

AudCom Minutes

19 August 2014

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

19 August 2014

1:00 p.m. – 4:00 p.m.

China World Hotel, Beijing, PRC

Members:

Clint Chaplin
Jean-Philippe Faure, Chair
Michael Janezic
Ted Olsen
Glenn Parsons
Ron Petersen
Annette Reilly
Gary Robinson
Yatin Trivedi

Staff:

Kim Breitfelder
Matt Ceglia
Mary Ellen Hanntz
Konstantinos Karachalios
Karen Kenney
Adam Newman
Dave Ringle
Lisa Weisser, Administrator

Members Absent:

Peter Balma
Howard Wolfman

Guests:

Karen Bartleson
Jim Hughes
Dina Kallay
Jeff Katz
Bruce Kraemer
John Kulick
David Law
Limin Liu
Tong Liu
Jon Rosdahl
Adrian Stephens
Claire Topp
Don Wright

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

Chair Faure called the meeting to order at 1:00 p.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. No changes were requested.

Motion: Approve the 19 August 2014 AudCom meeting agenda. Upon vote the motion passed.

3. APPROVAL OF MINUTES OF THE 10 JUNE 2014 AUDCOM MEETING

Motion: Approve the minutes of the 10 June 2014 meeting. Upon vote the motion passed.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 AES/RS - Ted Olsen

Motion: To recommend acceptance of the AES/RS P&P. Upon vote the motion passed.

4.1.2 C/PA - Jean-Philippe Faure, Michael Janezic

Chair Faure turned the Chair over to Ted Olsen for this discussion. He reported that there has been good progress made, and the P&Ps are almost ready to be recommended for acceptance, but they will continue under review and move to the December agenda.

The Chair was returned to Chair Faure.

4.1.3 COM/DySPAN-SC - Yatin Trivedi, Michael Janezic

Motion: To recommend acceptance of the COM/DySPAN-SC P&P. Upon vote the motion passed.

4.1.4 TAB/CRFID - Peter Balma, Clint Chaplin

Motion: To recommend acceptance of the TAB/CRFID P&P. Upon vote the motion passed.

4.1.5 VT/ITS - Ronald Petersen, Glenn Parsons

Motion: To recommend acceptance of the VT/ITS P&P. Upon vote the motion passed.

4.2 New Sponsor P&P Review

There were no new Sponsor P&P reviews.

4.3 Status of Continuing Working Group P&P Review

4.3.1 PE/IC/ICC_WG - (common - all PE/IC WGs) - Michael Janezic, Yatin Trivedi

This P&P will continue under review and move to the December agenda.

4.3.2 PE/NPE/WG_3.1 - (common - all PE/NPE WGs) - Glenn Parsons, Gary Robinson

Motion: To deem without issue the PE/NPE/WG_3.1 (common) WG P&P. Upon vote the motion passed.

4.3.3 PE/SPDLV/LV3.6.6 - (common - all PE/SPDC WGs) - Annette Reilly, Ted Olsen

Motion: To deem without issue the PE/SPDLV/LV3.6.6 (common) WG P&P. Upon vote the motion passed.

4.3.4 PE/SUB/WGE9 - (common - all PE/SUB WGs) - Howard Wolfman, Clint Chaplin

There was no update about this P&P document during the meeting, and Chair Faure reminded the committee about the 21-day time period to complete the initial P&P review. The P&P will continue under review and move to the December agenda.

4.3.5 RS/SC/1633_WG - Ted Olsen, Glenn Parsons

Motion: To deem without issue the RS/SC/1633_WG WG P&P. Upon vote the motion passed.

4.3.6 UFFC/UFFC/Relaxor-Based Single Crystals - Gary Robinson, Annette Reilly

Motion: To deem without issue the UFFC/UFFC/Relaxor-Based Single Crystals WG P&P. Upon vote the motion passed.

4.4 New Working Group P&P Review

4.4.1 PE/ED&PG/HPS – WG 1147 - Yatin Trivedi, Clint Chaplin

Motion: To deem without issue the PE/ED&PG/HPS – WG 1147 WG P&P. Upon vote the motion passed.

4.4.2 PE/T&D/WG - (common - all PE/T&D WGs)

Motion: To deem without issue the PE/T&D (common) WG P&P. Upon vote the motion passed.

