

IEEE-SA Standards Board Audit Committee (AudCom)

Meeting Minutes

17 December 2019

4:00 p.m. - 5:00 p.m. ET

Teleconference

Members:

Masayuki Ariyoshi

Peter Balma

Doug Edwards

Guido Hiertz

Thomas Koshy

John Kulick

Kevin Lu

Andrew Myles

Annette Reilly, Chair

Mehmet Ulema

Philip Winston

Jingyi Zhou

Members Absent:

Christel Hunter

Howard Li

Daleep Mohla

Feng Wu

Guests:

James Gilb

Paul Nikolich

Mark Siira

IEEE Staff:

Matt Ceglia

Jonathan Goldberg

Jodi Haasz

Yvette Ho Sang

Soo Kim

Ashley Moran

Nikoi Nikoi

Dave Ringle

Pat Roder

Lisa Weisser, Administrator

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Reilly called the meeting to order at 4:00 p.m. 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. There were none.

A motion was made (Koshy) and seconded (Edwards) to approve the 17 December 2019 AudCom meeting agenda. The motion was unanimously approved.

3. APPROVAL OF MINUTES FROM THE 5 NOVEMBER 2019 AUDCOM MEETING

Chair Reilly reviewed the update that was made to the minutes in section 6.2, about the discussion on Working Group P&P implementation when AudCom deems the Working Group P&P without issue but the document is different from the Standards Committee approved version.

A motion was made (Balma) and seconded (Edwards) to approve the minutes of the 5 November 2019 AudCom meeting. The motion was unanimously approved.

4. P&P REVIEW

4.1 Status of Continuing Standards Committee P&P Review

4.1.1 C/LM - Phil Winston, Jingyi Zhou

James Gilb presented questions and a request for clarification from AudCom and SASB regarding IEEE 802 LMSC Policies and Procedures. Some of the requests need to be addressed relative to higher level SASB documents, and it was agreed that the discussion would continue following this teleconference.

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 2020 AudCom agenda.

4.1.2 EMB/11073 - Doug Edwards, Feng Wu

Motion: To recommend acceptance of the EMB/11073 P&P. Upon vote, the motion passed.

4.1.3 IAS/METC - John Kulick, Kevin Lu

Motion: To recommend conditional acceptance of the IAS/METC P&P. Upon vote, the motion passed. (Conditional; contingent upon minor editorial corrections to be completed before SASB ballot.)

NB: The condition has been met.

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

4.1.4 MTT/SCC - Masayuki Ariyoshi, 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 March 2020 AudCom agenda.

4.1.5 SASB/SCC04 - Andrew Myles, Peter Balma

Motion: To recommend acceptance of the SASB/SCC04 P&P. Upon vote, the motion passed.

4.1.6 SASB/SCC21 - Howard Li, Mehmet Ulema

There are still open comments about the submitted P&P that need to be addressed and the P&P will continue under review and move to the March 2020 AudCom agenda.

4.2 Status of New Standards Committee P&P Review

There were no new Standards Committee P&P to review for this meeting.

4.3 Status of Continuing Working Group P&P Review

4.3.1 BOG/CAG/BCE_WG - John Kulick, Howard Li

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 2020 AudCom agenda.

4.3.2 PE/EDPG/HPS - WG 1248 - (Common - all PE/EDPG Individual Working Groups) - Christel Hunter, Howard Li

Motion: To conditionally deem without issue the PE/EDPG/HPS - WG 1248 - (Common - all PE/EDPG Individual Working Groups) Working Group P&P; contingent upon minor edits being made to the final version. Upon vote, the motion passed.

NB: The condition has been met.

4.3.3 PE/TR/StdS-WGC57.12.80 - (Common - all PE/TR Individual Working Groups) - Jingyi Zhou, 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 March 2020 AudCom agenda.

4.4 Status of New Working Group P&P Review

4.4.1 IAS/ICPS SDC/3003 WG - (Common - all IAS/ICPS SDC Individual WGs) - Guido Hiertz, Philip Winston

Motion: To deem without issue the IAS/ICPS SDC/3003 WG - (Common - all IAS/ICPS SDC Individual WGs) Working Group P&P. Upon vote, the motion passed.

4.4.2 SASB/SCC14/P945_wg - (Common - all SASB/SCC14 Individual WGs) - Daleep Mohla, Philip 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 March 2020 AudCom agenda.

4.4.3 VT/RTSC/WG_2 - Thomas Koshy, Mehmet Ulema

This P&P was received too close to the AudCom meeting to begin the review and it will move to the March 2020 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
Lisa Weisser will send a poll to determine the date for the December AudCom teleconference.	Complete	The poll was conducted and the AudCom teleconference took place on 17 December at 4:00 p.m. ET.

5.2 Update on Working Group P&P Due - Chair Reilly

Chair Reilly provided an update on the current status of Working Group P&P that have been requested following the acceptance of Standards Committee P&P and mentioned that follow up will continue as new Standards Committees get added to this running list. It was noted during the P&P review that the motion passed at the November meeting series [to inactivate Standards Committees with active projects whose Working Group P&P were requested prior to 1 March 2019 if they have not submitted Working Group P&P by 29 February 2020] was no longer needed because the one remaining Standards Committee in this category submitted Working Group P&P for review.

5.3 2019 Baselines Ad Hoc Update - Chair Reilly

Chair Reilly thanked the members of the 2019 Baselines ad hoc, and provided an update on the progress made during the year. Identified change items have been noted for the Standards Committee, SCC Type 2, and Working Group individual baselines. Revisions for Working Group entity and Working Group simplified baselines are nearing completion for identified change items. Changes related to Open Source will be incorporated when higher level governance documents are available. She mentioned that the ad hoc will continue into 2020, and noted that once the baseline updates are approved, the review checklists and instructions documents will need to be updated, too.

5.4 myProject Updates - Chair Reilly

Chair Reilly provided an update on the progress of the ad hoc for myProject User Acceptance Testing. Volunteer testing took place during the first two weeks in December. Approximately 60 items were identified during this testing, with some being critical and others being preferences for features. This list has been prioritized and after the critical fixes are completed, there may be a need to re-test the system. Barring anything unforeseen,

the expected cutover to the updated myProject is still on or close to 27 January 2020. The blackout period for balloting has begun, and there will be a time closer to the cutover when uploads of P&P and checklists also need to wait.

6. NEW BUSINESS

6.1 Request for Standards Committee Recognition

6.1.1 IEEE Industry Applications Society Metal Industry Committee Standards Development Subcommittee (IAS/METC)

This was discussed after agenda item 4.1.3.

Motion: Recognize the Industry Applications Society Metal Industry Committee Standards Development Subcommittee, to be abbreviated as IAS/METC, as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on 3 March 2020 in New Delhi, India.

8. ADJOURNMENT

Chair Reilly thanked the AudCom members for their work during the year. There being no further business, the meeting adjourned at 5:04 p.m.