

AudCom Minutes

1 September 2015

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

1 September 2015

1:00 p.m. - 5:00 p.m.

New Otani Hotel, Tokyo, Japan

Members:

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

Members Absent:

Howard Wolfman

IEEE Staff:

Karen Evangelista
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Karen Kenney
Soo Kim
Eileen Lach
Dave Ringle

Sam Sciacca
Erin Spiewak
Lisa Weisser, Administrator

Guests:

Osama Aboul-Magd
Chuck Adams
Travis Griffith
Bruce Kraemer
John Kulick
David Law
Hung Ling
Andrew Myles
Jon Rosdahl
Claire Topp
Yatin Trivedi
Mehmet Ulema
Don Wright
Daidi Zhong

[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.

Motion: Approve the 1 September 2015 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF PRIOR MEETING MINUTES

Motion: Approve the minutes of the 11 June 2015, 7 July 2015, 17 July 2015, 20 July 2015, and 24 July 2015 AudCom meetings. Upon vote, the motion passed.

4. P&P REVIEW

4a Requests for New Sponsor Recognition

Two new Sponsors submitted P&Ps and were officially recognized by AudCom in order to begin standards work.

Motion: Recognize the Sensors Council Standards Committee, to be abbreviated as SEN/SC, as an official Sponsor, and recognize the Systems, Man, and Cybernetics Society Standards Committee, to be abbreviated as SMC/SC, as an official Sponsor in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

4.1 Status of Continuing Sponsor P&P Review

4.1.1 SEN/SC - Annette Reilly, Howard Wolfman

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

4.2 Status of New Sponsor P&P Review

4.2.1 C/SI - Annette Reilly, Glenn Parsons

There are still open comments from the checklist that have not been addressed, including the referencing of policies and procedures of the outside organization SISO. The P&P will continue under review and move to the December agenda.

AI: Staff will look into the agreement with the outside organization SISO.

4.2.2 SMC/SC - Gary Robinson, James Gilb

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

4.3 Status of Continuing Working Group P&P Review

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

Motion: To deem without issue the C/LM/WG802.3 - (common - all IEEE 802 WGs and TAGs) P&P. Upon vote, the motion passed [8 in favor, 0 opposed, 1 recusal (Gilb)].

4.3.2 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 December agenda.

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

Motion: To conditionally deem without issue the PE/PSC/SC6-WG - (common - all PE/PSC WGs) P&P; The two conditions were:

1) Changing "Responsible Subcommittee" to "Sponsor" and

2) Removing the square brackets from items in clauses that were selectable options.

Upon vote, the motion passed.

N.B. - The conditions have since been met.

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

There is still a delay in response to checklist items. There were issues with the timing of this submission and the Baseline used. The P&P will continue under review and move to the December agenda.

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

There is still a delay in response to checklist items. The Chair has retired, but is trying to get this work completed. The P&P will continue under review and move to the December agenda.

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

There are still minor issues that need to be addressed from the checklist and the P&P will continue under review and move to the December agenda.

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

There are still open issues that need to be addressed from the checklist and the P&P will continue under review and move to the December agenda.

4.4 Status of New Working Group P&P Review

4.4.1 BTS/RFTech/G-2.2 - Annette Reilly, Adrian Stephens

Motion: To conditionally deem without issue the BTS/RFTech/G-2.2; The two conditions were:

1) Inserting this sentence back into Clause 4.3: Due to privacy concerns, the roster shall not be distributed, except to the IEEE-SA staff, IEEE-SA Board of Governors and IEEE-SA Standards Board, unless all Working Group members and participants have submitted their written approval for such distribution, and

2) Removing the square brackets from items in clauses that were selectable options.

Upon vote, the motion passed.

N.B. - The conditions have since been met.

4.5 Status of pending P&P reviews

4.5.1 Sponsor P&Ps Expiring in December 2015

Chair Faure mentioned that nine of the Sponsor P&Ps expiring in 2015 have not been received, and that six of these are from the Instrumentation and Measurement Society.

Motion: AudCom resolves to advise the IEEE Instrumentation and Measurement Society (IM) that if the Sponsor P&Ps are not received by 16 October, 2015, AudCom does not guarantee that Sponsor P&P Extensions will be granted. Upon vote, the motion passed.

4.5.2 Pending Working Group P&Ps reviews

Chair Faure reviewed the status of prior Working Group P&P requests and noted that the MTT/SC Working Group P&Ps were requested early this year and still haven't been received. Mike Janezic explained that there is a new Chair and he will work with him to get the P&Ps submitted.

5. OLD BUSINESS

5.1 Action Item Review

Lisa Weisser reviewed the action items from prior meetings and noted that they are all complete.

5.2 Referencing unaudited Sponsor documents (e.g. Sponsor Operating Manuals, etc.) in P&Ps - Adrian Stephens

Adrian Stephens presented on the issues related to Sponsors referencing other documents in their P&Ps that are not audited by AudCom. The AudCom P&Ps are only supposed to cover activities pertaining to standards development, and other activities are placed in an Operations Manual. If AudCom doesn't review the Operations Manual, there is no control over the content, and there may be conflicting information. After the discussion, it was agreed that an Ad Hoc would be formed, and the resolutions should wait until after the next update to the Baselines. The Ad Hoc will be chaired by Adrian Stephens, and will include Jean-Philippe Faure, James Gilb, Gary Hoffman, Soo Kim, Ron Petersen, Gary Robinson, Sam Sciacca, and Lisa Weisser.

AI: Lisa Weisser will send Adrian the names of the Ad Hoc participants and set up two teleconferences.

5.3 2015 Baseline Updates

5.3.1 Review of Comments Received on Draft D2 of 2015 Baseline Updates

Chair Faure suggested that staff should conduct an editorial review of the Baselines to look for items such as consistency and grammar to make it quicker for AudCom to review the comments and focus on the content. The discussion that followed focused on the comments spreadsheet dispositions.

Motion: Approve all of the dispositions discussed at the 1 September 2015 AudCom meeting. Upon vote, the motion passed.

It was agreed that there would need to be up to two more additional 2-hour AudCom teleconferences to discuss the comments received on Draft D2 of the 2015 Baseline updates and also comments on Draft D1 that were deferred to the September meeting.

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

5.3.2 Discussion on the Baseline Instructions

Gary Hoffman introduced this topic but requested that the discussion take place after all of the Baseline comments are closed.

5.3.3 Comments on Draft D1 deferred to the September meeting

This topic will be discussed during the upcoming AudCom teleconferences.

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

The Ad Hoc proposed definitions for inclusion in the 2015 baselines and was disbanded with thanks to James and participants.

6. NEW BUSINESS

6.1 Update on myProject redesign - Lisa Weisser

Lisa Weisser provided a brief update on some of the design and functionality elements that will be available with the redesign of myProject.

6.2 PES Structure Update - Ted Olsen

Ted Olsen gave a brief update of the pending changes to the technical committees in PES.

7. DATE OF NEXT MEETING

The next in-person meeting of AudCom will take place on 3 December 2015, in Piscataway, New Jersey, USA.

8. ADJOURNMENT

The meeting was adjourned at 5:00 p.m.