IEEE SA Standards Board Audit Committee (AudCom)
Meeting Minutes
19 September 2023 9:30 a.m. - 12:00 p.m. ET (UTC -4)
Teleconference/Webex

Members:
Kevin Lu, Chair
Edward Addy
Doug Edwards
Travis Griffith
Guido Hiertz
Tyler Jaynes
Thomas Koshy
Joseph Levy
Howard Li
Haiying Lu
Mark Siira
Lei Wang
Keith Waters
Karl Weber
Daidi Zhong

Members Absent:
Daleep Mohla
Andrew Myles

Guests:
Kit August
Ted Burse
Latonia Gordon
John Kulick
David Law
Annette Reilly
Barry Tilton
Claire Topp, legal counsel
Phillip Winston
Don Wright

IEEE Staff:
Christy Bahn
Teresa Belmont, Administrator
Matthew Ceglia
Karen Evangelista, Administrator
Jonathan Goldberg

Jodi Haasz
Yvette Ho Sang
Patrycja Jarosz
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Jiajia Liu
Suzanne Merten
Erin Morales
Mary Lynne Nielsen
Christian Orlando
Markus Plessel
Dave Ringle
Pat Roder
Jennifer Santulli
Alpesh Shah
Meng Zhao

1. CALL TO ORDER AND INTRODUCTIONS

Chair Lu called the meeting to order at 9:31 a.m. ET (UTC -4). 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 19 September 2023 AudCom meeting agenda. In the absence of objection, the motion was approved**.**

3. APPROVAL OF MINUTES OF THE 27 JUNE 2023 AUDCOM MEETING

A motion was made to approve the minutes of the 27 June 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

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

Motion: To recommend acceptance of the RAS/SC P&P. Upon vote, the motion was approved. Howard Li abstained.

4.2 Status of New Standards Committee P&P Review

4.2.1 IEEE Instrumentation and Measurement Society/TC3 - Condition Monitoring & Fault Diagnosis Instrument (IM/CM&FDI)
Joseph Levy, Travis Griffith

The IM/CM&FDI P&P will continue under review and will move to the December 2023 AudCom agenda.

4.2.2 IEEE Instrumentation and Measurement Society/TC7 - Signals and Systems in Measurements (IM/S&SM)
Daleep Mohla, Haiying Lu

Motion: To recommend acceptance of the IM/S&SM P&P. Upon vote, the motion was unanimously approved.

4.2.3 IEEE Oceanic Engineering Society/Standards Committee (OES/SC)
Keith Waters, Edward Addy

Motion: To recommend acceptance of the OES/SC P&P. Upon vote, the motion was unanimously approved. Editorial corrections will be made by the AudCom Administrator.

4.2.4 IEEE Photonics Society/Standards Committee (PHO/SC)
Lei Wang, Thomas Koshy

Motion: To recommend acceptance of the PHO/SC P&P. Upon vote, the motion was unanimously approved.

4.2.5 IEEE Power and Energy Society/Power System Instrumentation and Measurements (PE/PSIM)
Mark Siira, Tyler Jaynes

The PE/PSIM P&P will continue under review and move to the December 2023 AudCom agenda.

4.2.6 IEEE Power and Energy Society/Switchgear (PE/SWG)
Guido Hiertz, Howard Li

Motion: To recommend acceptance of the PE/SWG P&P. Upon vote, the motion was approved. Doug Edwards abstained.

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

A discussion took place regarding Working Group membership. The AES/GA/Common P&P will continue under review and will move to the December 2023 AudCom agenda.

Motion: To recommend acceptance of the AES/GA/Common P&P. Upon vote, the motion was disapproved. (Vote: Yes=0, No=8, Abstain=5)

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Action Item: A meeting will be arranged with the Working Group leadership to discuss ways to improve the P&P. In addition, a new checklist should be uploaded into myProject by the AudCom reviewers.

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

Motion: To recommend deemed without issue for the C/PA/Common P&P. Upon vote, the motion was unanimously approved.

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

The C/SI P&P will continue under review and will move to the December 2023 AudCom agenda.

