IEEE-SA Standards Board Audit Committee (AudCom) Minutes

5 December 2011
8:30 a.m. – 12:00 p.m.
Piscataway, NJ USA

Members:

Peter Balma
Clint Chaplin
Wael Diab
Paul Houzé
Ted Olsen, Chair
Ron Petersen
Gary Robinson
Mike Seavey
Yatin Trivedi
Howard Wolfman

Members Absent:

Hung Ling

Guests:

Dick DeBlasio
Bob Grow
Jim Hughes
Rich Hulett
Bruce Kraemer
John Kulick
David Law
John Messina
Steve Mills
Jim Moore
Jon Rosdahl
Sam Sciacca
Adrian Stephens
Claire Topp

Staff:

Bill Ash
Kathryn Bennett
Matt Ceglia

Terry deCourcelle
Karen Evangelista
Tricia Gerdon
Rona Gertz
Jodi Haasz
Mary Ellen Hanntz
Yvette Ho Sang
Noelle Humenick
Mike Kipness
Bob LaBelle
Mary Lynne Nielsen
Dave Ringle
Erin Spiewak
Cherry Tom
Sue Vogel
Joan Woolery
Lisa Yacone, Administrator
Malia Zaman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER
Chair Olsen called the meeting to order at 8:35 a.m. Introductions were made
around the room.

2. REVIEW AND APPROVAL OF THE AGENDA
A motion was made, and seconded, to approve the agenda. Upon vote, the motion
passed.

3. APPROVAL OF MINUTES OF THE 8 SEPTEMBER 2011 AUDCOM MEETING
A motion was made, and seconded, to approve the minutes of the 08 September
2011 meeting. Upon vote, the minutes were approved.

4. P&P REVIEW
4.1 Status of Continuing P&P Review

4.1.1 EMC/SDCom - Gary Robinson, Ronald Petersen
Motion: To accept the EMC/SDCom P&P. Upon vote, the motion passed.

4.2 New P&P Review

4.2.1 AES/UWBRC - Hung Ling, Yatin Trivedi
Yatin and Hung noted that there had been some inadvertent changes made to the
P&P upon revision

Motion: To conditionally accept the AES/UWBRC P&P contingent upon editorial corrections being made.

AI: Lisa will make the editorial corrections before posting.

Yatin asked if the new instructions included a request that tracked changes be turned on in Word before the Sponsor begins revision of their P&P. Peter and Lisa confirmed that this step was added to the instructions.

4.2.2 C/EASC - Clint Chaplin, Paul Houzé

This submittal was pulled from the agenda by the Sponsor prior to the meeting. Clint noted that he and Paul had completed their initial review of the document and had numerous concerns which had been passed on to the Sponsor. It is anticipated that the Sponsor will resubmit a revised P&P during the first quarter of 2012.

4.2.3 C/FIPA - TBD

This submittal arrived just prior to the meeting. Reviewers will be assigned following the meeting. C/FIPA P&Ps are due to expire in 2011 and are included in the extension request list under agenda item 4.4.

4.2.4 C/MSC - Wael Diab, H Wolfman
Wael noted that the Sponsor had failed to remove the brackets around the optional text.
Motion: To conditionally accept the C/MSC P&P contingent upon removal of the brackets.

AI: Lisa will remove the brackets before posting.

4.3 Request for an additional Sponsor in ComSoc

The IEEE Communications Society (ComSoc) has established a new Sponsor within its society – Power Line Communication – Standards Committee (PLC-SC) and has requested that PLC-SC be allowed to operate under the currently approved ComSoc P&P until such time that their own P&P is accepted by AudCom.

A lengthy discussion followed regarding what the correct order/process is for approving a new Sponsor and whether it needs to be approved by Standards Board before submittal of P&P to AudCom. It was determined that this was covered in clause 5.2.2.1 of the IEEE-SA Standards Board Bylaws.

> **5.2.2.1 Creation of Sponsors**
> Sponsors formed under rule d) in 5.2.2 [A standards subcommittee organized by or reporting to a Technical Committee within an IEEE Society/Council, a Standards Committee or Standards Coordinating Committee of an IEEE Society/Council, or a Standards Coordinating Committee established by the IEEE-SA Standards Board] shall be officially

recognized by the IEEE-SA Standards Board only after a 75% approval by the creating committee. Once formed, Sponsors automatically assume duties according to 5.1 of the *IEEE-SA Standards Board Operations Manual*.

Matthew Ceglia confirmed that ComSoc had achieved a 75% approval for the creation of PLC-SC.

Motion: Move to refer the question of the official recognition of ComSC/PLC as a Sponsor (a standards subcommittee organized by the ComSC Standards Board) to the SASB for the 7 December 2011 meeting.

Motion: AudCom recommends acceptance of ComSC/PLC operating under the currently approved ComSC P&P conditional upon the SASB recognition of ComSC/PLC as a Sponsor (a standards subcommittee organized by the ComSC Standards Board).

