IEEE-SA Standards Board Audit Committee (AudCom)
Meeting Minutes
13 June 2017
8:30 a.m. – 12:00 p.m.
The Westin Palace Hotel, Milan, Italy

Members:

Doug Edwards
Travis Griffith
Michael Janezic, Chair
Thomas Koshy
Daleep Mohla
Ron Petersen
Annette Reilly
Adrian Stephens
Mehmet Ulema
Philip Winston

Dave Ringle
Rudi Schubert
Sam Sciacca
Erin Spiewak
Susan Tatiner
Lisa Weisser, Administrator

Members Absent:
None

IEEE Staff:

Melissa Aranzamendez
Matt Ceglia
Karen Evangelista
Yvette Ho Sang
Konstantinos Karachalios
Karen Kenney
Patrick McCarren
Adam Newman

Guests:

Chuck Adams
Masayuki Ariyoshi
Ted Burse
Evelyn Chen
Jean-Philippe Faure
Gary Hoffman
John Kulick
Hung Ling
Damir Novosel
Robby Robson
Matteo Sabattini
Claire Topp
Don Wright
Jingyi Zhou

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Janezic called the meeting to order at 8:30 a.m. There was a round of introductions by all present.

2. REVIEW AND APPROVAL OF THE AGENDA

Chair Janezic asked if there were any additions, deletions, or alterations to the published agenda. There were none.

Motion: Approve the 13 June 2017 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES FROM THE 21 March 2017 AUDCOM MEETING

Motion: Approve the minutes of the 21 March 2017 AudCom meeting. Upon vote, the motion passed.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 C/TT - Ron Petersen, Phil Winston

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

4.1.2 CIS/SC - Travis Griffith, Mehmet Ulema

There are still open comments from the checklist and the P&P will continue under review and be moved to the September 2017 agenda.

4.1.3 PE/PSCC - Travis Griffith, Phil Winston

Prior to the outcome of this review, AudCom discussed item 6.1.1 on the agenda and PE/PSCC was recognized by AudCom as a new Sponsor.

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

4.1.4 PE/TEM - Annette Reilly, Adrian Stephens

Prior to the outcome of this review, AudCom discussed item 6.2 on the agenda and there was agreement on the use of the PES template document and the PES template instructions document by PES only.

Motion: To recommend acceptance of the PE/TEM template P&P and the instructions for use as a baseline for PES. Upon vote, the motion passed.

AI: Lisa Weisser will post the .doc version of the PES template and instructions on the AudCom Baselines page on the AudCom website with a note on the cover page that the documents are for use only by PES Sponsors.

AI: Chair Janezic will work with Lisa Weisser to communicate to PES Sponsors about the potential for use of the PES template.

4.1.5 VT/RTSC - Doug Edwards, Thomas Koshy

There are still open comments from the checklist and the P&P will continue under review and be moved to the September 2017 agenda.

4.2 Status of New Sponsor P&P Review

4.2.1 AES/UAS/UAV/SC - Adrian Stephens, Daleep Mohla

Prior to the outcome of this review, AudCom discussed item 6.1.2 on the agenda and AES/UAS/UAV/SC was recognized by AudCom as a new Sponsor.

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

4.2.2 C/CPSC - Adrian Stephens, Ron Petersen

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

4.2.3 COM/MobiNet-SC - Annette Reilly, Phil Winston

There are still open comments from the checklist and the P&P will continue under review and be moved to the September 2017 agenda.

4.2.4 COM/NetSoft-SC - Ron Petersen, Thomas Koshy

Prior to the outcome of this review, AudCom discussed item 6.1.4 on the agenda and COM/NetSoft-SC was recognized by AudCom as a new Sponsor.

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

4.2.5 COM/PLC - Annette Reilly, Mehmet Ulema

There are still open comments from the checklist and the P&P will continue under review and be moved to the September 2017 agenda.

4.2.6 ITSS/SC - Doug Edwards, Travis Griffith

There is one open comment about the Sponsor scope and the P&P is Visibly Under Development and the review will be moved to the September 2017 agenda.

Given that the P&P is Visibly Under Development, AudCom discussed item 6.1.5 on the agenda and ITSS/SC was recognized by AudCom as a new Sponsor.

4.2.7 SASB/SCC39 - Doug Edwards, Daleep Mohla

Motion: To recommend acceptance of the SASB/SCC39 P&P. Upon vote, the motion passed.

4.3 Status of Continuing Working Group P&P Review

4.3.1 C/TT/3DT-WG - Adrian Stephens, Thomas Koshy

The checklist items have been addressed, but there was a new discussion about the text in clause 4.2 based on a recent discussion by the AudCom Baselines Membership Clauses ad hoc about the text in clause 4.3.3. The reviewers will discuss this with the Sponsor, and the P&P will continue under review and be moved to the September 2017 agenda.

Phil Winston requested that more of the communication for the reviews take place in the context of the review checklist and not through email. Chair Janezic emphasized that without the review checklist there is no record of the issues that were identified by the reviewer nor how they were resolved.

4.4 Status of New Working Group P&P Review

4.4.1 EDU/SC/NSLOL - Ron Petersen, Daleep Mohla

Motion: To deem without issue the EDU/SC/NSLOL P&P. Upon vote, the motion passed.

4.4.2 PE/PSCC/C93.5 WG (Common - all PE/PSCC WGs) - Travis Griffith, Phil Winston

This P&P document was received shortly before the AudCom meeting date and the review is still underway. This P&P will be moved to the September 2017 agenda.

5. OLD BUSINESS

5.1 Action Item Review

Lisa Weisser reviewed the action items from prior meetings:

Action Item	Status	Update
Lisa Weisser asked during the March AudCom meeting that if anyone learns of Sponsors working on updates to sections of the AudCom Baselines, they should make AudCom aware of it so the work is not duplicated, and can potentially enhance the work that	Ongoing	Jonathan Goldberg will provide C/DASC work that has been done. Are there others?

