IEEE-SA Standards Board Audit Committee (AudCom)

03 December 2012
9:00 am – 12:00 pm
Piscataway, NJ USA

Members:
Peter Balma
Clint Chaplin
Paul Houzé
Michael Janezic
Bruce Kraemer
Hung Ling
Ted Olsen, Chair
Ron Petersen
Gary Robinson
Mike Seavey
Yatin Trivedi
Howard Wolfman

Members Absent:
Rob Oshana

Guests:
Bill Bartley
Pamela Brody-Heine
Patricia Dillon
Holly Elwood
Bob Grow
Jim Hughes
Rich Hulett
John Kulick
David Law
Kevin Lu
Steve Mills
Bill Moncrief
Ted Olsen
Wayne Rifer
Jon Rosdahl
Adrian Stephens

Claire Topp
Chuck Walrad

Staff:
Kathryn Bennett
Christina Boyce
Matt Ceglia
Sri Chandra
Terry deCourcelle
Karen Evangelista
Tricia Gerdon
Rona Gertz
Krista Gluchoski
Mary Ellen Hanntz
Karine Iffour
Konstantinos Karachalios
Karen Kenney
Soo Kim
Mike Kipness
Bob Labelle
Brenda Mancuso
Mary Lynne Nielsen
Moira Patterson
Lisa Perry
Walter Pienciak
Edward Rashba
Dave Ringle
Erin Spiewak
Ravi Subramaniam
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 9:07 am. Introductions were made around the room.

2. REVIEW AND APPROVAL OF THE AGENDA
Chair Olsen noted that he had decided to move agenda item 4.3.1 to the end of the agenda. A motion was made, and seconded, to approve the agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES OF THE 28 AUGUST 2012 AUDCOM MEETING
A motion was made, and seconded, to approve the minutes of the 28 August 2012. Upon vote, the minutes were approved.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 C/FIPA - Hung Ling, Howard Wolfman
Hung reported that the Sponsor has submitted a revised P&P that addressed the concerns in the AudCom review checklist.

Motion: To accept the C/FIPA P&P. Upon vote the motion passed.

4.1.2 C/LM – Paul Houzé, Gary Robinson

Paul reported that the C/LM had submitted a revised P&P in response to the AudCom review checklist he and Gary had prepared. The only outstanding concern was that "Approval of public statements" was listed under "7.1.1 Actions requiring approval by a majority vote." The baseline requires that this action be listed under "7.1.2 Actions requiring approval by a two-thirds vote."

Motion: To conditionally accept the C/LM P&P contingent upon moving "Approval of public statements" to 7.1.2. Upon vote the motion passed.

4.1.3 IAS/PCI – Howard Wolfman, Gary Robinson
Howard and Gary are awaiting a response/revised P&P from the Sponsor. The IAS/PCI staff liaison, Lisa Perry, reported that IAS/PCI is continuing to work on a revision and should be submitting something soon. She will follow up with them.

This P&P will continue under review. As this P&P is due to expire 31 December 2012, an extension to operate under the existing IEEE-SASB accepted IAS/PCI P&P until March 2013 was granted.

4.1.4 PE/SUB – Hung Ling, Clint Chaplin
Hung reported that the Sponsor has submitted a revised P&P that addressed the concerns in the AudCom review checklist.

Motion: To accept the PE/SUB P&P. Upon vote the motion passed.

4.2 New P&P Review

Chair Olsen took a few minutes to congratulate and thank the committee for its prompt reviews which led to very quick turnaround times for submitting checklists to Sponsors. This was particularly impressive due to a flurry of late submittals towards the end of the year.

Chair Olsen also asked the group to work on closing out reviews by submitting final checklists showing that the revised P&P submittals answered the concerns listed in the initial checklists. All versions of the checklist are available in the checklist history for each P&P review.

4.2.1 C/SAB – Peter Balma, Howard Wolfman
Peter reported that an AudCom review checklist had been uploaded on 27 November 2012 and that he and Howard are awaiting the Sponsor's response. Peter presented a few of his comments for AudCom discussion. AudCom agreed that Clause 6.2 on Conduct should not be modified. Gary Robinson, who is a past member of the C/SAB will be added to the review team as mentor.

This P&P will continue under review. As this P&P is due to expire 31 December 2012, an extension to operate under the existing IEEE-SASB accepted C/SAB P&P until March 2013 was granted.

