![IEEE SA Standards Association logo]

IEEE SA Standards Board Audit Committee (AudCom)
Meeting Minutes
10 December 2024
8:30 a.m. - 12:00 p.m. ET (UTC-5)
Bridgewater, NJ (USA) and Webex

Members:
Kevin Lu, Chair
Sara Biyabani
Doug Edwards
Travis Griffith
Guido Hiertz
Tyler Jaynes
Thomas Koshy
Joseph Levy
Howard Li
Haiying (John) Lu
Daleep Mohla
Annette Reilly
Jon Rosdahl
Daidi Zhong

Guests:
Hassan Abouseada
Abira Altvater
Edward Au
Xiaofeng (Alfred) Chen
James Gilb
Latonia Gordon
Gary Hoffman
Ron Hotchkiss
June Im
Yousef Kimiagar
Alex Kraus
David Law
Xiaohui Liu
Meng Lu
Hiroshi Mano
Paul Nikolich
Glenn Parsons
Robby Robson
Martina Soliman
Gary Stuebing
Claire Topp, IEEE Outside Legal Counsel
Lei Wang
Keith Waters

IEEE Staff:
Christy Bahn
Teresa Belmont, Administrator
Matthew Ceglia
Ravindra Desai
Karen Evangelista
Jonathan Goldberg
Dalisa Gonzales
Jodi Haasz
Yvette Ho Sang
Patrycja Jarosz
Anja Kaspersen
Soo Kim
Michael Kipness
Vanessa Lalitte
Jiajia Liu
Sandra Maru
Suzanne Merten
Christian Orlando
Shana Pepin
Dave Ringle
Heather Robinson
Pat Roder
Anasthasie Sainvilus-Cantrell
Jennifer Santulli
Rosalinda Saravia
Tom Thompson
Malia Zaman
Meng Zhao

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Kevin Lu called the meeting to order at 8:30 a.m. ET (UTC-5). There was a round of introductions. It was noted that the meeting was quorate.

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.

A motion was made (Griffith) and seconded (Biyabani) to approve the 10 December 2024 AudCom meeting agenda. In the absence of objection, the motion passed**.**

3. APPROVAL OF MINUTES OF THE 24 SEPTMBER 2024 AUDCOM MEETING

A motion was made (Mohla) and seconded (Griffith) to approve the 24 September AudCom meeting minutes. In the absence of objection, the motion passed**.**

4. P&P REVIEW
4.1 Status of Continuing Standards Committee P&P Review

4.1.1 IEEE Communications Society/Dynamic Spectrum Access Networks Standards Committee (COM/DySPAN-SC)
Tyler Jaynes, Annette Reilly

Motion: To recommend acceptance of the COM/DySpan-SC P&P. In the absence of objection or abstention, the motion was approved.

4.1.2 IEEE Computer Society/Blockchain and Distributed Ledgers (C/BDL)
Travis Griffith, Sara Biyabani

Motion: To recommend acceptance of the C/BDL P&P. In the absence of objection or abstention, the motion was approved.

4.1.3 IEEE Engineering in Medicine and Biology Society/IEEE 11073 Standards Committee (EMB/11073)
Annette Reilly, Joseph Levy

Motion: To recommend acceptance of the EMB/11073 P&P. In the absence of objection or abstention, the motion was approved. (Recuse: Zhong)

4.1.4 IEEE Power and Energy Society/Electric Machinery (PE/EM)
Daleep Mohla, Tyler Jaynes

The PE/EM P&P will continue under review and will move to the March 2025 AudCom agenda*.*

4.1.5 IEEE Power and Energy Society/Energy Development & Power Generation (PE/EDPG)
Howard Li, Daidi Zhong

Motion: To recommend acceptance of the PE/EDPG P&P. In the absence of objection or abstention, the motion was approved.

4.1.6 IEEE Power and Energy Society/Substations (PE/SUB)
Daleep Mohla, Haiying Lu

Motion: To recommend acceptance of the PE/SUB P&P. In the absence of objection or abstention, the motion was approved.

4.1.7 IEEE Vehicular Technology Society/Standards Development Board (VT/SDB)
Doug Edwards, Travis Griffith

The VT/SDB P&P will continue under review and will move to the March 2025 AudCom agenda*.*

4.2. STATUS OF NEW STANDARDS COMMITTEE P&P REVIEW
4.2.1 IEEE Aerospace and Electronic Systems Society/Radar Systems Panel (AES/RS)
Daidi Zhong, Doug Edwards

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Motion: To recommend conditional acceptance of the AES/RS P&P. In the absence of objection or abstention, the motion was approved. The condition has been met.

