IEEE SA Standards Board Audit Committee (AudCom)
Meeting Minutes
06 December 2021
9:00 a.m. - 12:00 p.m. ET (UTC-5)
Teleconference

Members:
Edward Addy
Ramy Ahmed Fathy
Thomas Koshy
Joseph Levy
Howard Li
Johnny Lin
Haiying Lu
Kevin Lu, Chair
Daleep Mohla
Mark Siira
Lei Wang
Keith Waters
Karl Weber
Philip Winston
Howard Wolfman

Members Absent:
Chenhui Niu
Jon Rosdahl
Daidi Zhong
Jingyi Zhou

Guests:
Michael Atlass
Edward Au
Cheng-Jen Chen
James Gilb
Latonia Gordon
Travis Griffith
Gary Hoffman
Victor Huang
John Kulick
Leticia Pibida
Annette Reilly
Robby Robson
Dorothy Stanley
Claire Topp [legal counsel]

Don Wright
Yu Yuan

IEEE Staff:
Christy Bahn
Matt Ceglia
Karen Evangelista
Josh Gay
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Soo Kim
Vanessa Lalitte
Kristin Little
Kelly Lorne
Greg Marchini
Erin Morales
Ashley Moran
Adam Newman
Dan Perez
Dave Ringle
Pat Roder
Jennifer Santulli
Rosalinda Saravia
Rudi Schubert
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Lu called the meeting to order at 9:03 a.m. ET (UTC-5). There was a round of introductions.

2. REVIEW AND APPROVAL OF THE AGENDA

Following a review of the agenda, Chair Lu asked if there were any changes to the published agenda. Daleep Mohla requested a topic for new business, time permitting, about suggested usage for the AudCom checklists. There were no additional changes.

A motion was made (Mohla) and seconded (Wolfman) to approve the 06 December 2021 AudCom meeting agenda. In the absence of objection, the motion was approved.

3. APPROVAL OF MINUTES OF THE 21 SEPTEMBER 2021 AUDCOM MEETING

A motion was made (Waters) and seconded (Koshy) to approve the minutes of the 21 September 2021 AudCom 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 IEEE Aerospace and Electronic Systems Society/Gyro Accelerometer Panel (AES/GA) - Philip Winston, Johnny Lin

There are still several open comments on the checklist, including the issue related to the definition of quorum. A suggestion was made that another meeting with the Standards Committee Chair, the AudCom Chair, the reviewers, the SASB Chair, and Gary Hoffman could be helpful. Staff will continue to work with the Standards Committee Chair to determine whether a meeting is needed.

The P&P will continue under review and move to the January 2022 AudCom agenda.

4.1.2 IEEE Communications Society/Standards Development Board (COM/SDB) - Daleep Mohla, Edward Addy

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

4.1.3 IEEE Communications Society/Unmanned Aerial Vehicles Communications Standards Committee (COM/AerCom-SC) - Howard Li, Karl Weber

Motion: To recommend acceptance of the COM/AerCom-SC P&P. Upon vote, the motion passed (13 approve, 0 disapprove, 1 abstain [Lu]).

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

4.1.4 IEEE Computer Society/Cloud Computing Standards Committee (C/CCSC) - Ramy Fathy, Keith Waters

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 2022 AudCom agenda.

4.1.5 IEEE Education Society/Standards Committee (EDU/SC) - Philip Winston, Haiying Lu

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

4.1.6 IEEE Instrumentation and Measurement Society/TC39 - Measurements in Power Systems (IM/MPS) - Jon Rosdahl, Chenhui Niu

The review is still in progress, and the P&P will continue under review and move to the January 2022 AudCom agenda.

4.1.7 IEEE Reliability Society/IEEE Reliability (RS/SC) - Howard Li, Jon Rosdahl

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 2022 AudCom agenda.

