IEEE SA Standards Board Audit Committee (AudCom)
Meeting Minutes
01 December 2020
3:00 p.m. - 6:00 p.m. ET (UTC-5)
Teleconference

Members:
Peter Balma
Doug Edwards
Ramy A. Fathy
Thomas Koshy
John Kulick, Chair
Joseph Levy
Kevin Lu
Daleep Mohla
Mehmet Ulema
Philip Winston
Daidi Zhong
Jingyi Zhou

Members Absent:
Howard Li

Guests:
Edward Au
Evelyn Chen
Steve Dukes
Mark Epstein
Rob Fish
James Gilb [part time]
Latonia Gordon
Travis Griffith
Gary Hoffman
Bill Howe [part time]
David Law
Jim Matthews
Alicia Nie
Paul Nikolich
Robby Robson
Jon Rosdahl
Mark Siira
Dorothy Stanley
Claire Topp [legal counsel]
Victoria Wang

Karl Weber
Don Wright
Xiaoguang Yang
Yu Yuan

IEEE Staff:
Christy Bahn
Matt Ceglia
Karen Evangelista
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Kelly Lorne
Greg Marchini
Erin Morales
Adam Newman
Jay Okesola
Christian Orlando
Dave Ringle
Pat Roder
Jennifer Santulli
Rudi Schubert
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Kulick called the meeting to order at 3:04 p.m. ET. 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 (Mohla) and seconded (Winston) to approve the 01 December 2020 AudCom meeting agenda. In the absence of objection, the motion was approved.

3. APPROVAL OF MINUTES OF THE 18 AND 21 SEPTEMBER 2020 AUDCOM MEETING AND 13 OCTOBER 2020 AUDCOM BASELINES MEETING

A motion was made (Lu) and seconded (Levy) to approve the minutes of the 18 and 21 September 2020 AudCom meeting and the 13 October 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

An interim meeting of AudCom was held in November to discuss this P&P review. Following that meeting, the P&P was updated, and at the time of this meeting it was under review by C/LM.

NB: Following an approval vote by C/LM in January, the updated P&P was uploaded in myProject.

The P&P will continue under review and move to the January 2021 AudCom agenda.

4.1.2 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 January 2021 AudCom agenda.

4.1.3 UFFC/UFFC - Mehmet Ulema, Daleep Mohla

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

4.1.4 VT/CBTC&SIG - Doug Edwards, Joseph Levy

There was a motion to recommend acceptance of the VT/CBTC&SIG P&P, but the final checklist was not uploaded in myProject with enough time for AudCom members to review. Following a discussion, there was a motion to table the recommendation for acceptance of the P&P.

Motion: To table the motion to recommend acceptance of the VT/CBTC&SIG P&P. In the absence of objection, the motion to table was approved.

4.1.5 SASB/SCC22 - Peter Balma, Daidi Zhong

Motion: To recommend conditional acceptance of the SASB/SCC22 P&P; contingent upon minor editorial corrections to be completed. Upon vote, the motion passed.

NB: This condition has been met.

4.2 Status of New Standards Committee P&P Review

Prior to the discussion about the reviews in this category, Chair Kulick brought up the issue of scope overlap because there are two requests on this agenda to create Standards Committees with potentially overlapping scopes.

4.2.1 APS/SC - Howard Li, 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 2021 AudCom agenda.

4.2.2 C/AISC - Phil Winston, Ramy Fathy

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

Following the outcome of this review, AudCom discussed item 6.1.2 on the agenda.

4.2.3 C/FSSC - Kevin Lu, Daidi Zhong

Motion: To recommend conditional acceptance of the C/FSSC P&P; contingent upon reviewers uploading a final checklist that says the minor edits have been made. Upon vote, the motion passed. (7 approve, 0 disapprove, 4 abstain [Balma, Edwards, Fathy, Winston])

NB: This condition has been met.

Following the outcome of this review, AudCom discussed item 6.1.3 on the agenda.

4.2.4 C/OGSC - Jingyi Zhou, Howard Li

Motion: To recommend conditional acceptance of the C/OGSC P&P; contingent upon reviewers confirming minor edits have been made and uploading a final checklist. Upon vote, the motion passed. (6 approve, 3 disapprove [Balma, Edwards, Winston], 2 abstain [Fathy, Koshy])

Following the outcome of this review, AudCom discussed item 6.1.4 on the agenda.

NB: This item was removed from the SASB consent agenda. Following a discussion at the SASB meeting, the C/OGSC P&Ps were accepted.

4.2.5 C/SI - Kevin Lu, 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 2021 AudCom agenda.

4.2.6 CTS/EGSSC - Kevin Lu, Ramy Fathy

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

Following the outcome of this review, AudCom discussed item 6.1.5 on the agenda.

NB: This item was removed from the SASB consent agenda. Following a discussion at the SASB meeting, the CTS/EGSSC P&Ps were accepted.

4.2.7 IAS/PPIC - Thomas Koshy, Jingyi Zhou

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

Following the outcome of this review, AudCom discussed item 6.1.6 on the agenda.

