

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

10 June 2014

2:00 p.m. – 5:00 p.m.

Piscataway, New Jersey, USA

Members:

Peter Balma
Jean-Philippe Faure, Chair
Michael Janezic
Ted Olsen
Glenn Parsons
Ron Petersen
Gary Robinson
Yatin Trivedi
Howard Wolfman

Greg Ratta
Jon Rosdahl
Mike Seavey
Adrian Stephens
Pat Thaler
Claire Topp
Diego Vicentin
Don Wright
Paul Zeineddin

Members Absent:

Clint Chaplin
Annette Reilly

Staff:

Melissa Aranzamendez
Bill Ash
Kathryn Bennett
Christina Boyce
Justin Caso
Matt Ceglia
Karen Evangelista
Tricia Gerdon
Jonathan Goldberg
Mary Ellen Hanntz
Noelle Humenick
Konstantinos Karachalios
Karen Kenney
Soo Kim
Mike Kipness
Juanita Lewis
Gregory Marchini
David Michaud
Lisa Perry
Dave Ringle
Erin Spiewak
Walter Sun
Pat Thaler
Cherry Tom
Lisa Weisser, Administrator
Joan Woolery
Malia Zaman

Guests:

Chuck Adams
Marc Braner
Dennis Brophy
Tom Compton
James Gilb
Scott Gilfillan
Latoria Gordon
Ron Hotchkiss
Jim Hughes
Rich Hulett
Dina Kallay
Jeff Katz
Bruce Kraemer
John Kulick
David Law
Hung Ling
Xiaohui Liu
Thomas Monaco
Earl Nied
Paul Nikolich
Leah Poynter
Radu Radulescu

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER

Chair Faure called the meeting to order at 2:00 p.m.

2. INTRODUCTIONS AND UPDATE FROM THE AUDCOM CHAIR

There was a round of introductions by all present, and Chair Faure gave an update about current and upcoming AudCom review statistics.

3. REVIEW AND APPROVAL OF THE AGENDA

Chair Faure asked if there were any additions, deletions, or alterations to the published agenda.

Motion: Approve the 10 June 2014 AudCom meeting agenda. Upon vote the motion passed.

4. APPROVAL OF MINUTES OF THE 24 MARCH 2014 AUDCOM MEETING

Motion: Approve the minutes of the 24 March 2014 meeting. Upon vote the motion passed.

5. P&P REVIEW

5.1 Status of Continuing Sponsor P&P Review

5.1.1 AES/RS – Ted Olsen

Ted reported that this P&P will continue under review and move to the August agenda.

5.1.2 BTS/AVTech – Yatin Trivedi, Clint Chaplin

Motion: To recommend acceptance of the BTS/AVTech P&P. Upon vote the motion passed.

5.1.3 BTS/RFTech – Yatin Trivedi, Clint Chaplin

Motion: To recommend acceptance of the BTS/RFTech P&P. Upon vote the motion passed.

5.1.4 C/PA – Jean-Philippe Faure, Michael Janezic

Chair Faure turned the chair over to Peter Balma for this discussion. There have been several telephone meetings with the Sponsor, but there is still a question about the documentation about the hierarchy of the Sponsor and its parent organization. Mike Janezic offered to become a mentor to help the Sponsor draft the language so that it is more aligned with the AudCom baseline. This P&P will continue under review and move to the August agenda.

5.1.5 COM/DySPAN-SC – Yatin Trivedi, Michael Janezic

Mike reported that there is still one outstanding issue regarding voting membership, but it should be easily resolved. This P&P will continue under review and move to the August agenda.

5.1.6 VT/ITS – Ronald Petersen, Glenn Parsons

Ron reported that while the P&P document has been revised, there are still some minor editorial changes that have not been addressed. There was confusion because two different people submitted documents and each had elements that were still incorrect. This P&P will continue under review and move to the August agenda.

5.1.7 VT/LT – Glenn Parsons, Peter Balma

Motion: To recommend acceptance of the VT/LT P&P. Upon vote the motion passed.

5.2 New P&P Review

5.2.1 C/LM – Ron Petersen, Gary Robinson

Motion: To recommend acceptance of the C/LM P&P. Upon vote the motion passed.

5.2.2 SASB/SCC21 – Ted Olsen, Clint Chaplin

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

5.2.3 SASB/SCC40 – Howard Wolfman, Glenn Parsons

Glenn reported that there were still some minor edits that need to be made, but these can be done quickly.

Motion: To recommend conditional acceptance of the SASB/SCC40 P&P, with the condition to address minor editorial issues. Upon vote the motion passed.

