

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

3 December 2015

9:00 a.m. - 12:00 p.m.

IEEE Operations Center, Piscataway, New Jersey, USA

Members:

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

Mary Lynne Nielsen
Dave Ringle
Pat Roder
Sam Sciacca
Erin Spiewak
Dan Toland
Cherry Tom
Lisa Weisser, Administrator
Malia Zaman

IEEE Staff:

Melissa Aranzamendez
Bill Ash
Christy Bahn
Kathryn Bennett
Matthew Ceglia
Karen Evangelista
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Karen Kenney
Soo Kim
Michael Kipness
Brenda Mancuso

Guests:

Osama Aboul-Magd
Masayuki Ariyoshi
Richard Hulett
Bruce Kraemer
John Kulick
David Law
Xiaohui Liu
John Messenger
Jon Rosdahl
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 9:00 a.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 3 December 2015 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES FROM THE 1 SEPTEMBER 2015 AUDCOM MEETING

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

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 C/SI - Annette Reilly, Glenn Parsons

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

4.2 Status of New Sponsor P&P Review

4.2.1 APS/P - Gary Robinson, James Gilb

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

4.2.2 IM/HFM - Michael Janezic, Gary Hoffman

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

4.2.3 IM/MBM - Ronald Petersen, James Gilb

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 March agenda.

4.2.4 IM/ST - Ted Olsen, Glenn Parsons

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

4.2.5 IM/WM&A - Annette Reilly, Adrian Stephens

The P&P document was initially submitted on the Working Group P&P Baseline, and the correct version was received close to the AudCom meeting date, so the P&P will continue under review and move to the March agenda.

4.2.6 RS/SC - Howard Wolfman, Gary Hoffman

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 March agenda.

4.2.7 UFFC/UFFC - Ted Olsen, Ronald Petersen

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

4.3 Status of Continuing Working Group P&P Review

4.3.1 EMB/11073/PHD - Ronald Petersen, Adrian Stephens

Motion: To deem without issue the EMB/11073/PHD P&P. Upon vote, the motion passed.

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

Motion: To deem without issue the PE/SUB/WGE9 - (common - all PE/SUB WGs) P&P. Upon vote, the motion passed.

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

Motion: To deem without issue the SASB/SCC14/SCC14.1 P&P. Upon vote, the motion passed.

4.3.4 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 March agenda.

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

Motion: To conditionally deem without issue the VT/ITS/1609_WG P&P; The three conditions were:

1) 3.4.3: item numbering messed up, needs correction.

2) 6.3: Delete "(see Roberts Rules ...)"

3) 7.1.2: Delete "and AUDCOM review".

Upon vote, the motion passed.

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

4.4 Status of New Working Group P&P Review

4.4.1 MTT/SCC/WMSMW_WG - (common - all MTT-S WGs) - Gary Robinson, Adrian Stephens

Motion: To deem without issue the MTT/SCC/WMSMW_WG - (common - all MTT-S WGs) P&P. Upon vote, the motion passed [8 in favor, 0 opposed, 1 recusal (Janezic)].

4.5 Status of pending P&P reviews

4.5.1 Sponsor P&Ps Expiring in December 2015

4.5.1a IM/MPS TC39

Chair Faure shared with AudCom that IM/MPS TC39 requested an extension for the submission of their updated P&Ps until 22 January 2016.

Motion: To approve the extension request from IM/MPS TC39 with a deadline to submit the P&Ps no later than 22 January 2016. Upon vote, the motion passed.

4.5.1b IM/AI TC8

Chair Faure shared with AudCom that IM/AI TC8 has essentially dissolved, and remaining work has been absorbed by SASB/SCC20. It was agreed that there is no need to request the Sponsor P&Ps.

AI: Staff needs to get email confirmation from the Chair and then remove IM/AI TC8 from myProject.

4.5.2 Pending Working Group P&P reviews

Chair Faure reviewed the status of prior Working Group P&P requests and noted that some Sponsors previously had no active Working Group, and the request for an audit of the Working Group P&Ps had been temporarily placed on hold. He noted that over time that status may have changed, and asked that staff continue to follow up with the Sponsors with recently approved P&Ps.

AI: Lisa Weisser to work with the Program Managers and Sponsors to determine if any of the Sponsors who previously did not have Working Groups now have Working Groups and if so, to get the Working Group P&Ps for AudCom to review.