4.4   Sponsor P&P due to expire December 2011
Motion: That the following Sponsors be granted a one year extension to operate under their currently approved P&P until a revised set of P&P is accepted by the IEEE SASB:
   - **C/FIPA – Computer Society/Foundation for Intelligent Physical Agents - RECEIVED**
   - **C/IA - Computer Society/Information Assurance - RECEIVED**
   - **C/LT- Computer Society/Learning Technology**
   - **DEI/SC - Dielectrics and Electrical Insulation Society/Standards Committee**

Peter Balma suggested that AudCom might set a convention for one year extensions so as to be consistent. No formal action was taken.

4.5 Working Group P&P Review

4.5.1 Status update - Lisa Yacone
Lisa reviewed the status of current WG P&P requests vs. submittals received. She reported that most of the Sponsors are responding in a timely fashion to the request for WG P&P. There should be an increase in WG P&P to be reviewed in 2012.

4.5.2 EMB/SC - Clint Chaplin, Howard Wolfman
Clint reported that the EMB/SC WG P&P continue under review. The reviewers are awaiting a response from the Sponsor.

4.5.3 AES/GAP - Ron Petersen, Yatin Trivedi
Ron and Yatin reported that they were satisfied with the condition of the AES/GAP WG P&P provided a few minor edits were made. The Sponsor agreed by email to make the requested changes.

AudCom will report that no issues have been found with the AES/GP WG P&P contingent upon changes recommended on the checklist being officially accepted by the Sponsor.

4.5.4 SCC20 - Gary Robinson, Paul Houzé

Gary and Paul reported that they were satisfied with the condition of the SCC20 WG P&P provided a few minor edits were made.
AudCom will report that no issues have been found with the SCC20 WG P&P contingent upon "Sponsor chair" being globally replaced by "Sponsor" where appropriate and correcting the wording of calling a working group meeting as directed.

[As Sponsor Chair of SCC20, Mike Seavey abstained from the vote]

4.5.5 VT/RT Wael Diab, Peter Balma
Wael and Peter report that the VT/RT WG P&P will continue under review.
There were issues with:
Treasurer (optional) needing clarification,
Deleted actions for minutes and WG P&P in 9.2 Actions Requiring Approval by a Majority
Last paragraph in Clause 10 should be reworded.

Peter and Wael will mentor this group and possibly schedule a telecon.

4.5.6 C/DA - Hung Ling, Ted Olsen

Hung and Ted reported that the C/DA WG P&P will continue under review. Comments have been submitted and they are awaiting a response from the Sponsor.

During discussion of all of the WG P&P, AudCom noted that the Sponsors should be told that the WG P&P need to be submitted in Word format. Lisa noted that this has been included in the notifications sent to Sponsor which will be discussed during agenda item 5.2.

5.1 Ad hoc for Electronic Business - Update - Mike Seavey

Mike Seavey presented a summary of the history of the ad hoc and the proposed direction which includes adding some additional text covering electronic business to the baseline documents as well as the creation of an IEEE Guide for Teleconferencing and Electronic Meetings document. Chair Olsen asked that the ad hoc continue on its present course with a goal of being ready for action at the March meeting.

5.2 "Accepted P&P" notifications - Action - Lisa Yacone

Lisa presented and AudCom agreed to the finalized text for the Sponsor Notification to be sent in September prior to year of P&P expiration and to be sent upon SASB acceptance of Sponsor P&P.

5.3 Annual updates to baseline documents - Update - Ted Olsen
AudCom will continue to work on updating its baseline documents and instruction as laid out in the temporary plans reported at the September Standards Board meeting. This plan calls for an updated baseline to be rolled out in March 2012 instead of January. AudCom will coordinate with those sponsors whose P&P will be expiring in 2012 to ensure that the revised P&P are reviewed against the correct baseline document. The baseline in effect when work is begun to revise the P&P should be used.

AudCom continued to work on updates to the Sponsor baseline during the meeting. This included revising the instructional text for Proxy Voting. Work will continue to revise the text contained in 2.1.2 Co-sponsor responsibility/accountability, to add text on electronic meetings to 6.0 Meetings and to clarify the text related to the role of Treasurer.

AI: Lisa will set up at least two telecons in early 2012 once the committee roster is set.

5.4 Ad hoc for instructional text for the baseline P&P documents - Update - Peter Balma

Peter reviewed the current draft of instructional text. He took note to search and replace should/shall in all instances and to replace any instance of "sponsor" with "Sponsor".

Discussion continued regarding the use of hidden text. Any instructional text should remain visible until a final document is accepted.

Peter's Instructional Text ad hoc will continue. Clint Chaplin will join to assist in resolving the text pertaining to treasurer.

AI: Lisa will send Peter the latest draft [edited today] of the baseline documents so that he can continue to edit the instructional text.

6. NEW BUSINESS
There was no new business at this time.

7. DATE OF NEXT MEETING
The next meeting of AudCom is scheduled for 27 March 2012 in Piscataway, NJ, USA.

8. ADJOURNMENT