IEEE-SA Standards Board Audit Committee (AudCom)
Unapproved Minutes
28 June 2016
9:00 a.m. - 12:00 p.m.
Sofitel Berlin Hotel Kurfurstendamm, Berlin, Germany

Members:
Doug Edwards
Travis Griffith
Ron Hotchkiss
Michael Janezic, Chair
Ron Petersen
Annette Reilly
Gary Robinson
Adrian Stephens
Mehmet Ulema

Members Absent:
Yingli Wen
Howard Wolfman

IEEE Staff:
Kim Breitfelder
Matt Ceglia
Tom Compton
Karen Evangelista
Mary Ellen Hanntz
Yvette Ho Sang
Karen Kenney
Soo Kim
Dave Ringle
Rudi Schubert
Sam Sciacca
Lisa Weisser, Administrator

Guests:
Ted Burse
Evelyn Chen
Stephen Dukes
Gary Hoffman
Hung Ling
Kevin Lu
Ted Olsen [part-time by phone]
Glenn Parsons
Jon Rosdahl
Dorothy Stanley
Claire Topp
Victoria Wang
Daidi Zhong
Jingyi Zhou

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Janezic called the meeting to order at 9:00 a.m. and there was a round of introductions by all present. During his introduction, Adrian Stephens solicited nominees for the IEEE Charles Proteus Steinmetz Award.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Janezic explained that item 4.2.5 was time sensitive, and would take place at 11:00 a.m. He asked if there were any additions, deletions, or alterations to the published agenda.

Motion: Approve the 28 June 2016 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES FROM THE 1 MARCH 2016 AUDCOM MEETING

Motion: Approve the minutes of the 1 March 2016 AudCom meeting. Upon vote, the motion passed.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 EMC/SDCom - Gary Robinson, Ronald Hotchkiss

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

4.1.2 IM/MBM - Ronald Petersen, Yingli Wen

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

4.1.3 IM/MPS - Annette Reilly, Douglas Edwards

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

4.1.4 RS/SC - Howard Wolfman, 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 September agenda.

4.2 Status of New Sponsor P&P Review

4.2.1 C/DA - Adrian Stephens, Travis Griffith

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

4.2.2 C/MSC - Ronald Petersen, Ronald Hotchkiss

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

4.2.3 IAS/ESafeC - Travis Griffith, Douglas 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 September agenda.

4.2.4 IES/IES - Ronald Petersen, 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 September agenda.

4.2.5 PE/TEM - Annette Reilly, Adrian Stephens [Time sensitive at 11:00 a.m.]

Ted Olsen joined the meeting by phone for the discussion about the PES Template P&P document. He developed a template P&P document for PES Sponsors based on the AudCom 2015 Sponsor Baseline. PES Sponsors will be able to use either the AudCom Baseline or the PES template after it is accepted. There are still open comments that need to be addressed about specific clauses, but it was agreed that some of the issues noted on the checklist are due to the different structure within PES, so it is unclear if what is written is actually within the range of what is in the AudCom Baseline. Ted will revise the PES template, and the document will continue under review and move to the September agenda.

4.3 Status of Continuing Working Group P&P Review

There were no continuing Working Group P&P reviews.

4.4 Status of New Working Group P&P Review

4.4.1 APS/SC/149_WG - Gary Robinson, Yingli Wen

Motion: To deem without issue the APS/SC/149_WG - (common - all APS/SC WGs) P&P. Upon vote, the motion passed.

4.4.2 IES/IES/IA Software Agents - Howard Wolfman, Douglas Edwards

Motion: To deem without issue the IES/IES/IA Software Agents P&P. Upon vote, the motion passed.

4.4.3 IM/HFM/287_WG - Gary Robinson, Travis Griffith

Motion: To deem without issue the IM/HFM/287_WG P&P. Upon vote, the motion passed.

5. OLD BUSINESS

5.1 Action Item Review

Lisa Weisser reviewed the action items from prior meetings:

Action Item	Status	Update
Publish the 2016 checklists (drafts from Ted)	In progress	Met with Greg to plan for checklists to be posted in myProject in place of the 2013 checklists. The blank checklists are available in Central Desktop, too. NB: The checklists will not be in myProject at this time. In addition to the AudCom space in Central Destktop, the checklists are now located on the AudCom web pages on the same page with the Baselines in the Related Links section.
IAS Sponsor Request - proposed change to Clause 5.0 in their working group P&P. Staff to reply to IAS that if such a change was submitted to AudCom, AudCom would reject it	In progress	Two calls took place to try to clarify what the Sponsor can do to manage their process in light of the issues they face.
Staff will send additional comments directly to ProCom for topics not addressed within the Ad Hocs for the 2015 Baseline updates.	Complete	Staff completed a change form to address the topic of PAR study groups in Clause 5.2 of the SASB Ops Man. This is based on the approval of the AudCom Baselines with the change in the Study Groups Clause; another change form was completed to address the definitions of participant and member, etc.
Lisa Weisser to add reminder information about using the P&Ps to current Sponsor and WG Chair training module about AudCom and also to emails to the Sponsors when P&Ps are accepted.	In progress	Updating training module for upcoming training.
Sam Sciacca will put together a report on the effectiveness of what is currently being done by the most active standards developers, including what is being done to provide all Working Group members	In progress	Discussion item 5.3 in Old Business.

