

IEEE-SA Standards Board Audit Committee (AudCom)

Meeting Minutes

1 June 2020

9:00 a.m. - 10:30 a.m. ET

Teleconference

Members:

Peter Balma
Doug Edwards
Ramy A. Fathy
Thomas Koshy
John Kulick, Chair
Joseph Levy
Howard Li
Kevin Lu
Daleep Mohla
Mehmet Ulema
Philip Winston
Daidi Zhong
Jingyi Zhou

Guests:

Michael Atlass
Dennis Brophy
Evelyn Chen
Rob Fish
Paul Gaberson [part time]
Travis Griffith
Simon Hicks
Gary Hoffman
David Law
Jim Matthews
Paul Nikolich
Glenn Parsons
Robby Robson
Jon Rosdahl
Dorothy Stanley
Claire Topp [legal counsel]
Don Wright
Yu Yuan

IEEE Staff:

Adrien Barmaksiz
Silona Bonewald

Matt Ceglia
Karen Evangelista
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Kelly Lorne
Karen McCabe
Erin Morales
Ashley Moran
Mary Lynne Nielsen
Christian Orlando
Dave Ringle
Jennifer Santulli
Lisa Weisser, Administrator

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Kulick called the meeting to order at 9:00 a.m. 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 (Mohla) and seconded (Koshy) to approve the 1 June 2020 AudCom meeting agenda. The motion was unanimously approved.

3. APPROVAL OF MINUTES FROM THE 3 MARCH 2020 AUDCOM MEETING

A motion was made (Lu) and seconded (Zhou) to approve the minutes of the 3 March 2020 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 September 2020 AudCom agenda.

Chair Kulick explained that AudCom and the SASB recently approved an update to the currently accepted C/LM P&P to provide emergent relief from a situation that arose because of the global pandemic. This enabled C/LM to conduct their standards development activities in a timely manner, but the current review is still underway for this updated P&P.

AI: Due to the number of versions of the P&P that were submitted, the reviewers requested that the next version of the C/LM P&P submitted for this review reverts back to the 2017 baseline and tracks changes from that document.

4.1.2 SMC/SC - Jingyi Zhou, Ramy Fathy

Motion: To recommend conditional acceptance of the SMC/SC P&P; contingent upon minor editorial corrections, to be completed before SASB meeting. Upon vote, the motion passed.

NB: This condition has been met.

4.1.3 SASB/SCC21 - Howard Li, Mehmet Ulema

Motion: To recommend acceptance of the SASB/SCC21 P&P. Upon vote, the motion passed.

4.2 Status of New Standards Committee P&P Review

There were no new Standards Committee P&P to review for this meeting.

4.3 Status of Continuing Working Group P&P Review

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

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

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

Motion: To deem without issue the PE/TR/Std-WGC57.12.80 - (Common - all PE/TR Individual Working Groups) Working Group P&P. Upon vote, the motion passed (12 approve, 0 disapprove, 1 abstain [Balma]).

During the discussion about this P&P review, a question was raised about whether terminology introduced in a Working Group P&P needs to be defined within the P&P document. It was agreed that if the terminology is defined in a higher level document of the group, there is no need to define it in the Working Group P&P, but the Standards Committee needs to acknowledge that in response to the review checklist. A suggestion was made to add this information to the AudCom Conventions.

AI: Determine if there is a need to add information to the AudCom Conventions about terminology definition within P&P documents.

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

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

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

Motion: To deem without issue the BOG/CAG/BCE_WG Working Group P&P. Upon vote, the motion passed.

4.4 Status of New Working Group P&P Review

4.4.1 VT/ITS (Common - all VTS/ITS Individual WGs) - Kevin Lu, Thomas Koshy

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

4.4.2 SASB/SCC04 P1 WG - Howard Li, Ramy Fathy

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

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

Lisa Weisser reported on action items carried over from prior AudCom meetings. One item is still in progress. It was not discussed at this meeting due to time constraints:

AI: Doug Edwards will develop options about timing for P&P submittals and review checklists to discuss at the June 2020 AudCom meeting.

NB: This topic will be discussed at the September 2020 AudCom meeting.

5.2 Update on P&Ps Due in 2020

Lisa Weisser displayed the current lists of Standards Committees with P&P expiring at the end of 2020 that have not yet submitted an updated P&P document to AudCom and 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 would continue to work with these committees to help get the documents submitted to AudCom.

There were several questions about Working Group P&Ps, including:

- Can a Standards Committee submit a PAR without Working Group P&P?
- Prior to a Working Group P&P being developed and approved, does a Standards Committee P&P become a default?
- Once a Standards Committee has new P&P accepted, what is the process for existing Working Group P&P?

Chair Kulick called for an ad hoc to discuss the existing conditions under which a new Working Group can

operate before it has approved WG P&P. The ad hoc will recommend any additions necessary to the AudCom Conventions so that this process is clearly understood. Chair Kulick requested that the ad hoc provide a report on its recommendations at the September 2020 AudCom meeting.

The ad hoc will be chaired by Daleep Mohla, and participants include Doug Edwards, Jonathan Goldberg, Soo Kim, Erin Morales, Dave Ringle, Lisa Weisser, Phil Winston, and Yu Yuan.

5.3. AudCom Baselines Ad Hoc Update

Peter Balma reported on the progress of the ad hoc, which has been meeting weekly, and he thanked the ad hoc members for this very time-intensive effort. He also described the plan for next steps, which include sending a redline of each version of the baselines to AudCom for its review and approval, and then sending the documents as a recommendation to the SASB. During a review of the sections that were updated and added, the topic of term limits was discussed. While the documents are still under review, there is an opportunity to provide input, and in the interest of time, it was suggested that anyone with comments about term limits being included in the baselines should email them to Chair Kulick, Peter Balma, and Lisa Weisser.

AI: Anyone who has comments about term limits being included in the baselines should email Chair Kulick, Peter Balma, and Lisa Weisser.

5.4 Committee member interactions/comments RE: myProject

This discussion was deferred due to lack of time.

6. NEW BUSINESS

There was no new business.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on or close to 18 September 2020 by teleconference. The date will be determined by a poll.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 10:47 a.m.