

IEEE SA Standards Board Audit Committee (AudCom)

Meeting Minutes

22 and 23 March 2021

9:30 a.m. - 11:00 a.m. ET (UTC-4) on both dates

Teleconference

Members:

Edward Addy
Ramy Ahmed Fathy
Thomas Koshy
Joseph Levy
Howard Li
Johnny Lin
Haiying Lu
Kevin Lu, Chair
Daleep Mohla
Jon Rosdahl
Mark Siira
Lei Wang
Keith Waters
Karl Weber
Philip Winston
Howard Wolfman
Daidi Zhong
Jingyi Zhou

Members Absent:

Chenhui Niu

Guests:

Chuck Adams
Michael Atlass
Edward Au
Peter Balma [Session 2]
Dennis Brophy
Hadjan Doucouré
Doug Edwards
Latonia Gordon
Simon Hicks
Gary Hoffman
Taras Holoyad
John Kulick
David Law
Xiaohui Liu [Session 2]

Brian McAuliffe [Session 1]
Keith Moore
Paul Nikolich
Glenn Parsons
Annette Reilly
Matteo Sabbatini
Dorothy Stanley
Claire Topp [Legal counsel]
Don Wright

IEEE Staff:

Christy Bahn [Session 1]
Matt Ceglia
Karen Evangelista
Jonathan Goldberg
Jodi Haasz [Session 1]
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Kristin Little
Jijia Liu
Kelly Lorne [Session 2]
Greg Marchini
Karen McCabe [Session 2]
Erin Morales
Ashley Moran
Christian Orlando
Dave Ringle
Pat Roder
Jennifer Santulli
Rudi Schubert
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Lu called the meeting to order at 9:32 a.m. ET (UTC-4) on 22 March 2021. 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 none.

A motion was made (Mohla) and seconded (Waters) to approve the 22 and 23 March 2021 AudCom meeting agenda. In the absence of objection, the motion was approved.

3. APPROVAL OF MINUTES OF THE 21 AND 22 JANUARY 2021 AUDCOM MEETING

A motion was made (Winston) and seconded (Koshy) to approve the minutes of the 21 and 22 January 2021 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 APS/SC - Howard Li, Daleep Mohla

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 2021 AudCom agenda.

4.1.2 C/PA - Doug Edwards, Daidi Zhong

Motion: To recommend conditional acceptance of the C/PA P&P; contingent upon one minor editorial correction, to be completed by staff before SASB meeting. Upon vote, the motion passed.

NB: This condition has been met.

4.1.3 C/SI - Kevin Lu, Thomas Koshy

Motion: To recommend acceptance of the C/SI P&P. Upon vote, the motion passed (16 approve, 0 disapprove, 1 abstain [Winston]).

4.1.4 IM/RNIS - Howard Li, Phil Winston

A motion was made to conditionally recommend acceptance of the IM/RNIS P&P, contingent upon completion of editorial changes. Following a discussion, the motion was tabled (12 approve, 5 disapprove). An updated version of the document was submitted. When AudCom reconvened on 23 March, a motion was made to remove the motion from the table. In the absence of objection, the motion was approved. A new motion was made regarding the recommendation for the P&P.

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

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

4.1.5 IM/ST - Ramy Fathy, Joseph Levy

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

4.1.6 SEN/SC - Daleep Mohla, 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 2021 AudCom agenda.

During the discussion of this P&P review, the topic of submittal timelines was brought up, and whether there should be an acknowledgement process for the submitters to let the reviewers know they are working on updates based on the checklist comments. The discussion continued during agenda item 5.3.

4.2 Status of New Standards Committee P&P Review

4.2.1 IM/WM&A - Thomas Koshy, Lei Wang

This P&P was received close to the AudCom meeting and the review will continue and move to the June 2021 AudCom agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 C/BDL (Common - all C/BDL Entity WGs) - Thomas Koshy, Daidi Zhong

Motion: To deem without issue the C/BDL (Common - all C/BDL Entity WGs) Working Group P&P. Upon vote, the motion passed.