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

The PE/PSCC/Common P&P will continue under review and will move to the December 2023 AudCom agenda.

Action Item: The AudCom reviewers are asked to submit a new checklist.

4.4 Status of New Working Group P&P Review

4.4.1 IEEE Broadcast Technology Society/Broadcast Technology Standards Committee (BTS/BTSC)/Common
Doug Edwards, Tyler Jaynes

Motion: To recommend deemed without issue for the BTS/BTSC/Common P&P. Upon vote, the motion was unanimously approved.

4.4.2 IEEE Power and Energy Society/Energy Storage & Stationary Battery Committee (PE/ESSB)/Common
Howard Li, Thomas Koshy

Motion: To recommend deemed without issue for the PE/ESSB/Common P&P. Upon vote, the motion was unanimously approved.

4.4.3 IEEE SA Board of Governors/SCC20 - Test and Diagnosis for Electronic Systems (BOG/SCC20)/Common
Guido Hiertz, Karl Weber

Motion: To recommend deemed without issue for the BOG/SCC20/Common P&P. Upon vote, the motion was unanimously approved.

5. OLD BUSINESS

5.1 AudCom Baselines Update Ad Hoc

standards.ieee.org

Thomas Koshy, Ad Hoc Chair, provided an update on the Ad Hoc. The Ad Hoc met many times since the June AudCom meeting and has worked on updating the WG individual and entity baseline P&Ps and aligning them with the Standards Committee baseline P&Ps. The individual and entity WG P&P updates are being reviewed again by the ad hoc and then will be sent to AudCom.

A few highlighted goals of the Ad Hoc
- Offered all the common choices previously accepted so that selections can be made from the baseline.
- Reviewed and incorporated comments received, and the customization conducted in the past.
- Developed most common vocabulary to describe the variety of choices adopted.
- Provided more descriptive language to bring clarity to volunteers that are assuming leadership roles.

5.2 Update on Expiring Standards Committee P&Ps for 2023 and Working Group P&Ps Requested
Teresa reviewed the list of expiring Standards Committee P&P. There are 13 outstanding P&P.

Action: Teresa will work with OPM staff to try to ensure that P&Ps are submitted before the December meeting.

5.3 Action Item Review
Teresa reviewed the action items and indicated that all items have been addressed.

Action Item	Status	Update
The AES/GA Working Group requested a meeting with the reviewers.	Closed	A meeting was held and the issues of the P&P were discussed. The action is now complete.
Staff will review AudCom's suggestions for adding more consistency to the P&P reviews and plan for next steps.	Closed	Staff reviewed the suggestions and discussed them with the AudCom Chair. Best practices documentation will be created and reviewed during training sessions.
Staff will upload a list of expiring Standards Committee P&Ps and Working Group P&Ps to iMeet. Staff will send an email to AudCom members.	Closed	The list has been posted on iMeet. The action is now complete.
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.	Closed	Staff discussed with myProject team. It was decided to maintain the current functionality that allows comments to be posted by reviewers and/or staff. Action is now complete.

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6. NEW BUSINESS

6.1 Request for Standards Committee Recognition

6.1.1. IEEE INSTRUMENTATION AND MEASUREMENT SOCIETY/TC3 - CONDITION MONITORING & FAULT DIAGNOSIS INSTRUMENT (IM/CM&FDI)
The IM/CM&FDI P&P is continuing under review and this recognition request will move to the December 2023 AudCom meeting.

6.1.2. IEEE INSTRUMENTATION AND MEASUREMENT SOCIETY/TC7 - SIGNALS AND SYSTEMS IN MEASUREMENTS (IM/S&SM)

Motion: To recommend acceptance of the (IM/S&SM) P&P. Upon vote, the motion passed.

6.1.3. IEEE OCEANIC ENGINEERING SOCIETY/STANDARDS COMMITTEE (OES/SC)

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

7. DATE OF NEXT MEETING

The next meeting of AudCom will be a hybrid meeting and will take place either 4 or 5 December 2023 in New Brunswick, NJ, USA and by Webex.

8. ADJOURNMENT
The meeting was adjourned at 11:22 a.m. ET (UTC-4).

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