IEEE SA Standards Board Audit Committee (AudCom)
Approved AudCom Meeting Minutes
27 June 2023 8:30 a.m. - 12:00 p.m. CEST (UTC+2)
Hybrid: Brussels, Belgium and Teleconference/Webex

Members:
Kevin Lu, Chair
Edward Addy
Doug Edwards
Travis Griffith
Tyler Jaynes
Thomas Koshy
Joseph Levy
Howard Li
Haiying Lu
Daleep Mohla
Andrew Myles
Mark Siira
Lei Wang
Keith Waters
Karl Weber

Members Absent:
Guido Hiertz
Daidi Zhong

Guests:
Cheng Chi
Gary Hoffman
Oliver Holland
John Kulick
David Law
Meng Lu
Annette Reilly
Dominik Rohrmus
Jon Rosdahl
Barry Tilton
Claire Topp, legal counsel
Don Wright
Zihang Yin

IEEE Staff:
Christy Bahn

Adrien Bastos
Teresa Belmont, Administrator
Jennifer Biolsi
Kim Breitfelder
Matthew Ceglia
Karen Evangelista, Administrator
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Ron Hotchkiss
Patrycja Jarosz
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Christian Orlando
Dave Ringle
Patricia Roder
Jennifer Santulli
Tom Thompson
Ernesto Vega Janica
Malia Zaman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Lu called the meeting to order at 8:32 a.m. CEST (UTC+2). 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. There were no requested changes.

A motion was made to approve the 27 June 2023 AudCom meeting agenda. In the absence of objection, the motion was approved**.**

3. APPROVAL OF MINUTES OF THE 28 MARCH 2023 AUDCOM MEETING

A motion was made to approve the minutes of the 28 March 2023 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

standards.ieee.org

4.1.1 IEEE Communications Society/Edge, Fog, Cloud Communications with IOT and Big Data Standards Committee (COM/EdgeCloud-SC)
Doug Edwards, Mark Siira

Motion: To recommend conditional acceptance of the COM/EdgeCloud-SC P&P. Upon vote, the motion passed. The reviewers asked the AudCom administrator to remove all comments from the P&P. The conditions have been met.

4.1.2 IEEE Communications Society/Mobile Communication Networks Standards Committee (COM/MobiNet-SC)
Keith Waters, Andrew Myles

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

4.1.3 IEEE Computational Intelligence Society/Standards Committee (CIS/SC)
Daidi Zhong, Daleep Mohla

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

4.1.4 IEEE Computer Society/Knowledge Engineering Standards Committee (C/KESC)
Edward Addy, Tyler Jaynes

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

Agenda item 6.1 was reviewed immediately afterwards.

4.2 Status of New Standards Committee P&P Review

4.2.1 IEEE Robotics and Automation Society/Standing Committee for Standards (RAS/SC)
Doug Edwards, Karl Weber

A discussion took place regarding the title of the committee. Several suggestions were raised, and the AudCom reviewers will discuss their recommendations with the Standards Committee. The P&P will continue under review and move to the September 2023 AudCom agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 IEEE Aerospace and Electronic Systems Society/Gyro Accelerometer Panel (AES/GA)/Common
Joseph Levy, Howard Li

Action: The Working Group requested a meeting with the reviewers.

The P&P will continue under review and move to the September 2023 AudCom agenda.

4.3.2 IEEE Communications Society/Standards Development Board/Working Group on Communication Electroacoustics (COM/SDB/CEA)
Mark Siira, Joseph Levy

Motion: **To deem without issue the (COM/SDB/CEA) Communication Electroacoustics Working Group P&P**. **Upon vote, the motion passed.**

4.3.3 IEEE Reliability Society/IEEE Reliability (RS/SC)/Common
Karl Weber, Travis Griffith

Motion: **To deem without issue the (RS/SC)/Common (All RS/SC individual WGs) Working Group P&P**. **Upon vote, the motion passed.**

4.4 Status of New Working Group P&P Review

4.4.1 IEEE Communications Society/Power Line Communications/Broadband Over Power Lines PHY/MAC Working Group (COM/PLC/BPLPHMAC)
Haiying Lu, Thomas Koshy

Motion: To deem without issue the (COM/PLC/BPLPHMAC) Working Group P&P. Upon vote, the motion passed.

4.4.2 IEEE Communications Society/Unmanned Aerial Vehicles Communications Standards Committee/Technical requirements of polar coordinate photogrammetry based on Unmanned Aircraft System (COM/AerCom-SC/PolarCP)
Howard Li, Guido Hiertz

Motion: To conditionally deem without issue the (COM/AerCom-SC/PolarCP) Working Group P&P. Upon vote, the motion passed. The AudCom administrator will address minor editorial correction. The condition has been met.

4.4.3 IEEE Computer Society/Portable Applications (C/PA)/Common
Edward Addy, Keith Waters

The P&P will continue with review and will move to the September 2023 AudCom agenda.

4.4.4 IEEE Computer Society/Simulation Interoperability Stds Organization/Stds Activity Committee (C/SI)
Daleep Mohla, Haiying Lu

The P&P will continue under review and move to the September 2023 AudCom agenda.

4.4.5 IEEE Power and Energy Society/Power System Communications and Cybersecurity (PE/PSCC)/Common
Daidi Zhong, Travis Griffith

The P&P will continue under review and move to the September 2023 AudCom agenda.

5. OLD BUSINESS

5.1 AudCom Baselines Update Ad Hoc

Thomas Koshy, Ad Hoc Chair, updated AudCom about the work of the Baselines Update Ad Hoc. He thanked the ad hoc members for assisting with the review of the draft Standards Committee baseline document. Thomas requested that all AudCom members review and provide feedback on the Standards Committee baseline document by Friday, August 4. The ad hoc is working on the working group baseline document and it should be ready for AudCom review soon. The ad hoc will also review the instructions templates and provide recommended updates.

5.2 Update on Expiring P&Ps [2022-2023] and Working Group P&PS Requested

ACTION: Staff will upload a list of expiring SC P&Ps and WG P&Ps to iMeet. Staff will send an email to AudCom members.

5.3 Action Item Review

Action Item	Status	Update
Staff will coordinate communication between the Standards Committee Chairs and reviewers for the Communications Society Standards Committees with P&Ps continuing under review for the June AudCom agenda to enhance consistency.	In Progress	Com/EdgeCloud work was completed. Approved. This item is now closed.
Staff will coordinate a meeting with the CIS Standards Committee Chair, the AudCom Chair, and the SASB Chair to discuss the scope in the Standards Committee P&P.	TBD	During the process of setting up the meeting, discussions took place with CIS Society staff, and a new version of the P&P with an updated scope was submitted. This item is now closed.
Staff will review AudCom's suggestions for adding more consistency to the P&P reviews and plan for next steps.	In Progress	In Progress

6. NEW BUSINESS

6.1 Request for Standards Committee Recognition

6.1.1 IEEE Computer Society/Knowledge Engineering Standards Committee (C/KESC)

C/KESC is a new Standards Committee within the Computer Society.

◈**IEEE**

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

6.2 Discussion on Timely Response to Comments
Oliver Holland reviewed the slides he prepared. AudCom agreed that timely responses to comments are important and that there should be two-way communication. There are several options within myProject to post comments. Further discussion took place.

ACTION: Staff will review myProject to see if comments can be posted on the main area by Standards Committee or Working Group chairs. Currently, the reviewers can add comments.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on or close to 19 September 2023 by teleconference.

8. ADJOURNMENT

The meeting was adjourned at 11:10 a.m. CEST (UTC+2).