4.3.2 SASB/SCC20 (Common - all SASB/SCC20 Individual WGs) - Joseph Levy, Howard Li

Motion: To deem without issue the SASB/SCC20 (Common - all SASB/SCC20 Individual WGs) Working Group P&P. Upon vote, the motion passed.

4.4 Status of New Working Group P&P Review

4.4.1 C/AISC (Common - all C/AISC Individual WGs) - Jingyi Zhou, Haiying Lu

Motion: To deem without issue the C/AISC (Common - all C/AISC Individual WGs) Working Group P&P. Upon vote, the motion passed.

4.4.2 C/LT/1484.20.2 - Daidi Zhong, Keith Waters

Motion: To deem without issue the C/LT/1484.20.2 Working Group P&P. Upon vote, the motion passed.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

Lisa Weisser reported on action items carried over from prior AudCom meetings:

Action Item	Status	Update
Determine if there is a need to add information to the AudCom Conventions about terminology definition within P&P documents.	In Progress	This topic will be considered with the upcoming AudCom FAQs. The FAQs will include information from the WG P&Ps ad hoc, the new ad hoc about AudCom reviews, the baselines and their use, etc. Action Item for all – if you have suggestions for additional questions, please send them to the AudCom Chair and AudCom Administrator.
Baselines, instructions, and checklists posted on AudCom website, and communication about transition to the new baselines is complete.	Complete	The baselines were posted with information about the timeframe for the transition and there was communication with the Standards Committees. There will be opportunities provided for feedback to help with future enhancements to the documents. Minor edits are needed for some instructions.

5.2 Update on P&Ps Due in 2021

Lisa Weisser displayed the list of Standards Committees with P&P expiring at the end of 2021 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 reminders have been sent, and staff will continue to work with these committees to help get the documents submitted to AudCom.

5.3 Ad Hoc Update - Improved Opportunities for AudCom Member Review of Materials

Chair Lu reviewed the slides initially presented by Doug Edwards, and updated through the work of the ad hoc. There was additional discussion during the meeting about the proposed addition of timeline targets to the AudCom Conventions and also the proposed clarification about when the use of ‘conditional acceptance’ is appropriate.

With regard to the timeline targets, a suggestion was made about including submittal deadlines, similar to NesCom and RevCom, as well as the idea suggested earlier in the meeting about an acknowledgement from the P&P submitters that the checklist has been received and the comments are being reviewed. There was also a discussion about whether the timelines shown on the proposed updated flowcharts are an accurate reflection of the anticipated process flow.

AudCom went into recess at 11:00 a.m. ET (UTC-4) on 22 March.

The AudCom meeting reconvened at 9:34 a.m. ET (UTC-4) on 23 March.

Following a brief continuation of the discussion about the timelines for the AudCom process flow, Chair Lu brought up the proposed addition to the AudCom Conventions about the clarification of what is considered to

be editorial changes and when it is appropriate to use 'conditional acceptance', including whether or not these edits need to be completed before the recommendations go to the SASB. With the meeting coming to its scheduled end time, Chair Lu mentioned that the ad hoc will revisit these topics.

5.4 Committee Member Interactions/Comments RE: myProject

This item was not discussed during the meeting due to lack of time.

NB: This is a standing agenda item and if anyone has any feedback about their user experience with myProject, please let Lisa Weissner know.

6. NEW BUSINESS

6.1 Requests for Standards Committee Recognition

6.1.1 IEEE Instrumentation and Measurement Society/TC45 - Radiation and Nuclear Instrumentation and Systems (IM/RNIS)

This was discussed after agenda item 4.1.4.

Motion: Recommend that the SASB recognize the Instrumentation and Measurement Society/TC45 - Radiation and Nuclear Instrumentation and Systems, to be abbreviated as (IM/RNIS), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on or close to 10 June 2021 by teleconference.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 11:00 a.m. ET (UTC-4) on 23 March 2021.