IEEE-SA Standards Board Audit Committee (AudCom)
Meeting Minutes
3 December 2018
8:30 a.m. - 12:00 p.m.
IEEE Operations Center, Piscataway New Jersey, USA

Members:

Doug Edwards
Travis Griffith
Guido Hiertz
Christel Hunter
Thomas Koshy
Daleep Mohla
Annette Reilly, Chair
Dorothy Stanley
Mehmet Ulema
Philip Winston

Robby Robson
Jon Rosdahl
Matteo Sabattini
Qiong Sun
Claire Topp
Don Wright
Yu Yuan
Jingyi Zhou

Members Absent:

Hamid Sharifnia

Guests:

Chuck Adams
Dennis Brophy
Evelyn Chen
Jean-Philippe Faure
Rob Fish
Alex Gelman
Qin He
Gary Hoffman
Victor Huang
Mike Janezic
John Kulick
David Law
Grace Li
Xiaohui Liu
Kevin Lu
Andrew Myles
Paul Nikolich
Kishik Park
Glenn Parsons

IEEE Staff:

Natasha Alvarado
Melissa Aranzamendez
Christy Bahn
Matt Ceglia
Karen Evangelista
Jonathan Goldberg
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Karen Kenney
Soo Kim
Michael Kipness
Nicholas Orlando
Mary Lynne Nielsen
Moira Patterson
Dave Ringle
Pat Roder
Jennifer Santulli
Sam Sciacca
Erin Spiewak
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Reilly called the meeting to order at 8:30 a.m. and there was a round of introductions.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Reilly asked if there were any additions, deletions, or alterations to the published agenda. An additional topic was submitted by the SASB Phenomenon of Dominance Ad Hoc which was added as item 6.3 on the agenda.

A motion was made to approve the 3 December 2018 AudCom meeting agenda as amended. The motion was unanimously approved.

3. APPROVAL OF MINUTES FROM THE 5 SEPTEMBER 2018 AUDCOM MEETING

A motion was made to approve the minutes of the 5 September 2018 AudCom meeting. The motion was unanimously approved.

AI: Lisa Weisser to add Daleep Mohla to the list of participants for the continuation of the 5 September 2018 meeting.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 C/LT - Daleep Mohla, Guido Hiertz

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 January 2019 AudCom agenda.

4.1.2 C/SAB - Thomas Koshy, Doug Edwards

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

4.1.3 PE/EM - Dorothy Stanley, Christel Hunter

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

4.2 Status of New Sponsor P&P Review

4.2.1 BOG/CAG - Phil Winston, Daleep Mohla

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 January 2019 AudCom agenda.

4.2.2 CES/BSC - Guido Hiertz, Daleep Mohla

There was one remaining item on the review checklist about the Sponsor's Scope as written in the P&Ps. Following a discussion about who is responsible for determining a Sponsor's Scope, there was a vote by AudCom resulting in the P&Ps continuing under review **(5 approve, 4 disapprove [Edwards, Griffith, Stanley, Winston])**.

NB: Following a discussion about who determines the Sponsor's Scope during the SASB meeting, the SASB voted to accept the P&Ps and recognize CES/BSC as a Sponsor. Please see documentation in the 5 December 2018 SASB minutes.

4.2.3 CES/SC - Guido Hiertz, Travis Griffith

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

4.2.4 CES/VRARSC - Travis Griffith, Thomas Koshy

There is still an open comment from the checklist that has not been addressed and the P&P will continue under review and move to the January 2019 AudCom agenda. As there was a discussion about the item, there was a vote taken about this decision **(8 approve, 1 abstain [Stanley])**.

4.2.5 COM/SDB - Doug Edwards, Christel Hunter

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 January 2019 AudCom agenda.

4.2.6 EDS/MEMS - Phil Winston, Mehmet Ulema

The P&P document was received very close to the AudCom meeting date. The review is underway and will continue on the January 2019 AudCom agenda.

4.2.7 IAS/ICPS TBCC - Christel Hunter, Guido Hiertz

The P&P document was received very close to the AudCom meeting date. The review is underway and will continue on the January 2019 AudCom agenda.

4.2.8 PE/T&D - Dorothy Stanley, Daleep Mohla

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 January 2019 AudCom agenda.