4.2.8 IM/HFM - Daleep Mohla, Thomas Koshy

Motion: To recommend acceptance of the IM/HFM P&P. Upon vote, the motion passed. (6 approve, 2 disapprove [Balma, Edwards], 3 abstain [Fathy, Levy, Winston])

4.2.9 IM/ST - Ramy Fathy, 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 January 2021 AudCom agenda.

4.2.10 BOG/SEScom - Peter Balma, Mehmet Ulema

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

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

With several important discussion items remaining on the agenda near the scheduled meeting end time, a motion was made (Winston) and seconded (Koshy) to defer the remaining P&P review discussions to the January 2021 meeting. This included the following P&P review discussions:

   4.2.11 SEN/SC - Daleep Mohla, Doug Edwards

   4.2.12 VT/TPSSC - Jingyi Zhou, Peter Balma

   4.3 Status of Continuing Working Group P&P Review

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

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

   4.3.3 IAS/IPCSD (Common - all IAS/IPCSD Individual WGs) - Howard Li, Mehmet Ulema

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

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

   4.4 Status of New Working Group P&P Review

   4.4.1 MTT/SCC/MSMU_WG - Phil Winston, Jingyi Zhou

   4.4.2 SASB/SCC20 (Common - all SASB/SCC20 Individual WGs) - Joseph Levy, Howard Li

Motion: To defer agenda items 4.2.11, 4.2.12, and all items in sections 4.3 and 4.4 until the January AudCom meeting. In the absence of objection, the motion was approved.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

This agenda item was deferred to the January 2021 AudCom meeting due to lack of time.

5.2 Update on P&Ps Due in 2020

This agenda item was deferred to the January 2021 AudCom meeting due to lack of time.

5.3 Discussion on New AudCom Baselines - Checklists, Instructions, Timeframes

5.3.1 Discussion - Implementation Timeframe for 2020 AudCom Baseline Documents

Chair Kulick reminded AudCom that the baseline documents have been approved by the SASB and noted that any remaining comments would be resolved by a small comment resolution group. He described the implementation timeframe to put the baselines into use. A motion was made (Edwards) and seconded (Winston) about the timeframes for use of the new baselines and the cutoff time for using the existing baselines.

Motion: Recommend that P&Ps submitted before 01 March 2021 may use either the 2017 or 2020 baseline documents, and all P&Ps submitted 01 March 2021 or after shall use the 2020 baseline documents. Upon vote, the motion passed.

5.3.2 Discussion - AudCom Baseline Checklists and Instructions

Chair Kulick explained that in order to put the new baselines into use, the separate instructions documents and the review checklists for each baseline version need to be updated, and he will request volunteers to help with this effort. Doug Edwards volunteered to work on the checklists, and Joseph Levy volunteered to work on the instructions and/or the checklists.

AI: Chair Kulick will send an email to ask for volunteers to work on the baselines instructions and checklists.

NB: This item is complete.

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

This agenda item was deferred to the January 2021 AudCom meeting due to lack of time.

5.5 Discussion on Additions to AudCom Conventions

5.5.1 Submittal Deadlines - Doug Edwards

This agenda item was deferred to the January 2021 AudCom meeting due to lack of time.

◈IEEE

5.5.2 Terminology Definition in Higher Level Standards Committee Documents

This agenda item was deferred to the January 2021 AudCom meeting due to lack of time.

5.6 Committee member interactions/comments RE: myProject

This agenda item was deferred to the January 2021 AudCom meeting 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 SA Board of Governors/Strategic and Emerging Standards Committee (BOG/SESCOM)

This was discussed after agenda item 4.2.10.

Motion: Recommend that the SASB recognize the Board of Governors/Strategic and Emerging Standards Committee, to be abbreviated as (BOG/SESCOM), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.2 IEEE Computer Society/Artificial Intelligence Standards Committee (C/AISC)

This was discussed after agenda item 4.2.2.

Motion: Recommend that the SASB recognize the Computer Society/Artificial Intelligence Standards Committee, to be abbreviated as (C/AISC), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.3 IEEE Computer Society/Functional Safety Standards Committee (C/FSSC)

This was discussed after agenda item 4.2.3.

Motion: Recommend that the SASB recognize the Computer Society/Functional Safety Standards Committee, to be abbreviated as (C/FSSC), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.4 IEEE Computer Society/Online Gaming Standards Committee (C/OGSC)

This was discussed after agenda item 4.2.4.

Motion: Recommend that the SASB recognize the Computer Society/Online Gaming Standards Committee, to be abbreviated as (C/OGSC), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed. (8 approve, 0 disapprove, 3 abstain [Balma, Fathy, Winston])

◆IEEE

NB: This item was removed from the SASB consent agenda. Following a discussion at the SASB meeting, the Standards Committee was recognized.

6.1.5 IEEE Consumer Technology Society/Electronic Games and Sports Standards Committee (CTS/EGSSC)

This was discussed after agenda item 4.2.6.

Motion: Recommend that the SASB recognize the Consumer Technology Society/Electronic Games and Sports Standards Committee, to be abbreviated as (CTS/EGSSC), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

NB: This item was removed from the SASB consent agenda. Following a discussion at the SASB meeting, the Standards Committee was recognized.

6.1.6 IEEE Industry Applications Society/Pulp and Paper Industry Committee (IAS/PPIC)

This was discussed after agenda item 4.2.7.

Motion: Recommend that the SASB recognize the Industry Applications Society/Pulp and Paper Industry Committee, to be abbreviated as (IAS/PPIC), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.7 IEEE Vehicular Technology Society/Communications Based Train Control and Signals (VT/CBTC&SIG)

The Standards Committee P&Ps are continuing under review and this recognition request will move to the January 2021 AudCom meeting.

6.1.8 IEEE Vehicular Technology Society/Traction Power Systems Standards Committee (VT/TPSSC)

The Standards Committee P&Ps are continuing under review and this recognition request will move to the January 2021 AudCom meeting.

6.2 myProject Update

This agenda item was deferred to the January 2021 AudCom meeting due to lack of time.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on 21 and 22 January 2021 by teleconference.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 6:00 p.m. ET (UTC-5).