

AudCom Minutes

12 June 2013

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

12 June 2013

8:30 am – 12:00 pm

Brussels, Belgium

**Members:**

Stephen Dukes  
Jean-Philippe Faure  
Paul Houzé  
Michael Janezic  
Bruce Kraemer  
Ted Olsen, Acting Chair  
Ron Petersen  
Yatin Trivedi

Jim Hughes  
John Kulick  
Jon Rosdahl  
Curtis Siller  
Adrian Stephens  
Claire Topp  
Yu Yuan

**Members Absent:**

Peter Balma, Chair  
Hung Ling  
Peter Sutherland

**Staff:**

Karen Evangelista  
Mary Ellen Hanntz  
Yvette HoSang  
Mike Kipness  
Mary Lynne Nielsen  
Lisa Yacone, Administrator

**Guests:**

Farooq Bari  
Karen Bartleson  
Ted Burse

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

Acting Chair Olsen called the meeting to order at 8:30 am. Introductions were made around the room.

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

Acting Chair Olsen asked if there were any additions, deletions or alterations to the published agenda. Upon hearing none, Acting Chair Olsen asked if there was any objection to approval of the agenda. Upon hearing none, the agenda was declared approved.

**3. APPROVAL OF MINUTES OF THE 4 MARCH 2013 AUDCOM MEETING**

A motion was made, and seconded, to approve the minutes of the 4 March 2013 meeting. Upon vote, the minutes were approved.

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

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

###### **4.1.1 C/LT – Michael Janezic, Ted Olsen**

Michael reported that a revised C/LT P&P that addressed the concerns in his and Ted's review checklist has been uploaded on 21 May 2013.

**Motion: To accept the C/LT P&P. Upon vote the motion passed.**

###### **4.1.2 C/TT – Peter Balma, Bruce Kraemer**

Bruce reported that he and Peter were satisfied with the updates made to the revised P&P uploaded on 1 April 2013.

**Motion: To accept the C/TT P&P. Upon vote the motion passed.**

###### **4.1.3 PE/EM – Yatin Trivedi, Bruce Kraemer**

Yatin and Bruce concurred that the PE/EM P&P submitted shortly after the March AudCom meeting was satisfactory.

**Motion: To accept the PE/EM P&P. Upon vote the motion passed.**

###### **4.1.4 PE/PSACE – Hung Ling, Ron Petersen**

Ron reported that he and Hung were satisfied with the revised PE/PSACE P&P uploaded on 26 March 2013.

**Motion: To accept the PE/PSACE P&P. Upon vote the motion passed.**

###### **4.1.5 PE/PSC – Paul Houzé, Ron Petersen**

Paul reported that he and Ron were satisfied with the PE/PSC P&P uploaded on 3 June 2013, with two exceptions. They believe brackets may have been inadvertently left in Clause 6 and they would prefer that Clause 9 "Interpretations" be removed since the text has been overcome by changes to the IEEE-SASB OpMan.

**Motion: To accept the PE/PSC P&P with the condition to either retain or delete the text in brackets in Clause 6 and to consider deletion of Clause 9.**

###### **4.1.6 PE/T&D – Yatin Trivedi, Michael Janezic**

Michael reported that the PE/T&D P&P uploaded on 1 April 2013 had addressed the concerns listed in their review and was acceptable.

**Motion: To accept the PE/T&D. Upon vote the motion passed.**

##### **4.2 New P&P Review**

**4.2.1 APS/A – Paul Houzé , Stephen Dukes**

Paul reported that the initial APS/A P&P submittal followed the current baseline very closely and that the revised P&P submitted on 22 May 2013 satisfied the review comments.

**Motion: To accept the APS/A. Upon vote the motion passed.**

**4.2.2 C/SS – Ted Olsen, Jean-Philippe Faure**

Jean-Philippe reported that the review checklist had been uploaded on 9 May 2013. The Sponsor had not yet responded with questions or a revision. C/SS has been operating under an extension since December 2012. A further extension would be required.

**Motion: Recommend that C/SS be granted a 3 month extension to operate under their currently approved P&P until a revised set of P&P is accepted by the IEEE-SASB. Upon vote the motion passed.**

**4.2.3 DEI/SC – Bruce Kraemer, Yatin Trivedi**

Yatin reported that the DEI P&P was finally uploaded on 9 May 2013 and he and Bruce had uploaded their checklist on 27 May 2013. They had not heard back from the Sponsor. Lisa added that there had been dialog back and forth between the Sponsor and the staff liaison but a final revision had not been submitted in time for this meeting. The DEI P&P remains administratively withdrawn.

**4.3 Working Group P&P Review****4.3.1 C/IA - Peter Balma, Michael Janezic**

Michael reported that a revised document had been received which satisfied the comments he and Peter had submitted. The Sponsor had indicated that final Sponsor and Working Group approval had not been achieved at the time of upload. AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample C/IA WG P&P as submitted, contingent upon the WG and Sponsor approving the document. [Post meeting the Sponsor Chair has indicated this approval has been achieved]

**4.3.2 EMC – Hung Ling, Peter Sutherland**

AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample EMC WG P&P.

**4.3.3 COM/SDB – Bruce Kraemer, Peter Sutherland**

Bruce reported that there was some confusion, upon download, of the document version. While this sample WG P&P seems to be without issue, it will continue under review so that AudCom can synch up the document version and update the checklist.

**4.3.4 PEL – Hung Ling, Stephen Dukes**

Hung reported that the submitted PEL WG P&P follows the baseline document very closely and the initial submittal was found to have no issue. AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample PEL WG P&P.

#### **4.3.5 C/SAB – Ted Olsen, Jean-Philippe Faure**

Jean-Philippe and Ted reported that the C/SAB WG P&P had reduced the definition of quorum to one-quarter of the WG. After discussion, it was determined that quorum at a minimum must stay at one-half. There is also further dialog needed with the Sponsor regarding the clause labeled as "In-person meetings." The C/SAB WG P&P will continue under review.

### **5. OLD BUSINESS**

#### **5.1 Focus Group – Sponsor and WG Baselines – Ted Olsen**

Following up on work begun prior to the meeting by the Sponsor and WG baseline focus groups, Acting Chair Olsen led the committee through a review of the baseline documents for further editing. During review it was found that the baseline lacked text regarding determination of the first chair for a new WG. An ad hoc, to be chaired by Jean-Philippe, was formed to work on proposed text. Bruce, Yatin and Ted will work with him on the ad hoc and present text to AudCom within two weeks.

A second ad hoc was formed to work on sample appeals text for Clause 9. Michael Janezic will chair the ad hoc which will consist of Bruce, Adrian Stephens, Jon Rosdahl, Mary Lynne Nielsen and Michael Kipness. The ad hoc will report back to AudCom with a proposal within two weeks.

Ted, Peter and Lisa will work on updating and synching all of the baselines after the meeting. The objective is to submit finalized baselines for SASB approval at, or shortly after, the August meeting.

### **6. NEW BUSINESS**

#### **6.1 myProject Updates – Yacone**

Since the March meeting, there were two myProject system updates which affect AudCom:

- The AudCom agenda and submission summary pages were added to the AudCom offline zip package.
- Submittal of WG P&P has been automated. The process functions similar to the Sponsor P&P process.

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

The next meeting of AudCom is scheduled for 21 August 2013 in Piscataway, New Jersey, USA.

### **8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:00 pm.