4.2.9 PE/TR - Dorothy Stanley, 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 January 2019 AudCom agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 C/DA/IP Encryption - Phil Winston, Christel Hunter

Motion: To deem without issue the C/DA Working Group P&P. Upon vote, the motion passed. (Conditional; contingent upon staff removing the identified shading issue.)

NB: The condition has been met.

4.3.2 EMC/SDCom/BLS (Common - all EMC/SDCom Individual Working Groups) - Mehmet Ulema, Dorothy Stanley

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 January 2019 AudCom agenda.

4.3.3 PE/SBLC/Transactive Energy_P825 (Common - all PE/SBLC Individual Working Groups) - Phil Winston, Guido Hiertz

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 January 2019 AudCom agenda.

4.3.4 SSIT/SC/News Site Trustworthiness - Thomas Koshy, Christel Hunter

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 January 2019 AudCom agenda.

4.4 Status of New Working Group P&P Review

4.4.1 AES/RS/521a_wg - Travis Griffith, Doug Edwards

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 January 2019 AudCom agenda.

4.4.2 C/S2ESC/EMELC-WG (Common - all C/S2ESC Individual Working Groups) - Travis Griffith, Mehmet Ulema

Motion: To deem without issue the C/S2ESC (Common - all C/S2ESC Individual Working Groups) P&P. Upon vote, the motion passed. (Conditional; contingent upon staff making minor edit in section 1.3.)

NB: The condition has been met.

4.4.3 IM/ST/CFAT (Common - all IM/ST TC-9 Individual Working Groups) - Doug Edwards, Dorothy Stanley

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 January 2019 AudCom agenda.

4.4.4 PHO/SC/P2065 - Dorothy Stanley, Doug Edwards

The P&P document was received very close to the AudCom meeting date. The review is underway and will continue on the January 2019 AudCom agenda.

4.4.5 RS/SC/Fail-Safe Design - Mehmet Ulema, Thomas Koshy

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 January 2019 AudCom agenda.

4.4.6 SEN/SC/EPS - Daleep Mohla, Phil Winston

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 January 2019 AudCom agenda.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

Lisa Weisser reviewed the action items from prior AudCom meetings:

Action Item	Status	Update
1. Lisa Weisser will provide the draft recommended versions of the Conventions documents to AudCom.	Complete	Lisa sent the draft versions to Chair Reilly and these were sent to AudCom mid-November.
2. Staff to meet to determine if there is a way to retroactively apply the new terminology to the prior accepted P&Ps.	Complete	Staff from Governance, Editorial, and IT met to discuss the feasibility of this and determined that it would not be realistic with current resources. See AudCom agenda item 5.6.

5.2 Update on Outstanding P&Ps - Chair Reilly

Chair Reilly provided an update on the current status of outstanding Sponsor and Working Group P&Ps.

5.2.1 Expiring Sponsor P&Ps

The following Sponsors with active projects whose P&Ps expire at the end of December 2018 have not submitted P&Ps to AudCom:

DEI/SC Standards Committee
PE/IC Insulated Conductors

A motion was made (Griffith) and seconded (Hunter):

Motion: Suspend work from Standards Committees whose Sponsor P&P have expired on 31 December 2018, and whose revised P&Ps have not been received by AudCom by 28 February 2019. Upon vote, the motion passed.

5.2.2 Working Group P&Ps Outstanding

Chair Reilly reported that while there has been significant progress in reducing the list of Working Group P&Ps outstanding, there are still five Sponsors whose Sponsor P&P was accepted prior to 2018 and whose Working Group P&P have not been received:

AES/GA Gyro Accelerometer Panel (December 2016)
C/CPSC Cybersecurity and Privacy Standards Committee (June 2017)
C/SI Simulation Interoperability Stds Organization/Stds Activity Committee (Dec 2015)
PE/ESSB Energy Storage & Stationary Battery Committee (March 2017)
SASB/SCC31 - Automatic Meter Reading and Energy Management (Sept 2016)

NB: As of 15 January 2019, this list has been reduced to two Sponsors: C/CPSC and PE/ESSB.

A motion was made (Winston) and seconded (Edwards):

The motion was amended to make the date the same as the date in the motion about outstanding Sponsor P&Ps:

Motion: Suspend work from Standards Committees whose Sponsor P&P were accepted prior to 2018 and who have not submitted current Working Group P&P to AudCom by 28 February 2019. (8 approve, 1 disapprove - date change [Winston]).