4.4.3 RAS/SC/MDR - Annette Reilly, Howard Wolfman

This P&P will continue under review and move to the December agenda.

5. OLD BUSINESS

5.1 Action Item Review

Action Item	Status	Update
Jim Hughes will ask the CAG to provide input to the Voting of Chair and Vice Chair and Meeting Notices Ad Hoc.	Complete	Mike Janezic and Jim have spoken about this topic.
Peter Balma agreed to review the instructional text for the Baselines.	In development	As Baselines are updated, instructional text will be reviewed.
Add agenda item to March 2015 AudCom meeting to review progress on the language in the Baseline documents for the specific issues brought up by SCC 20.	Complete	

5.2 AudCom Voting of Chair and Vice Chair and Meeting Notices Ad Hoc - Mike Janezic

This Ad Hoc, chaired by Mike Janezic includes the following members: Matt Ceglia, Soo Kim, Mary Lynne Nielsen, Ted Olsen, Ron Petersen, Jon Rosdahl, Lisa Weisser, and Malia Zaman. Following meetings with several people who work with entities, a subgroup of the Ad Hoc developed recommended language to clarify the topic of voting rights of Chair and Vice Chair. The discussion at the AudCom meeting led to additional edits to the text, which included changing the word “Chair” to “presiding officer”. It was agreed that the revised language would be sent to Jim Hughes to show to the CAG. Feedback from the CAG will be incorporated into the text, and then it will be sent to the Ad Hoc that is reviewing the Baselines so that the text can be incorporated into the Baselines. The Voting of Chair and Vice Chair and Meeting Notices Ad Hoc was disbanded with thanks.

Motion: To accept the recommended wording from the Ad Hoc about Voting of Chair and Vice Chair, as modified in the AudCom meeting, to pass to the CAG for feedback and incorporate into the Baselines via the Baselines Review Ad Hoc. Upon vote the motion passed.

AI: Mike will edit the recommended wording based on the feedback from the AudCom meeting and provide the text to Jim Hughes for feedback from the CAG.

5.3 Review 2013 Baseline Comments, and Address Consistency and Alignment Between the Sponsor and Working Group P&Ps Ad Hoc - Ted Olsen

This Ad Hoc is chaired by Ted Olsen, and includes the following members: Peter Balma, Herb Bennett, Matt Ceglia, Jonathan Goldberg, Mike Seavey, Lisa Weisser, and Howard Wolfman. Ted presented the most recent version of the document showing the similarities and differences across all AudCom Baseline versions at this point in time, following the 2013 Baseline update. He explained that this is a starting point for the Ad Hoc's work going forward. Ted will send the document to the Ad Hoc and set up teleconferences to get the group working together on the review of the Baselines.

The timeframe for the recommended updates to the Baselines is September 2015. The updates will incorporate recommendations from AudCom Ad Hoc's: Suspension of Rules and Voting of Chair and Vice Chair and Meeting Notices, along with other suggestions that have come in separate from the original balloted comments.

5.4 Working Group P&P review process and the myProject system – Lisa Weisser

Lisa updated the group about the status of this request to have the Working Group P&P review history display similar to the Sponsor P&P review history in myProject. A request has been submitted to IT and the project is in the queue, with a goal to be completed in 2015.

Chair Faure mentioned that there have been recent discussions about automating the P&P process. Dave Ringle added that making the P&Ps system-driven instead of using a .doc format will simplify the process for everyone.

6. NEW BUSINESS

6.1 Review of AudCom Conventions – Chair Faure

Chair Faure discussed the AudCom Conventions with regard to the timing of updates to the AudCom Baseline documents. The Conventions need to be updated for consistency because the Baselines will now be updated less frequently. The group discussed the fact that as needed for major changes, and/or changes from external sources, the Baselines can be updated more frequently.

An Ad Hoc was formed that will be chaired by Gary Robinson, and will include Ted Olsen, Ron Petersen, and Lisa Weisser. The Ad Hoc will clarify the language in the AudCom Conventions regarding updates to the Baseline documents.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on Monday, 8 December 2014 in Piscataway, New Jersey, USA.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:53 p.m.