AudCom is doing.		
Lisa Weisser will work with TPO to ensure the PES structure changes are made, and P&Ps are accurately reflected in myProject.	Complete	PE/AMPS and PE/PSRCC P&Ps note name change in myProject; PE/SB projects have been moved to the new PE/ESSB in myProject. The updates will be done until all of the P&Ps are accurately reflecting the newly formed Sponsors.
Lisa Weisser will work with TPO to ensure the Computer Society structure changes are made, including moving any related projects, and that P&Ps are accurately reflected in myProject.	Complete	Disbanded Sponsors were removed and Working Groups have been relocated to the appropriate Sponsor within the Computer Society.

5.2 Report - Review of AudCom Conventions Ad Hoc - Mike Janezic

Chair Janezic reported that he and Adrian Stephens drafted several changes to the AudCom Conventions. He described the next steps for the ad hoc. He will put a strawman together which will focus on the perspective of each audience (i.e., Sponsors or AudCom). This will be posted in iMeet Central for the members of the ad hoc to review. The ad hoc will convene prior to September and will discuss recommendations with AudCom in September.

AI: Ad hoc members will review draft conventions text in iMeet Central in preparation for the next ad hoc teleconference.

5.3 Report - Baseline Membership Clauses Ad Hoc - Adrian Stephens

Adrian Stephens reported on the progress of the ad hoc, which met four times. The ad hoc provided a marked-up version of the Working Group Individual P&P document, and requested input from AudCom in order to finish the work on that baseline version. The content will be referred to as the ad hoc proposes recommendations for the other baseline versions. The ad hoc will continue its work in preparation for the September AudCom meeting.

5.4 Report - Baseline Officers Clauses Ad Hoc - Mehmet Ulema

Mehmet Ulema reported on the progress of the ad hoc, which met three times. The ad hoc shared sections of marked-up versions of the Sponsor baseline and the

Working Group Individual baseline, and requested input from AudCom in order to finish the work on that baseline version. The content will be referred to as the ad hoc proposes recommendations for the other baseline versions. The ad hoc will continue its work in preparation for the September AudCom meeting.

The timing for recommendations to the SASB was discussed with regard to both ad hocs. There was also a discussion about the remaining two topic areas identified for focused attention, Meetings and Subgroups. There was agreement that the two topics would be combined and discussed in one ad hoc. Annette Reilly volunteered to Chair the ad hoc, and its membership will include: Matt Ceglia, Doug Edwards, Travis Griffith, Yvette Ho Sang, Adrian Stevens, Lisa Weisser, and Phil Winston.

All three ad hoc committees will make recommendations in Q3 2017 to be ready for final approval consideration at the December meeting series.

5.5 Discussion - Default Baseline P&Pto be Used in Absence of Working Group P&P - Mike Janezic

Chair Janezic reminded AudCom how this concept could work based on the previous discussion at the March AudCom meeting. Inputs would be clearly defined, and in some of the clauses where there needs to be a choice (e.g., election or appointment of officers) there can still be multiple cases defined in the default baseline and the Sponsor will need to select one of the choices without making additional changes to it.

An example of the default Working Group P&P will be posted in iMeet Central and feedback can be provided. This will be discussed at the September AudCom meeting.

6. NEW BUSINESS

6.1 Request for Sponsor Recognition

6.1.1 IEEE Power and Energy Society/Power Systems Communications & Cybersecurity (PE/PSCC) - Merged former IEEE PE/PSC and some subcommittees from IEEE PE/PSRC and IEEE PE/SUB

This was discussed prior to agenda item 4.1.3.

Motion: Recognize the Power and Energy Society/Power Systems Communications & Cybersecurity, to be abbreviated as PE/PSCC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.

6.1.2 IEEE Aerospace and Electronic Systems Society/Unmanned Aerial Systems and Unmanned Aerial Vehicles Standards Committee (AES/UAS/UAV/SC)

This was discussed prior to agenda item 4.2.1.

Motion: Recognize the Aerospace and Electronic Systems Society/Unmanned Aerial Systems and Unmanned Aerial Vehicles Standards Committee, to be abbreviated as AES/UAS/UAV/SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.

6.1.3 IEEE Communications Society/Mobile Communication Networks Standards Committee (COM/MobiNet-SC)

The P&P of COM/MobiNet-SC are still under review, so it was agreed that the Sponsor recognition would be deferred until the September AudCom meeting when the P&P will be discussed.

6.1.4 IEEE Communications Society/Virtualized and Software Defined Networks, and Services Standards Committee (COM/NetSoft-SC)

This was discussed prior to agenda item 4.2.4.

Motion: Recognize the Communications Society/Virtualized and Software Defined Networks, and Services Standards Committee, to be abbreviated as COM/NetSoft-SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.

6.1.5 IEEE Intelligent Transportation Systems Society/Standards Committee (ITSS/SC)

This was discussed after agenda item 4.2.6.

Motion: Recognize the Intelligent Transportation Systems Society/Standards Committee, to be abbreviated as ITSS/SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2.

6.2 PE/TEM Instructions Document

The instructions document for the PES Sponsor P&P template was discussed during agenda item 4.1.4.

7. DATE OF NEXT MEETING

There will be at least one AudCom teleconference in September (date TBD). Chair Janezic suggested the option for two teleconferences, one focused on the P&P reviews and the other focused on the work of the AudCom ad hoc committees. Both of these teleconferences would take place prior to the SASB teleconference. The next in-person meeting of AudCom will take place on 4 December 2017 in Piscataway, New Jersey, USA.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 p.m.