5.3 Ad Hoc Report - AudCom Conventions and Instructions Review - Travis Griffith

Travis Griffith showed the recommended updates to the AudCom Conventions. He made a motion that was seconded (Koshy):

Motion: To accept the AudCom Conventions as written. Upon vote, the motion passed.

AI: Lisa Weisser will post the approved Conventions on the AudCom website.

The baseline instructions will continue to be reviewed as the baselines get updated in 2019.

5.4 Open Source Ad Hoc Report to AudCom - Dorothy Stanley

Dorothy Stanley reminded AudCom that the SASB OSS Framework and process flow diagram was shared with AudCom in November, and that these are still IEEE confidential. She asked AudCom to review the documents.

5.5 SASB/SCC18 P&P (SCC Type 1 Baseline) - Christel Hunter

Chris Hunter provided an update on the status of the SASB/SCC18 P&Ps. She received the draft document from the SASB SCC18 Oversight Committee, and sent it for a vote within SCC18. The draft document was not approved by SCC18 and will be revised in consultation with the SCC18 Oversight Committee before a recirculation within SCC18.

5.6 Update on the plan for implementing changes from "Sponsor" to "Standards Committee"

Chair Reilly, along with staff, provided an update about the roll out of the Sponsor terminology changes. Higher level governance documents will be updated first, followed by changes to web pages, and if possible, a minimal text notification in myProject to help clarify that the terminology has been changed. There will be a notice on the AudCom baselines web page regarding new terminology applicability for existing P&P. The 2019 P&P baselines will include the new terminology. After a discussion, it was agreed that changes to existing P&P will not be applied retroactively. P&P submitted in 2019 can continue to use "Sponsor" terminology during the transition before the full switch has been made to the new approved 2019 baselines.

5.7 2019 Baseline Updates - Chair Reilly

Chair Reilly reported that the AudCom baseline documents will be updated in 2019 and a comment spreadsheet has been set up in iMeet Central. Some changes have already been suggested by AudCom members, staff, and other committees. Prompt action was requested to change templates to use Standards Committee rather than Sponsor. Chair Reilly encouraged everyone to note potential issues and forward them to staff and/or AudCom.

New language was presented with regard to Dominance that will be incorporated in the next version of the baselines. (See agenda item 6.3)

Staff enhancements to PAR Study Group Guidelines may also be incorporated into the next version of the baselines. (See agenda item 6.2)

6. NEW BUSINESS

6.1 Request for Sponsor Recognition

6.1.1 IEEE Consumer Electronics Society Blockchain Standards Committee (BSC)

The P&P of CES/BSC are still under review, so it was agreed that the Sponsor recognition would be deferred until the January 2019 AudCom meeting when the P&P will be discussed.

NB: As noted in 4.2.2, CES/BSC was recognized during the 5 December SASB meeting.

6.1.2 IEEE Consumer Electronics Society Virtual Reality and Augmented Reality Standards Committee (VRARSC)

The P&P of CES/VRARSC are still under review, so it was agreed that the Sponsor recognition would be deferred until the January 2019 AudCom meeting when the P&P will be discussed.

6.2 PAR Study Group Guidelines - Staff

Erin Spiewak presented recommended updates to the IEEE Study Group Guidelines document that was reviewed by a staff team. The goals for updating this document are to provide Standards Committees a resource to understand proper techniques for using Study Groups and to provide IEEE-SA information in regards to Study Group activities that are taking place. It was agreed that the enhanced document can be used, and that the content will be reviewed during the baseline updates to see if some of the content can also be incorporated in the baselines.

6.3 P&P Text Recommendations Dominance - Gary Hoffman

Gary Hoffman presented recommended text from the SASB Phenomenon of Dominance Ad Hoc to be incorporated into the Sponsor P&Ps for the next baseline update. This follows recently approved changes to the SASB Bylaws text on dominance. It was agreed that this text would be incorporated into the Sponsor baseline during the 2019 update.

7. DATE OF NEXT MEETING

The next meeting will be the final meeting of the 2018 AudCom and will take place by teleconference on 22 January 2019 at 12:00 p.m. ET.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 11:28 a.m.