

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

**Meeting Minutes**

18 September 2020

9:00 a.m. - 11:30 a.m. ET (UTC-4)

Teleconference

**Members:**

Peter Balma

Doug Edwards

Ramy A. Fathy

Thomas Koshy [18 September only]

John Kulick, Chair

Joseph Levy

Howard Li

Kevin Lu

Daleep Mohla

Mehmet Ulema [18 September only]

Philip Winston

Daidi Zhong

Jingyi Zhou

**Guests:**

James Gilb [part time]

Latonia Gordon [18 September only]

Travis Griffith

Simon Hicks [18 September only]

Gary Hoffman

David Law

Gui Liu

Paul Nikolich [part time on 18 September]

Francois Ortolan

Claire Topp [legal counsel]

Yvonne Umutoni

Victoria Wang

Karl Weber

Don Wright

Yu Yuan

**IEEE Staff:**

Matt Ceglia

Karen Evangelista

Jodi Haasz

Yvette Ho Sang

Konstantinos Karachalios

Soo Kim  
Michael Kipness  
Vanessa Lalitte  
Kelly Lorne  
Karen McCabe  
Erin Morales  
Adam Newman  
Christian Orlando  
Dave Ringle  
Pat Roder  
Anasthasie Sainvilus-Cantrell  
Jennifer Santulli  
Tom Thompson  
Lisa Weisser, Administrator  
Malia Zaman  
Meng Zhao

**[Unless otherwise noted, all votes are unanimous]**

## **1. CALL TO ORDER AND INTRODUCTIONS**

Chair Kulick called the meeting to order at 9:00 a.m. There was a round of introductions.

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

Chair Kulick asked if there were any additions, deletions, or alterations to the published agenda. There were none.

**A motion was made (Zhou) and seconded (Koshy) to approve the 18 September 2020 AudCom meeting agenda. In the absence of objection, the motion was approved.**

## **3. APPROVAL OF MINUTES FROM THE 01 JUNE 2020 AUDCOM MEETING AND THE 05 AUGUST 2020 AUDCOM BASELINES MEETING**

**A motion was made (Edwards) and seconded (Koshy) to approve the minutes of the 01 June 2020 AudCom meeting and the 05 August 2020 AudCom Baselines meeting. In the absence of objection, the motion was approved.**

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

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

#### **4.1.1 C/LM - Phil Winston, Jingyi Zhou**

The reviewers had several questions from the checklist to discuss with the full AudCom, and presented these at the meeting.

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 2020 AudCom agenda.

**AI: An interim meeting of AudCom will be scheduled prior to the December AudCom meeting to discuss the items on the review checklist.**

**AI: James Gilb will prepare a presentation to address the items on the checklist.**

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

##### 4.2.1 C/PA - Doug Edwards, Daidi Zhong

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 2020 AudCom agenda.

##### 4.2.2 NTC/SC - Joseph Levy, Kevin Lu

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

##### 4.2.3 UFFC/UFFC - Mehmet Ulema, Daleep Mohla

This P&P review began close to the AudCom meeting and it will continue and move to the December 2020 AudCom agenda.

##### 4.2.4 VT/CBTC&SIG - Doug Edwards, Joseph Levy

This P&P review began close to the AudCom meeting and it will continue and move to the December 2020 AudCom agenda.

##### 4.2.5 VT/HSTMSC - Peter Balma, Kevin Lu

**Motion: To recommend conditional acceptance of the VT/HSTMSC P&P; contingent upon minor editorial corrections, to be completed before SASB meeting. Upon vote, the motion passed.**

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

***NB: The motion was made after the AudCom meeting reconvened on 21 September.***

Following the outcome of this review, AudCom discussed item 6.1.1 on the agenda.

##### 4.2.6 SASB/SCC20 - Kevin Lu, Peter Balma

**Motion: To recommend acceptance of the SASB/SCC20 P&P. Upon vote, the motion passed.**

##### 4.2.7 SASB/SCC22 - Peter Balma, Daidi Zhong

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 2020 AudCom agenda.

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

4.3.1 SASB/SCC04 P1 WG - Howard Li, Ramy Fathy

**Motion: To deem without issue the SASB/SCC04 P1 WG Working Group P&P. Upon vote, the motion passed.**

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

4.4.1 C/BDL (Common - all C/BDL Individual WGs) - Doug Edwards, Daidi Zhong

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 2020 AudCom agenda.

4.4.2 C/DC (Common - all C/DC Individual WGs) - Thomas Koshy, Ramy Fathy

**Motion: To deem without issue the C/DC (Common - all C/DC Individual WGs) Working Group P&P. Upon vote, the motion passed.**

4.4.3. C/SM (Common - all C/SM Entity WGs) - Phil Winston, Ramy Fathy

This P&P was received close to the AudCom meeting and the review will continue and move to the December 2020 AudCom agenda.

4.4.4 EMB/11073 (Common - all EMB/11073 Individual WGs) - Thomas Koshy, Jingyi Zhou

**Motion: To deem without issue the EMB/11073 (Common - all EMB/11073 Individual WGs) Working Group P&P. Upon vote, the motion passed.**

4.4.5 IAS/IPCS (Common - all IAS/IPCS Individual WGs) - Howard Li, 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 December 2020 AudCom agenda.

4.4.6 PE/IC (Common - all PE/IC Individual WGs) - Mehmet Ulema, Joseph Levy

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 2020 AudCom agenda.

