IEEE-SA Standards Board Audit Committee (AudCom) Minutes

8 June 2015
10:00 a.m. - 12:00 p.m. ET
Webex Teleconference

Members:
Jean-Philippe Faure, Chair
James Gilb
Gary Hoffman
Michael Janezic
Ted Olsen
Glenn Parsons
Ron Petersen
Annette Reilly
Adrian Stephens

Karen Evangelista
Tricia Gerdon
Yvette Ho Sang
Soo Kim
Mike Kipness
Mary Lynne Nielsen
Lisa Perry
Dave Ringle
Sam Sciacca
Erin Spiewak
Lisa Weisser, Administrator
Joan Woolery
Malia Zaman

Members Absent:
Gary Robinson
Howard Wolfman

Guests:
Peter Balma

IEEE Staff:
Melissa Aranzamendez
Christy Bahn
Kathryn Bennett
Matt Ceglia

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Faure called the meeting to order at 10:00 a.m. There was a round of introductions by all present, and Chair Faure gave an update about current and upcoming AudCom review statistics.

2. REVIEW AND APPROVAL OF THE AGENDA

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

Motion: Approve the 8 June 2015 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES OF THE 24 March 2015 AUDCOM MEETING

Motion: Approve the minutes of the 24 March 2015 meeting. Upon vote, the motion passed.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 SASB/SCC22 - Gary Robinson, James Gilb

James reported that the Sponsor had made the recommended edits to the P&P document, and the checklist states that the reviewers recommend acceptance. Gary Hoffman noted an inconsistency on the checklist that makes it appear that the Sponsor did not address the initial concerns. He recommended that the P&Ps be conditionally accepted until the checklist is updated.

Motion: To recommend conditional acceptance of the SASB/SCC22 P&P. Upon vote, the motion passed.

N.B. - The checklist has been updated and uploaded in myProject on 10 June 2015, and the P&Ps have been fully accepted.

4.2 Status of New Sponsor P&P Review

4.2.1 SASB/SCC18 - Adrian Stephens, Ted Olsen

Motion: To recommend acceptance of the SASB/SCC18 P&P. Upon vote, the motion passed.

4.2.2 SEN/SC - Annette Reilly, Howard Wolfman

Annette reported that there are still open comments with regard to some discrepancies about officer roles. The P&P will continue under review and move to the September agenda.

4.3 Status of Continuing Working Group P&P Review

4.3a Referencing unaudited Sponsor documents (e.g. Sponsor Operating Manuals, etc.) in Working Group P&Ps

Adrian Stephens initiated the discussion about this topic, and Chair Faure agreed that it was a topic to be discussed in more general terms by AudCom as it appears to occur with more frequency now. The agenda item specifically focused on the example of a Working Group P&P document that cites the Sponsor's Operating Manual as a superior document in the hierarchy, but during the discussion it was agreed that this is also an issue with Sponsor P&P documents. It was noted that there may be a need for better instruction as to what can be cited in the hierarchy

as superior. It was agreed that this discussion would continue at the September AudCom meeting in Tokyo.

4.3.1 C/LM/WG802.3 - (common - all IEEE 802 WGs and TAGs) - Ronald Petersen, Gary Hoffman

The reviewers noted that 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 September agenda.

4.3.2 PE/EM/Motor - WG112 - Gary Hoffman, Ronald Petersen

Motion: To deem without issue the PE/EM WG112 P&P. Upon vote, the motion passed.

4.3.3 PE/SUB/WGE9 - (common - all PE/SUB WGs) - Howard Wolfman, Michael Janezic

There is still a delay in response to checklist items. Ted Olsen mentioned that he told PE Tech Council about this. The P&P will continue under review and move to the September agenda.

4.4 Status of New Working Group P&P Review

4.4.1 COM/DySPAN-SC/DYSPAN-P1900.5 - (common - all COM/DySPAN-SC WGs) - Annette Reilly, Glenn Parsons

Motion: To deem without issue the COM/DySPAN-SC/DYSPAN-P1900.5 - (common - all COM/DySPAN-SC WGs) P&P. Upon vote, the motion passed.

4.4.2 EMB/11073/PHD - Ronald Petersen, Adrian Stephens

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 September agenda.

4.4.3 PE/PSC/SC6-WG - (common - all PE/PSC WGs) - Glenn Parsons, Michael Janezic

Chair Faure noted that following the March AudCom meeting, PE/PSC was advised that if the WG P&P document was not received by 10 August 2015, AudCom will consider recommending suspension of Sponsor standards development activities at its 1 September meeting. The document was received and the review is underway. The reviewers noted a need for clarification of the use of the term "responsible subcommittee" in some instances. The P&P will continue under review and move to the September meeting agenda.

4.4.4 SASB/SCC14/SCC14.1 - Ted Olsen, Gary Robinson

There are still open items on the review checklist with regard to officer roles. The P&P will continue under review and move to the September meeting agenda.

4.4.5 SASB/SCC20/1671.1 WG - (common - all SASB/SCC20 WGs) - Adrian Stephens, Ted Olsen

Motion: To deem without issue the SASB/SCC20 (common - all SASB/SCC20 WGs) WG P&P. Upon vote, the motion passed.

4.4.6 SASB/SCC21/1547_revwg - (common - all SASB/SCC21 WGs) - James Gilb, Howard Wolfman

This P&P was received close to the AudCom meeting, and it will continue under review and move to the September meeting agenda.

4.4.7 VT/ITS/1609_WG - Ted Olsen, Gary Hoffman

The P&P will continue under review and move to the September agenda.

5. OLD BUSINESS

5.1 Review of Comments Received on Draft D1 of 2015 Baseline Updates

Chair Faure introduced this agenda item with some statistics about the comments received about the Baseline updates and a suggested plan for next steps. He displayed a level of participation strawman that has evolved through discussions in the Ad Hoc on Defining Participant Levels of Involvement in Standards Development Groups. The majority of the discussion dealt with this topic, which was also scheduled to be discussed at this meeting in agenda item 5.2. It was agreed that there would need to be up to two additional 2-hour AudCom teleconferences to discuss the comments received on Draft D1 of the 2015 Baseline updates. The first call will start off with the comments that are not about the definition of participant levels so those comments can be closed out.

AI: Lisa Weisser to send a Doodle poll to set up two additional 2-hour AudCom teleconferences to cover only this topic.

5.2 Ad Hoc on Defining Participant Levels of Involvement in Standards Development Groups - James Gilb

This topic was included as part of the discussion in agenda item 5.1. The discussion will continue in the upcoming AudCom meetings (see 5.1).

6. NEW BUSINESS

7. DATE OF NEXT MEETING

The next in-person meeting of AudCom will take place on Tuesday, 1 September 2015, in Tokyo, Japan. There will also be an AudCom teleconference on Tuesday, 7 July 2015 at 1:00 p.m. ET.

8. ADJOURNMENT

The meeting was adjourned at 12:00 p.m.