the reviewers, and the Chair, Katherine Morse.	Complete	Call was held, not with reviewers, but information was shared with them. Review is moving forward.

**5.2 Update on Outstanding P&Ps - Chair Reilly**

Chair Reilly provided an update on the current status of outstanding Standards Committee and Working Group P&Ps.

**5.2.1 Expiring Standards Committee P&Ps**

Chair Reilly noted that reminders have been sent to Standards Committees with P&Ps expiring this year and that AudCom is still waiting to receive eight P&Ps from Standards Committees with active PARs. Two other Standards Committees remain on the list with no active PARs. They will need active P&P if they start projects.

**5.2.2 Working Group P&Ps Outstanding**

Chair Reilly mentioned that gap has been narrowed significantly for outstanding Working Group P&Ps.

*NB: At the time of this writing, only three of the remaining outstanding Working Group P&Ps are from Standards Committees whose Standards Committee P&P were accepted during 2018.*

### **5.3 SASB/SCC18 P&P (SCC Type 1 Baseline) - John Kulick**

John Kulick provided an update on the process that has been taking place to develop the SCC18 P&P. The SASB SCC18 Oversight Committee has been working very closely with SCC18 to get the P&P ready for review by AudCom.

### **5.4 2019 Baseline Ad Hoc Update - Chair Reilly**

Chair Reilly is Chair of the 2019 Baselines ad hoc and she provided an update on its progress. Work is beginning on a list of change items for the baseline compiled during 2018 and 2019. There is a change item spreadsheet in the AudCom area of iMeet Central and additional recommendations for changes are welcome. The aim for the updated baselines is for most Standards Committees to successfully use the baseline and complete the review by AudCom on first submission. The plan is to get the baselines updated before the end of 2019.

In addition to Chair Reilly, the ad hoc members include: Peter Balma, Matt Ceglia, Doug Edwards, Jonathan Goldberg, John Kulick, Howard Li, Daleep Mohla, Dave Ringle, Lisa Weisser, Phil Winston, and Jingyi Zhou.

### **5.5 myProject Updates - Chair Reilly**

Chair Reilly is Chair of the SASB myProject ad hoc and she provided an update on its progress. The ad hoc's purpose is to coordinate and participate in User Acceptance Testing of the myProject redesign for SASB committees and Standards Association balloting. Technical Staff is working with the SASB ad hoc on volunteer training, testing, and the go-live plan. There will be a testing kick-off meeting 2-3 weeks before the test period is scheduled to begin. There are three week-long periods during July and August that are under consideration as potential test weeks. AudCom participants include: Doug Edwards, Daleep Mohla, Annette Reilly, and Jingyi Zhou.

### **5.6 Open Source Ad Hoc Update - Chair Reilly**

Chair Reilly provided an update from the SASB Open Source ad hoc. During a recent meeting held with the Chairs of the SASB standing committees, plans were discussed to create the processes and structures to enable the incorporation of Open Source software into IEEE standards. For AudCom there will be additional updates to the baseline documents which will take place after changes are made in higher level documents.

## **6. NEW BUSINESS**

### **6.1 IAS Reorganization - Daleep Mohla and Staff**

Matt Ceglia joined the meeting by phone and he and Daleep Mohla described upcoming structural changes within IAS Standards Committees. The changes will create four distinct Committees which would incorporate the use of Responsible Subcommittees with the goal of consolidating and streamlining to avoid redundancy. These changes will affect the P&Ps that will be required from the current and future IAS Standards Committees. Some of the current Standards Committees will be withdrawn.

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

The next meeting of AudCom will take place on 11 June 2019 in Panama City, Panama.

### **8. ADJOURNMENT**

There being no further business, the meeting adjourned at 11:44 a.m.