4.2 Status of New Standards Committee P&P Review

4.2.1 IEEE Broadcast Technology Society/Broadcast Technology Standards Committee (BTS/BTSC) - Joseph Levy, 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 2022 AudCom agenda.

4.2.2 IEEE Computer Society/Design Automation (C/DA) - Edward Addy, Lei Wang

This P&P was received close to the AudCom meeting and the review will continue and move to the January 2022 AudCom agenda.

4.2.3 IEEE Computer Society/Microprocessor Standards Committee (C/MSC) - Howard Wolfman, Philip Winston

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

4.2.4 IEEE Electromagnetic Compatibility Society/Standards Development Committee (EMC/SDCom) - Howard Li, Keith Waters

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 2022 AudCom agenda.

4.2.5 IEEE Industrial Electronics Society/Industrial Electronics Society Standards Committee (IES/IES) - Thomas Koshy, Mark Siira

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

4.2.6 IEEE Instrumentation and Measurement Society/TC25 - Medical and Biological Measurements (IM/MBM) - Joseph Levy, Haiying Lu

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 2022 AudCom agenda.

4.2.7 IEEE Instrumentation and Measurement Society/TC40 - Secure and Dependable Measurement (IM/SDM) - Daidi Zhong, Jon Rosdahl

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 2022 AudCom agenda.

4.2.8 IEEE Instrumentation and Measurement Society/TC41 - Traffic Enforcement Technologies (IM/TET) - Daleep Mohla, Ramy Fathy

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

4.2.9 IEEE Vehicular Technology Society/Overhead Contact Systems (VT/OCS) - Lei Wang, Howard Wolfman

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

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

4.3 Status of Continuing Working Group P&P Review

4.3.1 IEEE Computer Society/LAN/MAN Standards Committee (C/LM) - Common (all C/LM Individual WGs) - Daidi Zhong, Edward Addy

Motion: To conditionally deem without issue the C/LM - Common (all C/LM Individual WGs) Working Group P&P; contingent upon changing the brackets to parentheses around the 's' in specified instances of 'Vice Chair[s]'. Upon vote, the motion passed.

Note: This condition has been met.

4.4 Status of New Working Group P&P Review

4.4.1 IEEE Computer Society/Functional Safety Standards Committee (C/FSSC) - Common (all C/FSSC Individual WGs) - Daleep Mohla, Karl Weber

Motion: To deem without issue the C/FSSC - Common (all C/FSSC Individual WGs) Working Group P&P. Upon vote, the motion passed.

4.4.2 IEEE Computer Society/Online Gaming Standards Committee (C/OGSC) - Common (all C/OGSC Individual WGs) - Philip Winston, Karl Weber

Motion: To conditionally deem without issue the C/OGSC - Common (all C/OGSC Individual WGs) Working Group P&P; contingent upon adding the name of the Standards Committee to clarify the document is for 'all Working Groups of the Online Gaming Standards Committee'. Upon vote, the motion passed.

Note: This condition has been met.

4.4.3 IEEE Engineering in Medicine and Biology Society/Standards Committee (EMB/Stds Com) - Common (all EMB/Stds Com Individual WGs) - Ramy Fathy, Mark Siira

Motion: To conditionally deem without issue the EMB/Stds Com - Common (all EMB/Stds Com Individual WGs) Working Group P&P; contingent upon clarifying the potential option for multiple Vice Chairs. Upon vote, the motion passed.

Note: This condition has been met.

4.4.4 IEEE Instrumentation and Measurement Society/TC45 - Radiation and Nuclear Instrumentation and Systems (IM/RNIS) - Common (all IM/RNIS Individual WGs) - Mark Siira, Haiying Lu

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 2022 AudCom agenda.