4.4.7 VT/AVSC (Common - all VT/AVSC Individual WGs) - Daleep Mohla, Jingyi Zhou

**Motion: To deem without issue the VT/AVSC (Common - all VT/AVSC Individual WGs) Working Group P&P. Upon vote, the motion passed.**

4.4.8 SASB/SCC21 (Common - all SASB/SCC21 Individual WGs) - Philip Winston, Peter Balma

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 2020 AudCom agenda.

## 5. OLD BUSINESS

### 5.1 Action Item Review - Lisa Weisser

Lisa Weisser reported on action items carried over from prior AudCom meetings:

Action Item	Status	Update
Doug Edwards will develop options about timing for submittals to discuss at the June 2020 AudCom meeting.	Complete	Slides were presented during the September AudCom meeting. The discussion will carry over to the December 2020 AudCom meeting.
Due to the number of versions of the P&P that were submitted, the reviewers requested that the next version of the C/LM P&P submitted for this review reverts back to the 2017 baseline and tracks changes from that document.	Complete	The C/LM P&P document submitted was a tracked changes version of the 2017 baseline.
Determine if there is a need to add information to the AudCom Conventions about terminology definition within P&P documents.	In Progress	This topic was on the September AudCom meeting agenda, but it will carry over to the December 2020 AudCom meeting.
Anyone who has comments about term limits being included in the baselines should email Chair Kulick, Peter Balma, and Lisa Weisser.	Complete	Comments have been received and reviewed by AudCom.
Lisa Weisser will make the edits in the baseline documents discussed during the August AudCom baselines meeting prior to sending them to the SASB.	Complete	All edits from the meeting were incorporated into the baselines before the documents were sent to the SASB.
Lisa Weisser to send the final draft versions that were sent to the SASB to AudCom.	Complete	The edited draft versions that AudCom recommended to the SASB were sent to AudCom.

### 5.2 Update on P&Ps Due in 2020

Lisa Weisser displayed the current lists of Standards Committees with P&P expiring at the end of 2020 that have not yet submitted an updated P&P document to AudCom and Standards Committees with P&P that were

recently accepted that have not yet submitted Working Group P&P for review by AudCom. She mentioned that staff would continue to work with these committees to help get the documents submitted to AudCom.

At the scheduled meeting end time, there were several items remaining on the agenda. There was a motion for a recess, and in the absence of objection, the motion was approved. AudCom went into recess at 11:30 a.m. ET (UTC-4) on 18 September.

The AudCom meeting reconvened on 21 September at 7:00 a.m. ET (UTC-4) with the following additional attendees:

**Guests:**

Paul Nikolich  
Jon Rosdahl

**Staff:**

Jonathan Goldberg

### 5.3 Discussion on AudCom Baselines 2020 Update

Chair Kulick provided an update that the SASB ballot for the AudCom baselines closed on 15 September 2020, and while the baselines were approved, there were comments received during the ballot period and shortly after the ballot closed. He worked with Peter Balma, Chair of the AudCom baselines ad hoc to compile the comments and suggest preliminary resolutions, which were presented at this meeting. Some of the comments require more discussion by AudCom, and Chair Kulick mentioned that he would schedule another AudCom meeting after the September meeting series to review the comments.

**AI: An interim meeting of AudCom will be scheduled to review the comments from the SASB ballot and to prepare final comment resolutions. Any potential updates to the approved baselines will be sent to the SASB.**

### 5.4 Ad Hoc Update - Working Group P&Ps - Daleep Mohla

Daleep Mohla briefly reviewed the document that was prepared based on the ad hoc's discussions. He mentioned that some of what was discussed is incorporated in the updated baselines. There is also a plan to develop FAQs for the AudCom website with necessary information for AudCom best practices for what P&Ps should be used by a newly formed Working Group and when such a Working Group can submit a PAR to NesCom. Daleep requested that the ad hoc document be shared with AudCom in preparation for discussion at the December AudCom meeting.

### 5.5 Discussion on Additions to AudCom Conventions

- Submittal deadlines

Doug Edwards presented on the topic of whether or not there should be submittal deadlines for new and revised P&Ps prior to each AudCom meeting. The recommendation was to incorporate text into the AudCom Conventions about the deadline. Following the discussion, there was a motion to postpone the topic until the December AudCom meeting. In the absence of objection, the motion was approved.

- Terminology definition in higher level documents

Lisa Weisser explained that this topic was based on the action item mentioned earlier in the meeting to determine if there is a need to add information to the AudCom Conventions about terminology definition within P&P documents. For example, if a term mentioned in a Working Group P&P is defined in the Standards Committee P&P, there is no need to define it in the Working Group P&P, but the Standards Committee needs to acknowledge that in response to the review checklist. This discussion was deferred to the December AudCom meeting due to lack of time.

#### **5.6 Committee member interactions/comments RE: myProject**

This discussion was deferred due to lack of time.

***NB: This is a standing agenda item and if anyone has any feedback about their user experience with myProject, please let Lisa Weisser know.***

### **6. NEW BUSINESS**

#### **6.1 Request for Standards Committee Recognition**

##### **6.1.1 IEEE Vehicular Technology Society/High Speed Train and Maglev Standards Committee (VT/HSTMSC)**

This was discussed after agenda item 4.2.5.

**Motion: Recommend that the SASB recognize the Vehicular Technology Society/High Speed Train and Maglev Standards Committee, to be abbreviated as VT/HSTMSC, as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.**

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

The next meeting of AudCom will take place on 01 December 2020 by teleconference. There will be an interim AudCom meeting to discuss the SASB ballot comments received regarding the AudCom baselines and a separate interim meeting to discuss the C/LM P&P review. These dates will be determined by a poll.

### **8. ADJOURNMENT**

There being no further business, the meeting adjourned at 8:05 a.m. ET (UTC-4).