5.2.4 TAB/CRFID – Peter Balma, Clint Chaplin

Peter asked that agenda item 7.2.1 be moved to this section as part of the P&P discussion. He reported that the P&P document is aligned with the baseline and could be recommended for acceptance. However, as indicated in 7.2.1, there needs to be clarification of the CRFID naming structure both within the P&P document, and across the P&Ps, myProject, and the CRFID website. There were several officers and staff from CRFID in attendance, and all were in agreement.

Motion: To recommend that the TAB/CRFID P&P be considered Visibly Under Development. Upon vote the motion passed.

5.3 Working Group P&P Review

5.3.1 C/LT/RMLTWG13 – Michael Janezic, Howard Wolfman

Motion: To deem without issue the C/LT/RMLTWG13 - WG P&P. Upon vote the motion passed.

5.3.2 C/S2ESC/26531 WG (Common) – Ronald Petersen, Howard Wolfman

Motion: To deem without issue the C/S2ESC/26531 WG (Common) - WG P&P. Upon vote the motion passed.

5.3.3 IAS/PCI/P1886 WG – Howard Wolfman, Ronald Petersen

Motion: To deem without issue the IAS/PCI/P1886 WG - WG P&P. Upon vote the motion passed.

The next agenda items covered PES Working Group P&P reviews. Prior to these discussions, Chair Faure opened up agenda item 6.1. He reminded the group about the process that was agreed upon for the PES Working Group P&Ps. He also reported that four of the PE Sponsors used the PES WG P&P template, another five of the PE Sponsors have reviews underway, and another five of the PE Sponsors did not submit their WG P&Ps by the 1 June 2014 deadline.

During this update, it was brought to the attention of the group that the PE/SWG WG P&P document that is used as the PE WG P&P template has an inaccuracy in the Appeals clause. It was agreed by AudCom that for those PE Sponsors that already submitted WG P&P documents following the template, the documents would be deemed without issue, as noted in agenda items 5.3.4 through 5.3.7 below. It was also agreed that going forward, PES will need to align more with the AudCom baseline.

There was further discussion about what to use for comparison to review the PE WG P&Ps that did not follow the PE template, and also for those that have yet to be submitted.

Motion: To deem without issue the WG P&Ps of the four PE Sponsors that adopted the PE template.

To have the WG P&Ps continue under review for the five PE Sponsors that adopted the template with changes. Reviews are underway against either the template or the 2012 baseline.

For the five PE Sponsors that have not submitted WG P&Ps, AudCom will conduct audits against the 2013 baseline. Upon vote the motion passed.

5.3.4 PE/PSIM/WG on ESD - (common - all PE/PSIM WGs)

Motion: To deem without issue the PE/PSIM/WG on ESD - WG P&P. Upon vote the motion passed.

5.3.5 PE/PSR/C37.114_WG - (common - all PE/PSR WGs)

Motion: To deem without issue the PE/PSR/C37.114_WG - WG P&P. Upon vote the motion passed.

5.3.6 PE/SB/WG_450 - (common - all PE/SB WGs)

Motion: To deem without issue the PE/SB/WG_450 - WG P&P. Upon vote the motion passed.

5.3.7 PE/TR/Admin-WGC57.163 - (common - all PE/TR WGs)

Motion: To deem without issue the PE/TR/Admin-WGC57.163 - WG P&P. Upon vote the motion passed.

5.3.8 PE/IC/ICC_WG - (common - all PE/IC WGs) Michael Janezic, Yatin Trivedi

This P&P will continue under review and move to the August agenda.

5.3.9 PE/NPE/WG_3.1 - (common - all PE/NPE WGs) Glenn Parsons, Gary Robinson

This P&P will continue under review and move to the August agenda.

5.3.10 PE/SPDLV/LV3.6.6 - (common - all PE/SPDC WGs) Annette Reilly, Ted Olsen

This P&P will continue under review and move to the August agenda.

5.3.11 PE/SUB/WGE9 - (common - all PE/SUB WGs) Howard Wolfman, Clint Chaplin

This P&P will continue under review and move to the August agenda.

5.3.12 RS/SC/1633_WG - Ted Olsen, Glenn Parsons

This P&P will continue under review and move to the August agenda.

5.3.13 UFFC/UFFC/Relaxor-Based Single Crystals – Gary Robinson, Annette Reilly

This P&P will continue under review and move to the August agenda.

6. OLD BUSINESS

6.1 Audit of PES Working Group P&Ps - Chair Faure

This discussion took place earlier on the agenda, prior to 5.3.4.

