

AudCom Minutes

04 March 2013

IEEE-SA Standards Board Audit Committee (AudCom)

04 March 2013

8:30 am – 12:00 pm

Hyatt, New Brunswick, NJ USA

Members:

Peter Balma, Chair
Stephen Dukes
Jean Philippe Faure
Paul Houzé
Michael Janezic
Hung Ling
Ted Olsen
Ron Petersen
Peter Sutherland
Yatin Trivedi

Members Absent:

Bruce Kraemer

Guests:

Farooq Bari
Clint Chaplin
Rob Fish
Alex Gelman
Jim Hughes
Rich Hulett
John Kulick
David Law
Kevin Lu
Will Lumpkins
Steve Mills
Ted Olsen
Jon Rosdahl
Curtis Siller
Adrian Stephens
Claire Topp

Yingli Wen
Howard Wolfman

Staff:

Kathryn Bennett
Catherine Berger
Matt Ceglia
Terry deCourcelle
Chirag Desai
Karen Evangelista
Tricia Gerdon
Rona Gertz
Krista Gluchoski
Mary Ellen Hanntz
Yvette HoSang
Noelle Humenick
Konstantinos Karachalios
Karen Kenney
Soo Kim
Mike Kipness
Mary Lynne Nielsen
Lisa Perry
Walter Pienciak
Dave Ringle
Erin Spiewak
Cherry Tom
Michelle Turner
Joan Woolery
Lisa Yacone, Administrator
Malia Zaman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER

Chair Balma called the meeting to order at 8:30 am. Chair Balma introduced himself as the new AudCom chair and welcomed both new and returning members of AudCom. Introductions were then made around the room.

2. REVIEW AND APPROVAL OF THE AGENDA

A motion was made, and seconded, to approve the agenda. [Olsen/Petersen] Upon vote, the motion passed.

3. APPROVAL OF MINUTES OF THE 3 DECEMBER 2012 AUDCOM MEETING

A motion was made, and seconded, to approve the minutes of the 3 December 2012 meeting. [Houzé/Janezic] Upon vote, the minutes were approved.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 C/SAB – Peter Balma, Ted Olsen

Ted reported that a revised C/SAB P&P that addressed the concerns in his and Peter's final review checklist has been uploaded on 1 March 2013.

Motion: To accept the C/SAB P&P. [Olsen/Dukes] Upon vote the motion passed.

4.1.2 IAS/CI - Bruce Kraemer, Paul Houzé

Paul reported that he and Bruce were satisfied with the updates made to the revised P&P uploaded on 15 February 2013. They requested that Lisa do an editorial review on the document and make any final editorial corrections before posting.

It was reiterated that a motion to accept would cover all of the IAS sponsors P&P on the agenda except IAS/PCI.

Motion: To accept the IAS/CI P&P. [Houzé/Petersen] Upon vote the motion passed.

4.1.3 IAS/EM –

Accepted as part of the motion of 4.1.2

4.1.4 IAS/ES –

Accepted as part of the motion of 4.1.2

4.1.5 IAS/I&CPS -

Accepted as part of the motion of 4.1.2

4.1.6 IAS/PCI - Ted Olsen

Ted reported the revised document uploaded on 24 January 2013 was acceptable.

Motion: To accept the IAS/PCI P&P. [Olsen/Janezic] Upon vote the motion passed.

4.1.7 IAS/PSE –

Accepted as part of the motion of 4.1.2

4.1.8 IAS/PSP –

Accepted as part of the motion of 4.1.2

4.1.9 IAS/TBCC –

Accepted as part of the motion of 4.1.2

4.1.10 PE/EM - Yatin Trivedi, Bruce Kraemer

Yatin reported that a checklist had been shared with the sponsor and further edits were required. He gave a brief presentation of his and Bruce's latest checklist (not yet uploaded to the agenda) and discussed their concerns. This document will continue under review. The latest checklist will be uploaded and sent to the Sponsor. Ted Olsen agreed to mentor this Sponsor using the checklist.

A motion was made to allow PE/EM to continue its work under their currently approved P&P at least until the 12 June 2013 meeting with the expectation that PE/EM work quickly to address the outstanding issues and resubmit revised P&P. [Trivedi/Faure] Upon vote, the motion passed.

4.1.11 PE/IC - Yatin Trivedi, Michael Janezic

Michael and Yatin reported that they were satisfied that PE/IC had made revisions based on their checklist.

Motion: To accept the PE/IC P&P. [Janezic/Olsen] Upon vote the motion passed.

4.1.12 PE/PSACE - Hung Ling, Ronald Petersen

The staff liaison reported that the Sponsor Chair had not completed the revision in time for submission prior to the AudCom meeting.

A motion was made to allow PE/PSACE to continue its work under their currently approved P&P at least until the 12 June 2013 meeting with the expectation that PE/PSACE work quickly to address the outstanding issues and resubmit revised P&P. [Petersen/Dukes] Upon vote the motion passed.

4.1.13 PE/PSC - Paul Houzé, Ronald Petersen

It was reported that the Sponsor had missed the myProject notification that a new checklist had been uploaded. They are currently working to revise the P&P based on the checklist.

A motion was made to allow PE/PSC to continue its work under their currently approved P&P at least until the 12 June 2013 meeting with the expectation that PE/PSC work quickly to address the outstanding issues and resubmit revised P&P. [Petersen/Olsen] Upon vote the motion passed.

Ted Olsen asked that a summary of the status of all PE P&P continuing under review be sent to PES Tech Council

AI: Lisa will send a summary of PES P&P status to PES Tech Council within the next two weeks.

