

AudCom Minutes

06 June 2012

**IEEE-SA Standards Board Audit Committee (AudCom)  
Minutes**

06 June 2012

9:00 am – 12:00 pm

Beijing, PRC

**Members:**

Clint Chaplin

Paul Houzé

Michael Janezic

Bruce Kraemer

Hung Ling

Ted Olsen, Chair

Gary Robinson

Yatin Trivedi

Jim Hughes

John Kulick

David Law

Kevin Lu

Will Lumpkins

Bill Moncrief

Wayne Rifer (via phone for C/EASC item)

Jon Rosdahl

Adrian Stephens

Claire Topp

**Members Absent:**

Peter Balma

Rob Oshana

Ron Petersen

Mike Seavey

Howard Wolfman

**Staff:**

Bill Ash

Sri Chandra

Karen Evangelista

Mary Ellen Hanntz

Yvette Ho Sang (via phone for C/EASC item)

Mary Lynne Nielsen

Dave Ringle

Jing (Walter) Sun

Joan Woolery (via phone for C/EASC item)

Lisa Yacone, Administrator

Shuang Yu

**Guests:**

Chuck Adams

Holly Elwood (via phone for C/EASC item)

Jean-Philippe Faure

Alex Gelman

Bob Grow

**[Unless otherwise noted, all votes are unanimous]****1. CALL TO ORDER**

Chair Olsen called the meeting to order at 9:07 am. Introductions were made around the room. The introductions included two sponsor co-chairs from C/EASC and two IEEE-SA staff members who had dialed in for agenda item 4.1.1.

## 2. REVIEW AND APPROVAL OF THE AGENDA

A motion was made, and seconded, to approve the agenda. Upon vote, the motion passed.

## 3. APPROVAL OF MINUTES OF THE 27 MARCH 2012 AUDCOM MEETING

Lisa noted that the 27 March 2012 meeting minutes would be updated to clarify the statement AudCom made at the March meeting regarding revised P&P and Clause 9 - Interpretations. The following text in red will be added to the minutes: During review of this P&P, AudCom agreed that Sponsors working on new or revised P&P submittals should be encouraged to remove current clause "9.0 Interpretations" from their P&P since, as of 1 January 2012, the IEEE no longer offers interpretations of its standards. **Sponsors who have current accepted P&Ps not yet due for review are not required to make this change until their P&Ps are due for normal review.**

A motion was made, and seconded, to approve the updated minutes of the 27 March 2012. Upon vote, the minutes were approved.

## 4. P&P REVIEW

### 4.1 Status of Continuing Sponsor P&P Review

#### 4.1.1 C/EASC - Clint Chaplin, Paul Houzé

Clint reported that he, Joan Woolery (staff liaison to C/EASC) and Lisa Yacone had a follow up teleconference on 16 April 2012 with Holly Elwood of C/EASC and Chuck Walrad (sponsor chair of C/SAB) to continue discussing concerns that he and Paul had voiced while reviewing the revised P&P submitted by C/EASC. The Sponsor subsequently submitted another revision on 2 May 2012. Paul and Clint confirmed the latest revision met with their approval. There was a last minute request to change term of membership from 2 years to 3 in Clause 4.0. This change was found to be acceptable.

**Motion: To accept the C/EASC P&P. Upon vote, the motion passed.**

#### 4.1.2 C/FIPA - Hung Ling, H Wolfman

Hung reported that they are waiting for a revised set of P&P to be uploaded from the Sponsor. The Sponsor is reportedly undergoing a change in chair. Once the new chair has a chance to review the document, it will be uploaded.

This P&P will continue under review.

### 4.2 New Sponsor P&P Review

### 4.3 Working Group P&P Review

#### 4.3.1 C/EASC - Paul Houzé, Clint Chaplin, Ted Olsen

Paul reported that an initial review had been performed by himself and Ted. Results of the initial review were sent to the Sponsor. There were a number of

areas in which the proposed WG P&P was not acceptable. Dialog with the Sponsor will be required.

**AI: Lisa will set up two telecons. The first telecon will be between Paul, Clint and Ted to discuss their personal reviews. The second will be between the review team and the Sponsor to work on resolving AudCom's concerns.**

## **5. OLD BUSINESS**

### **5.1 Ad hoc for Electronic Business - Action - Mike Seavey**

This item was deferred to the August AudCom meeting.

### **5.2 ProCom Update – Co-sponsorship Ad Hoc - Action – Wael Diab**

There was no update available. This item was deferred to the August AudCom meeting.

### **5.3 Annual updates to baseline documents - Action - Ted Olsen**

The committee made additional changes and clarifications to the Sponsor Baseline P&P Document previously approved at the March meeting.

**Motion: Approve the Sponsor Baseline P&P as edited during the meeting. Upon vote, the motion was approved.**

**An ad hoc was formed to finish synching the other four baseline documents to the approved baseline document. Peter Balma will chair the ad hoc which will consist of Ted Olsen, Bruce Kraemer, Lisa Yacone and Mary Lynne Nielsen. When the synch is completed, all five documents will then be sent to the IEEE-SASB for a 21 day email ballot.**

## **6. NEW BUSINESS**

### **6.1 AudCom in myProject - Checklist - Discussion - Ted Olsen**

The checklists cannot be updated until the baselines are finalized. This item was deferred to the August meeting.

## **7. DATE OF NEXT MEETING**

The next meeting of AudCom is scheduled for 28 August 2012 in Piscataway, NJ, USA.

## **8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:10 pm.