

IEEE SA Standards Board Audit Committee (AudCom)

Meeting Minutes

21 September 2021

9:30 a.m. - 12:00 p.m. ET (UTC-4)

Teleconference

Members:

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

Members Absent:

Chenhui Niu
Jon Rosdahl
Jingyi Zhou

Guests:

Michael Atlass
Edward Au
Randy Curey [part time]
Alex Gelman [part time]
Latonia Gordon
Richard Green
Travis Griffith
Gary Hoffman
Tyler Jaynes
Hung Ling
Annette Reilly
Robby Robson
Claire Topp [legal counsel]
Mehmet Ulema [part time]

Don Wright

IEEE Staff:

Matt Ceglia
Karen Evangelista
Jonathan Goldberg
Lloyd Green
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Kelly Lorne
Karen McCabe
Erin Morales
Christian Orlando
Dan Perez
Dave Ringle
Pat Roder
Rudi Schubert
Tom Thompson
Lisa Weisser, Administrator

[Unless otherwise noted, all votes are unanimous]

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. He noted that AudCom would discuss item 4.1.1 at approximately 11:00 a.m. ET (UTC-4) when the Standards Committee Chair could join the meeting. There were no additional changes.

A motion was made (Koshy) and seconded (Mohla) to approve the 21 September 2021 AudCom meeting agenda. In the absence of objection, the motion was approved.

3. APPROVAL OF MINUTES OF THE 07 JUNE 2021 AUDCOM MEETING

A motion was made (Koshy) and seconded (Wolfman) to approve the minutes of the 07 June 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 AES/GA - Phil Winston, Johnny Lin

This discussion took place at 11:40 a.m. ET (UTC-4). There are several open comments on the checklist, but the discussion was focused on the issue related to the definition of quorum. Staff will continue to work with the Standards Committee Chair to determine solutions based on best practices.

The P&P will continue under review and move to the December 2021 AudCom agenda.

4.2 Status of New Standards Committee P&P Review

4.2.1 COM/SDB - Daleep Mohla, Edward Addy

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 December 2021 AudCom agenda.

4.2.2 COM/AerCom-SC - Howard Li, Karl Weber

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 December 2021 AudCom agenda.

4.2.3 C/CCSC - Ramy Fathy, Keith Waters

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 December 2021 AudCom agenda.

4.2.4 EDU/SC - Phil Winston, Haiying Lu

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 December 2021 AudCom agenda.

4.2.5 EMB/SC - Mark Siira, Ramy Fathy

Motion: To recommend acceptance of the EMB/SC P&P. Upon vote, the motion passed (14 approve, 0 disapprove, 1 abstain [Winston]).

4.2.6 IAS/ESafeC - Lei Wang, Mark Siira

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

4.2.7 IM/MPS - Jon Rosdahl, Chenhui Niu

The review is still in progress, and the P&P will continue under review and move to the December 2021 AudCom agenda.

4.2.8 RS/SC - Howard Li, Jon Rosdahl

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 December 2021 AudCom agenda.

4.2.9 SPS/SASC - Joseph Levy, Johnny Lin

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

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

Note: Following the acceptance of the P&P by the SASB, there were some editorial changes made to the document based on a discussion with staff, IEEE legal counsel, and the Standards Committee.

4.2.10 SSIT/SC - Joseph Levy, Thomas Koshy

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

4.3 Status of Continuing Working Group P&P Review

There were no continuing Working Group P&P reviews.

4.4 Status of New Working Group P&P Review

4.4.1 C/LM (Common - all C/LM Individual WGs) - Daidi Zhong, Edward Addy

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 December 2021 AudCom agenda.

The reviewers presented information on some of the items that require discussion with the Standards Committee, the reviewers, and staff.

AI: Lisa Weisser will set up a meeting with the reviewers, the Standards Committee, and staff.

Note: This meeting took place on 10 November 2021.

4.4.2 IM/WM&A (Common - all IM/WM&A Individual WGs) - Daidi Zhong, Karl Weber

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

4.4.3 IM/HFM (Common - all IM/HFM Individual WGs) - Lei Wang, Keith Waters

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

4.4.4 IM/ST (Common - all IM/ST Individual WGs) - Daleep Mohla, Howard Wolfman

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

4.4.5 SEN/SC (Common - all SEN/SC Individual WGs) - Howard Wolfman, Haiying Lu

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

4.4.6 UFFC/UFFC (Common - all UFFC/UFFC Individual WGs) - Jingyi Zhou, Chenhui Niu

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

4.4.7 VT/TPSSC (Common - all VT/TPSSC Individual WGs) - Jingyi Zhou, Daleep Mohla

Motion: To deem without issue the VT/TPSSC (Common - all VT/TPSSC Individual WGs) 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
Develop AudCom FAQs.	In Progress	Following the June AudCom meeting, additional feedback was received on the first draft of the AudCom FAQs, and another draft is being developed for AudCom to review.
Post updated AudCom Conventions on the AudCom website.	Complete	The updated AudCom Conventions and process flow charts have been posted on the AudCom website.
Lisa Weisser will ask the myProject team if the planned enhancements can be incorporated in the AudCom section in myProject, too.	Complete	The myProject team confirmed that relevant functionality enhancements added for NesCom and RevCom will also be available for AudCom.
Lisa Weisser will send the draft checklist guidelines document to AudCom.	Complete	Draft document was sent to AudCom again (previously sent in March). Note: this document has also been posted in the AudCom area in iMeet.

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. Lisa 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 Committee Member Interactions/Comments RE: myProject

Mark Siira mentioned that it would be helpful for the full AudCom review of the agenda to have a flag to show which submissions the AudCom members have already reviewed. While this is similar to the new functionality that has been made available for NesCom and RevCom, there would need to be a potential new requirement definition for AudCom because the reviews function differently and there is currently no indicator within myProject to show that a submission has been reviewed (other than by the assigned reviewers).

Note: Committee member interactions with myProject is a standing agenda item and if anyone has any feedback about their user experience with myProject, please let Lisa Weisser know.

6. NEW BUSINESS

6.1 Requests for Standards Committee Recognition

6.1.1 IEEE Communications Society/Unmanned Aerial Vehicles Communications Standards Committee (COM/AerCom-SC)

The Standards Committee P&Ps are continuing under review and this recognition request will move to the December 2021 AudCom meeting.

6.1.2 IEEE Signal Processing Society/Synthetic Aperture Standards Committee (SPS/SASC)

This was discussed after agenda item 4.2.9.

Motion: Recommend that the SASB recognize the Signal Processing Society/Synthetic Aperture Standards Committee, to be abbreviated as (SPS/SASC), 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 06 December 2021.

8. ADJOURNMENT

Chair Lu thanked everyone for a good meeting. There being no further business, the meeting adjourned at 12:02 p.m. ET (UTC-4).