4.1.14 PE/T&D - Yatin Trivedi, Michael Janezic

Lisa reported that the Sponsor has been in dialog with the staff liaison and herself working on the revision, specifically the text on appeals.

A motion was made to allow PE/T&D to continue its work under their currently approved P&P at least until the 12 June 2013 meeting with the expectation that PE/T&D work quickly to address the outstanding issues and resubmit revised P&P. [Trivedi/Janezic] Upon vote the motion passed.

4.2 New P&P Review

4.2.1 C/LT - Michael Janezic, Ted Olsen

A revised P&P was submitted on 27 February 2013. Mike and Ted will be reviewing the revision to see if their comments have been addressed and will follow up with a comment dialog with the Sponsor.

A motion was made to allow C/LT to continue its work under their currently approved P&P at least until the 12 June 2013 meeting with the expectation that C/LT work quickly to address the outstanding issues and resubmit revised P&P. [Janezic/Faure] Upon vote the motion passed.

4.2.2 C/TT - Peter Balma, Bruce Kraemer

An initial P&P was submitted on 8 January 2013 and the checklist was uploaded on 28 February 2013. The Sponsor will continue working on a revision.

A motion was made to allow C/TT to continue its work under their currently approved P&P at least until the 12 June 2013 meeting with the expectation that C/TT work quickly to address the outstanding issues and resubmit revised P&P. [Olsen/Petersen] Upon vote the motion passed.

4.2.3 COM/SDB - Ted Olsen, Hung Ling

Ted reported that the document has been through two review/checklist cycles and that he and Hung had one final concern. A discussion was held regarding text that the Sponsor had added in Clause 7.2. "Approval of moving a draft standard to

Sponsor ballot.” The Sponsor Chair for COM/SDB, Kevin Lu, took part in the discussion. Edits were made to the additional text which satisfied AudCom.

Motion: To accept the COM/SDB P&P as modified during the meeting.

[Olsen/Dukes] Upon vote the motion passed.

[Approve = 5, Disapprove = 0, Abstain = 3]

4.2.4 RAS/SC - Hung Ling, Peter Sutherland

Hung reported that the initial submittal by RAS/SC followed the baseline document very closely and was acceptable.

Motion: To accept the RAS/SC P&P. [Ling/Petersen] Upon vote the motion passed.

4.3 Working Group P&P Review

4.3.1 C/IA - Peter Balma, Michael Janezic

Mike reported that he and Peter are waiting for a revised document based on their comments. The Sponsor has been slow to respond. Mike Janezic offered to email and mentor the chair.

AI: Lisa to send C/IA Sponsor Chair contact information to Mike.

4.3.2 PE/SPDHV & PE/SPDLV - Paul Houzé, Ron Petersen

An initial review had been completed following the submission of a WG P&P. The Sponsor then contacted Lisa and suggested holding off on proceeding with the review as he had recently been made aware that PES Tech Council was working on a template WG P&P for use by all PE WGs. This item is on hold. The checklist was not passed on to the Sponsor.

4.4 Sponsor P&P for Potential Administrative Withdrawal - Dielectrics and Electrical Insulation (DEI)

Lisa reported that the DEI P&P had originally expired in 2011 and was given an extension until December 2012. Nothing had been submitted during that time. DEI was granted another 3 month extension at the December AudCom meeting. Still no submission has been received. The Sponsor was notified that an Administrative Withdrawal was pending. Following the notification, the Sponsor requested more time. The Sponsor currently has five active standards and one active PAR. After discussion, AudCom decided that time had run out and the DEI P&P should be administratively withdrawn. Concern was noted regarding the impact the active PAR, P1820, which is jointly sponsored with PE/T&D. AudCom agreed that if PE/T&D took over the lead of the activity, work could continue under the PE/T&D P&P.

Motion: AudCom recommends the Administrative Withdrawal of the Dielectrics and Electrical Insulation Society’s Policies and Procedures due to the lack of progress since expiration of their existing Policies and Procedures. [Olsen/Dukes] Upon vote, the motion passed.

5. OLD BUSINESS

There was no old business at this time.

6. NEW BUSINESS

6.1 Quorum in the baseline documents - Discussion – Balma

Chair Balma gave a brief presentation to open the discussion on quorum, particularly in regards to the Working Group baselines and the minimum requirement for quorum. No formal motion was made. It was decided that the newly formed Working Group Baseline Focus group [Bruce Kraemer, Yatin Trivedi, Jean Philippe Faure] should consider updating the instructional text for the clause on Quorum to reflect that the shaded value should not be less than 50%.

6.2 Checklist Discussion - Discussion – Balma

Chair Balma gave a brief presentation on AudCom checklists. The intent of this presentation was to begin dialog to be continued in the newly formed Checklist focus group. [Hung Ling, Stephen Dukes, Ted Olsen]

6.3 Conflict in Sponsor Baseline 5.2 & 5.3 vs WG Baselines 3.1 - Discussion – Yacone

Lisa reported that text has been found in the Baseline Sponsor P&P section on Working Groups that negated the option of allowing the Working Group to elect a chair which is given in the Working Group baseline. After discussion, AudCom decided not to take immediate action but to include this issue as one of its yearly revision items.

6.4 Working Group P&P Baseline Section 5.0, Subgroup Membership - Discussion – Balma

Chair Balma reviewed the current text in the WG P&P Baseline, Section 5.0. He explained that there has been some confusion expressed regarding the interpretation of this clause. It was agreed that this clause could use some clarification. No action was taken. The WG P&P Baseline focus group will add this to their list of items to review.

7. DATE OF NEXT MEETING

The next meeting of AudCom is scheduled for 12 June 2013 in Brussels, Belgium.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 pm.