4.2.2 IAS/CI – Bruce Kraemer, Paul Houzé
Bruce reported that an AudCom review checklist was uploaded on 21 November 2012. There is only one clause requiring revision by the Sponsor. Bruce clarified that this review covered all of the IAS Sponsor P&P listed from 4.2.2 to 4.2.8 on this agenda.
4.2.3 IAS/EM
4.2.4 IAS/ES
4.2.5 IAS/I&CPS
4.2.6 IAS/PSE
4.2.7 IAS/PSP
4.2.8 IAS/TBCC
This P&P (for the seven IAS Sponsors listed) will continue under review. As these P&P are due to expire 31 December 2012, an extension to operate under the existing IEEE-SASB accepted IAS P&P until March 2013 was granted.

4.2.9 PE/ED&PG – Mike Seavey, Clint Chaplin
Mike reported that the Sponsor has submitted a revised P&P that addressed the concerns in the AudCom review checklist.

Motion: To accept the PE/ED&PG P&P. Upon vote the motion passed.

4.2.10 PE/EM – Yatin Trivedi, Bruce Kraemer
Lisa reported that although Yatin and Bruce had been assigned to the review, the review had not yet begun. PE/EM's initial submittal had used a baseline prior to the

2010 baseline and PE/EM was directed to resubmit using the 2010 baseline or later. PE/EM has requested an extension to complete this update.

As these P&P are due to expire 31 December 2012, an extension to operate under the existing IEEE-SASB accepted PE/EM P&P until March 2013 was granted.

AI: Malia Zaman, staff liaison to PE/EM, will inform the Sponsor that the initial submission should be no later than the first week of February 2013.

4.2.11 PE/IC – Yatin Trivedi, Michael Janezic
Yatin reported that an AudCom review checklist had been uploaded on 21 November 2012. The checklist requires one edit which he will fix. Yatin and Mike agreed that a telecon would be helpful to resolve their comments with the Sponsor.

As these P&P are due to expire 31 December 2012, an extension to operate under the existing IEEE-SASB accepted PE/IC P&P until March 2013 was granted.

AI: Lisa will set up a telecon between the reviewers and the Sponsor.

4.2.12 PE/NPE – Gary Robinson, Ted Olsen
Gary reported that the Sponsor has submitted a revised P&P that addressed the concerns in the AudCom review checklist.

Motion: To accept the PE/NPE P&P. Upon vote the motion passed.

4.2.13 PE/PSACE –
Lisa reported that, similar to PE/EM, PE/PSACE's initial submittal had used a baseline prior to the 2010 baseline and PE/PSACE was directed to resubmit using the 2010 baseline or later. The Sponsor did submit an updated document just prior to the meeting. AudCom reviewers will be assigned shortly.

As these P&P are due to expire 31 December 2012, an extension to operate under the existing IEEE-SASB accepted PE/PSACE P&P until March 2013 was granted.

4.2.14 PE/PSC –
Lisa reported that the Sponsor submitted the P&P just prior to the meeting. AudCom reviewers will be assigned shortly.

As these P&P are due to expire 31 December 2012, an extension to operate under the existing IEEE-SASB accepted PE/PSC P&P until March 2013 was granted.

4.2.15 PE/PSIM – Ron Petersen, Hung Ling
Ron reported that the Sponsor has submitted a revised P&P that addressed the concerns in the AudCom review checklist.

Motion: To accept the PE/PSIM P&P. Upon vote the motion passed.

4.2.16 PE/PSR – Ron Petersen, Mike Seavey

Ron and Mike reported that the Sponsor, following the AudCom review checklist and a telecon, has submitted a revised P&P that addressed their concerns.

Motion: To accept the PE/PSR P&P. Upon vote the motion passed.

4.2.17 PE/SPDLV – Peter Balma, Hung Ling

Peter reported that he and Hung had a final telecon with the Sponsor following the upload of a second AudCom review checklist. They are now satisfied with resulting P&P revision. He also clarified that the P&P would cover both SPDLV (low voltage) and SPDHV (high voltage) Sponsors.

Motion: To accept the PE/SPDLV - PE/SPDHV P&P. Upon vote the motion passed.

4.2.18 PE/SWG – Ron Petersen, Clint Chaplin

Ron reported that the Sponsor has submitted a revised P&P that addressed the concerns in the AudCom review checklist.

Motion: To accept the PE/SWG P&P. Upon vote the motion passed.