4.4.5 IEEE Society on Social Implications of Technology/Social Implications of Technology Standards Committee (SSIT/SC) - Common (all SSIT/SC Individual WGs) - Philip Winston, Keith Waters

Motion: To deem without issue the SSIT/SC - Common (all SSIT/SC Individual WGs) Working Group P&P. Upon vote, the motion passed.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

Lisa Weisser reported on action items carried over from prior AudCom meetings:

Action Item	Status	Update
Develop AudCom FAQs	Complete	Draft was circulated to AudCom for review. After incorporating any feedback received, the document will be posted by the end of the year. **Note: the AudCom FAQs are now posted on the AudCom web pages: https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/faqs.pdf.**
Lisa Weisser will set up a meeting with the reviewers, the Standards Committee, and staff for C/LM WG P&P review.	Complete	This meeting took place on 10 November.

5.2 Update on P&Ps Due in 2021

Lisa Weisser displayed the list of Standards Committees with P&P that were recently accepted that have not yet submitted Working Group P&P for review by AudCom. It was noted that some of the Standards Committees do not currently have Working Groups. Lisa also mentioned that all Standards Committees with P&P expiring at the end of 2021 have submitted an updated P&P document to AudCom.

5.3 AudCom FAQs

This item was discussed during agenda item 5.1.

Note: the AudCom FAQs are now posted on the AudCom web pages: https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/faqs.pdf.

5.4 Committee Member Interactions/Comments RE: myProject

Greg Marchini provided an update of accomplishments from 2021 that were beneficial for the Governance committees, along with upcoming features of interest.

AI: Lisa Weisser will add the slides from this presentation to the AudCom space in iMeet.

Note 1: This item is complete, and the slides are available in iMeet.

Note 2: Committee member interactions with myProject 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 Requests for Standards Committee Recognition

6.1.1 IEEE Broadcast Technology Society/Broadcast Technology Standards Committee (BTS/BTSC)

The Standards Committee P&Ps are continuing under review and this recognition request will move to the January 2022 AudCom meeting.

6.1.2 IEEE Communications Society/Unmanned Aerial Vehicles Communications Standards Committee (COM/AerCom-SC)

This was discussed after agenda item 4.1.3.

Motion: Recommend that the SASB recognize the Communications Society/Unmanned Aerial Vehicles Communications Standards Committee, to be abbreviated as (COM/AerCom-SC), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.3 IEEE Vehicular Technology Society/Overhead Contact Systems (VT/OCS)

This was discussed after agenda item 4.2.9.

Motion: Recommend that the SASB recognize the Vehicular Technology Society/Overhead Contact Systems, to be abbreviated as (VT/OCS), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.2 Information Item on Editorial Update to Two Accepted P&P Documents

Chair Lu reminded AudCom about two recently recognized Standards Committees covering gaming topics, and the need for them to revise their scopes. This will be considered an editorial update to the documents.

6.3 Open Source Sections in P&P Documents

There was a discussion about the inconsistent treatment of Open Source content in the P&P documents. The instructions for the baselines state that since some of the information for Open Source is mandatory, the content should be left in the document in case there is a need for it in the future. There was a suggestion that Standards Committees can insert the text 'when Open Source is used'.

AI: Lisa Weisser will draft additional FAQs for the treatment of Open Source content in P&P documents.

Daleep Mohla brought up the additional topic about suggestions for the checklists as a tool for communication. He suggested that an additional column could be incorporated for reviewers to include more about the rationale for their comments. It was agreed that there could be a benefit for a dialog in myProject between the Standards Committee Chair and the reviewers.

AI: Lisa Weisser will see if additional permissions can be incorporated to the AudCom comment area in myProject to enable Chairs to have a dialog in the comment section. Additionally, Lisa will add another FAQ to explain that Chairs can currently work with their Program Managers to add information through the comment section.

7. DATE OF NEXT MEETING

The final meeting of 2021 AudCom will take place on 27 January 2022.

8. ADJOURNMENT

Chair Lu thanked everyone and wished them a happy holiday season. There being no further business, the meeting adjourned at 11:58 a.m. ET (UTC-5).