6.2 AudCom 'Suspension of Rules' and 'Executive Session (private) Email Ballots' Ad Hoc - Gary Robinson

This Ad Hoc is chaired by Gary Robinson and includes the following members: James Gilb, Yvette Ho Sang, Michael Kipness, Bruce Kraemer, Hung Ling, Paul Nikolich, Ted Olsen, Lisa Perry, Ron Petersen, Pat Thaler, Yatin Trivedi, and Lisa Weisser. Gary presented the most recent version of the suggested language, drafted with input from the group and from Claire Topp, for both 'Suspension of Rules' and 'Executive Session Ballots'. The question was raised about which documents would need to incorporate the new language. It was agreed that the wording should be approved by AudCom via the Ad Hoc charged with reviewing the AudCom Baselines chaired by Ted Olsen. The 'Suspension of Rules' and 'Executive Session (private) Email Ballots' Ad Hoc was disbanded with thanks.

Motion: To review the suggested draft language along with additional comments on 'Suspension of Rules' or 'Executive Session Ballots' via the Ad Hoc that is reviewing the AudCom Baseline documents to determine the best approach to incorporate the language into the AudCom Baselines. Upon vote the motion passed.

6.3 AudCom Voting of Chair and Vice Chair and Meeting Notices Ad Hoc - Mike Janezic

This Ad Hoc, chaired by Mike Janezic includes the following members: Matt Ceglia, Soo Kim, Mary Lynne Nielsen, Ted Olsen, Ron Petersen, Jon Rosdahl, Lisa Weisser, and Malia Zaman. The focus at this time is the Voting of Chair and Vice Chair for entities. Mike had reported the group's conclusions with regard to Voting of Chair and Vice Chair for individuals at the March AudCom meeting, and was asked to address this from the perspective of entities. Mike provided an update of the Ad Hoc's recent activity. Given the wide range of feedback that he received from different groups that he reached out to, Mike plans to reconvene the Ad Hoc, and will include someone from CAG, too, because of the focus on entities.

Recommendations from this Ad Hoc, including the recommended language with regard to Meeting Notices that was presented at the March AudCom meeting will be provided to the Ad Hoc that is reviewing the baseline documents.

AI: Jim Hughes will ask CAG for help with this Ad Hoc.

6.4 Review 2013 Baseline Comments, and Address Consistency and Alignment Between the Sponsor and Working Group P&Ps Ad Hoc - Ted Olsen

This Ad Hoc is chaired by Ted Olsen, and includes the following members: Peter Balma, Herb Bennett, Matt Ceglia, Jonathan Goldberg, Mike Seavey, Lisa Weisser, and Howard Wolfman. Ted presented a document showing the comparison of similarities and differences across all AudCom baseline versions at this point in time, following the 2013 baseline update. He explained that this is a starting point for the Ad Hoc's work going forward. Ted will work on the format of the document and get the Ad Hoc together.

There was also a discussion about whether the baselines should now move to a two-year maintenance schedule to help stabilize them for a longer time period. Any significant issues would be addressed as needed. Ted mentioned that with this timing, the next updates to the baselines will be reviewed and ready for use by December 2015.

AI: Peter Balma agreed to review the instructional text for the baselines.

6.4.1 Clarification of SCC20 and Working Group Baseline Issues - Mike Seavey

Mike Seavey, SCC20 Chair, presented several issues with regard to the SCC Type 2 baseline document that were relevant for SCC20, and that may be relevant for other SCCs. The issue of most concern is with the Appeals clause. Mike agreed to join the Ad Hoc that is reviewing the AudCom baselines, and he would also like to have an item on the agenda for the March 2015 AudCom meeting.

AI: Add agenda item to March 2015 AudCom meeting to review progress on the language in the baseline documents for these specific issues.

7. NEW BUSINESS

7.1 Working Group P&P review process and the myProject system - Chair Faure, Ted Olsen

Chair Faure and Ted presented information about an IT request for enhancements to the Working Group review process in myProject. The goal would be to make the process more comprehensive, similar to the Sponsor P&P process in myProject. There are two aspects to the request, the first being the ability to see which Working Groups are active so that AudCom can easily select one to for an audit of its P&Ps. The second aspect is to maintain a more complete history of the reviews that have taken place.

Motion: To request the recommendations from the two presentations in this item to be placed in the queue for IT. Upon vote the motion passed.

7.2 Request for New Sponsor Recognition

IEEE Technical Activities Board/Technical Committee on RFID Standards Committee (TAB/CRFID)

This item was moved prior to item 7.1 on the agenda.

Motion: To recognize IEEE Technical Activities Board/Technical Committee on RFID Standards Committee (TAB/CRFID) as a Sponsor. Upon vote the motion passed.

7.2.1 Clarification of CRFID Naming Convention - Peter Balma

This discussion took place during agenda item 5.2.4.

8. DATE OF NEXT MEETING

The next meeting of AudCom will take place on 19 August 2014 in Beijing, PRC.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:00 p.m.