access to Working Group P&Ps.		
Lisa Weisser will continue 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.	In progress	Ongoing, PMs have confirmed that those Sponsors with outstanding WG P&Ps still have no active WGs.
Chair Janezic will work with Lisa Weisser to draft a more specific email to be sent to Sponsor when the Sponsor P&Ps are accepted that makes it more clear that the Working Group P&Ps will be needed for audit when they have an active Working Group.	In progress	Text is drafted.
Adrian Stephens will reconvene the Ad Hoc on Referencing Unaudited Sponsor Documents in P&Ps.	In progress	Agenda item 5.2 in Old Business.
Lisa Weisser to add item 3.4.4d in WG Baselines to the list in Central Desktop of potential updates for the next Baselines revision.	Complete	Note is added to the ongoing list in Central Desktop of potential items for the next Baselines update.

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

Adrian Stephens reviewed the problem statement and the goal for this ad hoc to make recommendations for what to do about the issue of Sponsors referring to documents in the P&Ps that are not reviewed by AudCom. The question was raised as to whether this might be less likely to occur with this new (2015) version of the Baselines. Adrian asked for new volunteers so that the discussions can possibly

take on a new perspective. The ad hoc, chaired by Adrian will reconvene with the following members: Jean-Philippe Faure, James Gilb, Gary Hoffman, Soo Kim, Ron Petersen, Dave Ringle, Gary Robinson, Sam Sciacca, and Lisa Weisser.

AI: Lisa Weisser will send a Doodle poll in July to schedule a meeting for the ad hoc.

5.3 Discussion about implementation of new P&Ps at Sponsor and Working Group levels - Mike Janezic

This discussion was a follow up to the previous AudCom meeting in New Delhi, when Gary Robinson asked whether we know if P&Ps are actually being implemented.

Sam Sciacca and Matt Ceglia provided information about the operational way the Sponsors are currently providing the information to the Working Groups about where the P&Ps are located and the options for use of a common Working Group P&P document. There were many opportunities for training that were discussed, including sharing best practices from Working Groups that are doing things well with regard to making the procedures known. Challenges were identified, such as the lack of homogeneity in the way Working Groups operate, and also the issue of some Working Groups that are only in place for a short time, and then start over again with each new project.

There are steps being taken within IEEE-SA for training that can be used as starting points, e.g., the new online Welcome Kit and the new videos on topics such as Running a Working Group Meeting and Comment Resolution. Several ideas were mentioned, including making sure people can easily find links to the guiding documents such as the *IEEE-SA Standards Board Bylaws*, etc.

No specific action item was noted, but staff will continue to work on training materials and identify opportunities to help volunteer leaders to make sure the P&Ps are being used correctly.

6. NEW BUSINESS

6.1 Request for New Sponsor Recognition

IEEE Industrial Applications Society, Electrical Safety Committee (ESafeC)

The P&Ps of IAS/ESafeC are still under review, so it was agreed that the Sponsor recognition would be deferred until a future AudCom meeting when the P&Ps are recommended for acceptance.

6.2 Review of Instructions for PE Template P&Ps - Mike Janezic

Ted Olsen submitted an Instructions template for PES Sponsors to use in conjunction with the PES P&P template noted in item 4.2.5. This Instructions template was adapted from the 2015 AudCom Baseline Instructions document.

AudCom agreed to review the PES version of the Instructions template, but this should be considered after the PES P&P template is finalized.

6.3 Review of AudCom Conventions - Mike Janezic

Chair Janezic opened the discussion about whether the current AudCom Conventions reflect the updates to the Baselines. He asked that AudCom review the documents to see if there is anything that needs to be updated.

AI: Lisa Weisser will send the current documents: *AudCom Conventions for the Review of Sponsor and SCC Policies and Procedures* and *AudCom Conventions for the Review of Working Group Policies and Procedures* to AudCom members along with a template for commenting.

7. DATE OF NEXT MEETING

The next in-person meeting of AudCom is scheduled for 5 December in Piscataway, New Jersey, USA. There is an SASB teleconference scheduled on 22 September and AudCom agreed that there is a need to schedule an AudCom teleconference prior to the SASB call.

AI: Lisa Weisser will send a Doodle poll to determine the date and time for the September AudCom teleconference.

8. ADJOURNMENT

The meeting was adjourned at 11:50 a.m.