4.2.19 PE/T&D – Yatin Trivedi, Michael Janezic

Yatin reported that an AudCom review checklist had been uploaded on 21 November 2012. Yatin and Mike agreed that a telecon would be helpful to resolve their comments with the Sponsor.

As these P&P are due to expire 31 December 2012, an extension to operate under the existing IEEE-SASB accepted PE/T&D P&P until March 2013 was granted.

AI: Lisa will set up a telecon between the reviewers and the Sponsor.

4.2.20 PEL/SC – Mike Janezic, Ted Olsen

Mike reported that the Sponsor has submitted a revised P&P that addressed the concerns in the AudCom review checklist.

Motion: To accept the PEL/SC P&P. Upon vote the motion passed.

4.2.21 SASB/SCC39 –Bruce Kraemer/Paul Houzé

Paul reported that an AudCom review checklist had been uploaded on 3 December 2012. He and Bruce had a few, mostly editorial comments. Ron Petersen, Sponsor Chair of SCC39 stated he had seen the comments and was agreeable to the suggested changes. He said would update the document and re-upload it soon after the meeting.
Motion: To conditionally accept the SCC39 P&P contingent upon completion of editorial changes indicated in the checklist. Upon vote the motion passed.

Chair Olsen requested that a final clean checklist be uploaded by the lead reviewer for each review.

AI: Upload final clean checklist:
C/LM – Gary Robinson
PE/PSIM – Ron Petersen
PE/SWG – Ron Petersen
SCC39 – Bruce Kraemer

4.3 Working Group P&P Review

4.3.1 C/EASC – Paul Houzé, Ted Olsen
Chair Olsen reported that the AudCom reviewers had continued and additional concerns regarding the submitted C/EASC WG P&P. A question and answer dialog with the C/EASC Sponsor was held during the meeting. Following this dialog, AudCom went into executive session. The following motion was made and approved by AudCom during executive session:
  – **The C/EASC WG P&P as submitted is not accepted.**
  – **Move to defer this issue until a meeting of an AudCom task group can be held to allow more time to review documentation**

4.3.2 COM/PLC –Yatin Trivedi, Bruce Kraemer
AudCom will report to the IEEE-SA Standards Board that no issues have been found with the COM/PLC WG P&P.

4.3.4 IES/IES – Clint Chaplin, Ron Petersen
AudCom will report to the IEEE-SA Standards Board that no issues have been found with the IES WG P&P.

4.3.5 C/IA - Peter Balma, Michael Janezic
Peter reported that he and Mike had a conference call with the Sponsor in early September and were still waiting for a final revision to be submitted. The staff liaison, Kathryn Bennett, indicated that the Sponsor Chair was reportedly balloting the revision within the Sponsor this week. She will follow up with him.

No action was taken. The C/IA WG P&P will continue under review.

4.3.6 CES – Peter Balma, Howard Wolfman
Peter noted that the Sponsor had initially lowered the quorum level required. When Peter made a comment on this, the Sponsor was willing to change the number back to what the baseline had but it was noted that the clause is modifiable and the instructions do not currently say that the number cannot be lowered.

AudCom will report to the IEEE-SA Standards Board that no issues have been found with the CES WG P&P.

AI: Peter and Lisa will create additional text for the explanatory notes for Clause 6.1 Quorum to clarify that quorum shall not be modified below one half of working group members.

4.4 Extensions

Lisa reported that in addition to the Sponsors reported on in 4.1 and 4.2, there were five Sponsors whose P&P were due to expire 31 December 2012 and who had not submitted revised P&P. They each request an extension from AudCom. They are:

RAS   Robotic and Automation Society
C/LT   Computer Society/Learning Technology
C/SS   Computer Society/Storage Systems
C/TT   Computer Society/Test Technology
DEI   Dielectrics And Electrical Insulation Society

There was a motion to grant these Sponsors an extension to operate under their existing IEEE-SASB accepted P&P until March 2013 with initial revised P&P submittal expected no later than 30 January 2013.

AI: AudCom requested that all of the staff liaisons remind the Sponsors to follow the instructions included with the baseline. A specific request is to remind them to turn on track changes before starting and to leave the footer in the document.

5. OLD BUSINESS

5.1 Ad hoc for Electronic Business - Information - Mike Seavey

This item was deferred to March as there was nothing new to present at this meeting.

6. NEW BUSINESS

There were no new business items added to this agenda

7. DATE OF NEXT MEETING

The next meeting of AudCom is scheduled for 04 March 2013 in Piscataway, NJ, USA.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:55 pm.