

IEEE-SA Standards Board Audit Committee (AudCom)

Meeting Minutes

3 March 2020

9:30 a.m. - 12:00 p.m.

New Delhi, India

Members:

Doug Edwards

Ramy A. Fathy (via phone)

John Kulick, Chair

Joseph Levy (via phone)

Kevin Lu

Daleep Mohla (via phone)

Mehmet Ulema (via phone)

Philip Winston (via phone)

Jingyi Zhou (via phone)

Members Absent:

Peter Balma

Thomas Koshy

Howard Li

Daidi Zhong

Guests:

Gary Hoffman

David Law

Jon Rosdahl

Claire Topp

Lei Wang

Karl Weber

Don Wright

IEEE Staff:

Hermann Brand

Karen Evangelista

Jodi Haasz

Yvette Ho Sang

Karen Kenney

Soo Kim

Dave Ringle

Lisa Weisser, Administrator

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Kulick called the meeting to order at 9:37 a.m. due to late arrivals. There was a round of introductions.

2. REVIEW AND APPROVAL OF THE AGENDA

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

A motion was made (Lu) and seconded (Edwards) to approve the 3 March 2020 AudCom meeting agenda. The motion was unanimously approved.

3. APPROVAL OF MINUTES FROM THE 17 DECEMBER 2019 AUDCOM MEETING

A motion was made (Edwards) and seconded (Lu) to approve the minutes of the 17 December 2019 AudCom meeting. The motion was unanimously approved.

4. P&P REVIEW

4.1 Status of Continuing Standards Committee P&P Review

4.1.1 C/LM - Phil Winston, Jingyi Zhou

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 June 2020 AudCom agenda.

4.1.2 MTT/SCC - Mehmet Ulema, Doug Edwards

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

4.1.3 SASB/SCC21 - Howard Li, 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 June 2020 AudCom agenda.

AI: Mehmet Ulema will follow up with the SCC21 chair about the review.

4.2 Status of New Standards Committee P&P Review

4.2.1 CES/DFESC - Doug Edwards, Phil Winston

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

Following the outcome of this review, AudCom discussed item 6.1.1 on the agenda.

4.2.2 IAS/IPCSA - Kevin Lu, Thomas Koshy

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

Following the outcome of this review, AudCom discussed item 6.1.2 on the agenda.

4.2.3 SMC/SC - Jingyi Zhou, Ramy A. Fathy

This P&P review began close to the AudCom meeting and it will continue and move to the June 2020 AudCom agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 PE/TR/StdS-WGC57.12.80 - (Common - all PE/TR Individual Working Groups) - Jingyi Zhou, Daleep Mohla

The recommendation for this P&P was to deem it without issue, but the checklist was uploaded very close to the AudCom meeting and the recommendation was deferred until the June 2020 AudCom meeting. (See discussion under New Business.)

4.3.2 BOG/CAG/BCE_WG - John Kulick, Howard Li

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 June 2020 AudCom agenda.

4.3.3 VT/RTSC/WG_2 - Thomas Koshy, Mehmet Ulema

Motion: To deem without issue the VT/RTSC/WG_2 Working Group P&P. Upon vote, the motion passed.

4.3.4 SASB/SCC14/P945_wg - (Common - all SASB/SCC14 Individual WGs) - Daleep Mohla, Phil Winston

Motion: To deem without issue the SASB/SCC14/P945_wg - (Common - all SASB/SCC14 Individual WGs) Working Group P&P. Upon vote, the motion passed (7 approve, 0 disapprove, 1 abstain [Edwards]).

4.4 Status of New Working Group P&P Review

4.4.1 DEI/SC (Common - all DEI/SC Individual WGs) - Doug Edwards, Joseph Levy

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 June 2020 AudCom agenda.

4.4.2 PE/T&D (Common – all PE/T&D Individual WGs) - Daleep Mohla, Daidi Zhong

This P&P was received close to the AudCom meeting and the review will continue and move to the June 2020 AudCom agenda.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

Lisa Weisser reported that no action items carried over from prior AudCom meetings.

5.2 Update on P&Ps Due in 2020

Lisa Weisser displayed the list of Standards Committees with P&P expiring at the end of 2020 that have not yet submitted an updated P&P document to AudCom. She also displayed the list of Standards Committees with P&P that were recently accepted that have not yet submitted Working Group P&P for review by AudCom. She mentioned that staff will continue to work with these committees to help get the documents submitted to AudCom.

5.3. AudCom Baselines Ad Hoc Update

Chair Kulick acknowledged the work that has already been done by the AudCom Baselines ad hoc. The ad hoc is continuing into 2020 to incorporate relevant Open Source content. The draft Open Source Maintainers Manual was recently received. The ad hoc will continue to work quickly and thoroughly to ensure consistency across all versions of the baselines. The ad hoc was re-formed, with some additional members, and the current membership includes: Peter Balma (Chair), Doug Edwards, Ramy A. Fathy, Jonathan Goldberg, Jodi Haasz, Yvette Ho Sang, John Kulick, Joseph Levy, Howard Li, Daleep Mohla, Dave Ringle, Mehmet Ulema, Phil Winston, Daidi Zhong, Jingyi Zhou, and Lisa Weisser.

6. NEW BUSINESS

6.1 Request for Standards Committee Recognition

6.1.1 IEEE Consumer Electronics Society/Digital Finance and Economy Standards Committee (CES/DFESC)

This was discussed after agenda item 4.2.1.

Motion: Recognize the Consumer Electronics Society/Digital Finance and Economy Standards Committee, to be abbreviated as CES/DFESC, as an official Standards Committee, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.2 IEEE Industry Applications Society/Industrial Power Conversion Systems Department (IAS/IPCS D)

This was discussed after agenda item 4.2.2.

Motion: Recognize the Industry Applications Society/Industrial Power Conversion Systems Department, to be abbreviated as IAS/IPCS D, as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.2 Committee member interactions/comments RE: myProject

Committee members provided feedback on their interactions with the updated myProject. Initial feedback included: history section within the review process is not always sequential, the email alerts are not clear enough, and the need to click the menu button to initiate activities is not intuitive.

An additional item was brought to AudCom by Doug Edwards as a follow up to the discussion that took place during the review of item 4.3.1. A suggestion was made that there should be an update to the AudCom Conventions to include a deadline prior to the AudCom meeting by which a revised P&P and/or the review checklist can be uploaded in myProject in order to give all AudCom members adequate time to review all of the documents for an upcoming meeting.

AI: Doug Edwards will develop options to discuss at the June 2020 AudCom meeting.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on 1 June 2020 at 9:00 a.m. ET by teleconference.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 11:50 a.m.