5. OLD BUSINESS

5.1 Action Item Review

Lisa Weisser reviewed the action items from prior meetings and noted that most of them are complete. One item that is still in progress is that staff will send additional change forms directly to ProCom to update higher level P&Ps based on updates to the 2015 Baseline updates.

5.2 2015 Baseline Updates

Chair Faure explained that all the Baselines and the instructions templates were approved by the SASB by email ballot. He noted that there were comments from the SASB ballot and also that there is still a need to determine the date for implementation. After a discussion it was agreed that AudCom would review the comments from the SASB ballot during this meeting.

5.2a Comments received from the SASB Ballot

AudCom reviewed the 16 comments on the Baselines and 14 comments on the instructions templates. It was agreed that only the edits suggested in comments number 4 and 5 would be made prior to publication of the Baselines, and all editorial comments about the instructions templates except for comments 5 and 12 would be addressed prior to publication of the instructions.

Motion: Staff will be instructed to address only baselines editorial comments 4 and 5 before publication. Upon vote, the motion passed.

Motion: Staff will be instructed to make the changes in the template instructions as described in the template instruction comments, except for comments 5 and 12. Upon vote, the motion passed.

All other comments that were not resolved during the meeting will be placed on an open list that will be made available in Central Desktop. This will be an ongoing list until the next Baselines update.

AI: Lisa Weisser to upload the list to Central Desktop with comments that were not addressed during this meeting, along with the comments received from Adrian Stephens during the initial AudCom ballot of the Baselines.

- **IAS Sponsor Request - proposed change to Clause 5.0 in their Working Group P&P**

An additional request was made by IAS through email, separate from the other Baseline discussions that took place during the year. The request was to add to Clause 5.0 of their Working Group P&P that the Chair of the Working group shall appoint the chair of the subgroup *and subgroup members*. There was a discussion and ultimate agreement that if this were an actual request brought to AudCom it would not be acceptable.

Motion: If the change to the IAS Working Group P&Ps had been brought to AudCom, as they understood it, it would not have been accepted. Upon vote, the motion passed.

AI: Staff will reply to IAS about this decision.

5.2b Implementation

- PES update - discussion on the status and P&P request

Ted Olsen gave a brief update of the PES restructuring and there was a discussion about the timing and which Baseline document should be used for the upcoming PES submissions.

After a discussion it was agreed that the new Baselines would go into effect on 1 March 2016, and prior to that date, either the 2013 or the 2015 Baselines can be used.

PES is going to generate a template Sponsor document using the new AudCom Baseline document for future Sponsor P&P requirements and a template Working Group document for pending Working Group P&Ps. One upcoming Sponsor P&P will use the 2013 Baseline.

Motion: Submissions of P&Ps using 2013 baselines will not be accepted after 1 March 2016. Prior to that, either the 2013 or 2015 Baselines can be used for submissions. Upon vote, the motion passed.

AI: Lisa Weisser to get the Baselines published along with the checklists for AudCom to use.

AI: Lisa Weisser will communicate via several channels that the Baselines are available, where they can be located, and the timelines for submissions on the 2013 or 2015 Baselines.

5.3 Report from Ad Hoc on Referencing unaudited Sponsor documents (e.g. Sponsor Operating Manuals, etc.) in P&Ps - Adrian Stephens

Adrian reported that the ad hoc met twice after the September AudCom meeting and is still working toward a recommendation. The ad hoc is hibernating and will re-form in 2016 with potential new committee members.

6. NEW BUSINESS

6.1 Technical Committee on RFID name change on P&Ps to IEEE Council on RFID (For information)

Lisa Weisser informed AudCom of the status change for the Technical Committee on RFID which became IEEE Council on RFID. The information has been updated in the committee list in myProject.

AI: Lisa Weisser to note this on the P&Ps and update the URL in myProject.

7. DATE OF NEXT MEETING

The next in-person meeting of AudCom will take place on 1 March 2016, in New Delhi, India.

There was a discussion about the remaining reviews, and it was agreed that to try to move more reviews to completion, the 2015 AudCom members would continue through the end of January 2016.

Motion: The 2015 AudCom members would continue through the end of January 2016. Upon vote, the motion passed (9 in favor, 1 opposed).

8. ADJOURNMENT

The meeting was adjourned at 12:00 p.m.