4.2.2 IEEE Computer Society/Learning Technology (C/LT)
Howard Li, Daleep Mohla

The C/LT P&P will continue under review and will move to the March 2025 AudCom agenda*.*

4.2.3 IEEE Dielectrics and Electrical Insulation Society/Standards Committee (DEI/SC)
Thomas Koshy, Howard Li

Motion: To recommend acceptance of the DEI/SC P&P. In the absence of objection or abstention, the motion was approved.

4.2.4 IEEE Industry Applications Society/Industrial & Commercial Power Systems Standards Development Committee (IAS/ICPS/SDC)
Haiying Lu, Sara Biyabani

Motion: To recommend conditional acceptance of the IAS/ICPS/SDC P&P. In the absence of objection or abstention, the motion was approved. The condition has been met.

4.2.5 IEEE Power and Energy Society/Transformers (PE/TR)
Thomas Koshy, Joseph Levy

The PE/TR P&P will continue under review and will move to the March 2025 AudCom agenda*.*

4.2.6 IEEE Power and Energy Society/Transmission and Distribution (PE/T&D)
Guido Hiertz, Jon Rosdahl

Motion: To recommend acceptance of the PE/T&D P&P. In the absence of objection or abstention, the motion was approved.

4.3. STATUS OF CONTINUING WORKING GROUP P&P REVIEW

4.3.1 IEEE Power Electronics Society/Standards Committee (PEL/SC)/Common
Travis Griffith, Daidi Zhong

Motion: To recommend deem without issue of PEL/SC/Common P&P. In the absence of objection or abstention, the motion was approved.

4.3.2 IEEE SA Board of Governors/Distributed Generation, Energy Storage and Interoperability Standards Committee (BOG/SC21)/Common
Jon Rosdahl, Tyler Jaynes

The BOG/SC21 Common WG P&P will continue under review and will move to the March 2025 AudCom agenda*.*

4.4. STATUS OF NEW WORKING GROUP P&P REVIEW

None

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5. OLD BUSINESS

5.1 AudCom Conventions and FAQ update
Teresa reviewed the updated versions of the AudCom Conventions and FAQs. A lengthy discussion took place regarding the changes to the Conventions and FAQs.

Action item: Teresa shall combine the FAQs into one document and create a table of contents.

A motion was made (Rosdahl) and seconded (Mohla) to approve the "AudCom Conventions for the Review of Standards Committee Policies and Procedures" in Draft SC conv v2. The motion passed with a vote of 11=Yes; 1=Abstain (Reilly).

A motion was made (Rosdahl) and seconded (Mohla) to approve the "AudCom Conventions for the Review of Working Group Policies and Procedures" in Draft WG convention v2. The motion passes unanimously.

6. NEW BUSINESS

6.1. Request for Standards Committee Recognition

No Standards Committee was recognized.

6.2 Update on Expiring P&P for 2024
Teresa provided an update on the outstanding Standards Committees (SC)s that have not submitted a P&P for 2024. There are 2 SCs that have not submitted; however, they have requested an extension and will submit P&Ps by January 2025. The extensions were granted.

Action item: Teresa will provide an update at the March AudCom meeting on expiring SC P&Ps for 2025 and an update on Working Group P&Ps that are outstanding.

6.3 Action item updates
Staff has been working on reviewing the P&P submission process and automation tools for drafting P&Ps. An update will be provided at the March 2025 meeting.

6.4 Other business
Discussions were held on other topics such as:
- Should an additional responsibility item be added to an officer's responsibilities when that officer performs another officer's position. AudCom agreed this was not needed.
- Should AudCom request that more than one WG P&P be required for submittal to AudCom. AudCom felt this was not needed.
- Adding a current status designation within myProject on the submissions detail page for each P&P.

Action item: Teresa will investigate the ability to add this designation and report back at the March AudCom meeting.

7. DATE OF NEXT MEETING
The next meeting of AudCom will be a hybrid meeting in Seoul, Republic of Korea (UTC+9) and via Webex. The meeting will take place on 24 March 2025.

8. ADJOURNMENT

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The meeting was adjourned at 12:00 p.m. ET (UTC-5).