

IEEE SA Standards Board Audit Committee (AudCom)

Meeting Minutes

07 June 2021

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

Teleconference

Members:

Edward Addy
Ramy Ahmed Fathy
Thomas Koshy
Joseph Levy
Howard Li
Haiying Lu
Kevin Lu, Chair
Mark Siira
Lei Wang
Keith Waters
Karl Weber
Philip Winston
Howard Wolfman
Daidi Zhong
Jingyi Zhou [part time]

Members Absent:

Johnny Lin
Daleep Mohla
Chenhui Niu
Jon Rosdahl

Guests:

Doug Edwards
Travis Griffith
Taras Holoyad
Claire Topp [legal counsel]
Don Wright

IEEE Staff:

Christy Bahn
Matt Ceglia
Karen Evangelista
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios

Soo Kim
Vanessa Lalitte
Jiajia Liu
Kelly Lorne
Erin Morales
Ashley Moran
Adam Newman
Christian Orlando
Dan Perez
Dave Ringle
Pat Roder
Jennifer Santulli
Rudi Schubert
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Lu called the meeting to order at 9:01 a.m. ET (UTC-4) on 07 June 2021. 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 4.1.3 first at the request of one of the AudCom members. There were no additional changes.

A motion was made (Koshy) and seconded (Waters) to approve the 07 June 2021 AudCom meeting agenda. In the absence of objection, the motion was approved.

3. APPROVAL OF MINUTES OF THE 22 AND 23 MARCH 2021 AUDCOM MEETING

A motion was made (Wolfman) and seconded (Winston) to approve the minutes of the 22 and 23 March 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 APS/SC - Howard Li, Daleep Mohla

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

4.1.2 IM/WM&A - Thomas Koshy, Lei Wang

Motion: To recommend acceptance of the IM/WM&A P&P. Upon vote, the motion passed.

4.1.3 SEN/SC - Daleep Mohla, Jingyi Zhou

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

4.2 Status of New Standards Committee P&P Review

4.2.1 AES/GA - Phil Winston, Johnny Lin

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 2021 AudCom agenda.

4.2.2 CEDA/SC - Thomas Koshy, Howard Wolfman

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

Following the outcome of this review, AudCom discussed item 6.1.1 on the agenda.

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 COM/SDB/CEA - Joseph Levy, Karl Weber

Motion: To conditionally deem without issue the COM/SDB/CEA Working Group P&P; contingent upon minor editorial corrections, to be completed by staff, and one additional edit related to Open Source, to be confirmed by the Standards Committee and completed by staff before the SASB Meeting. Upon vote, the motion passed.

Note: This condition has been met.

4.4.2 IAS/PPIC (Common - all IAS/PPIC Individual WGs) - Ramy Fathy, Mark Siira

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

4.4.3 BOG/SESCoM (Common - all BOG/SESCoM Individual WGs) - Phil Winston, Edward Addy

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

4.4.4 VT/CBTC&SIG (Common - all VT/CBTC&SIG Individual WGs) - Joseph Levy, Keith Waters

Motion: To conditionally deem without issue the VT/CBTC&SIG (Common - all VT/CBTC&SIG Individual WGs) Working Group P&P; contingent upon one edit related to Open Source, to be confirmed by the Standards Committee and completed by staff before the SASB Meeting. Upon vote, the motion passed.

Note: This condition has been met.

4.4.5 VT/HSTMSC (Common - all VT/HSTMSC Entity WGs) - Daidi Zhong, Jon Rosdahl

Motion: To conditionally deem without issue the VT/HSTMSC (Common - all VT/HSTMSC Entity WGs) Working Group P&P; contingent upon minor editorial corrections, to be completed by staff before the SASB Meeting. Upon vote, the motion passed.

Note: This condition has been met.

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	The FAQs will include information from the WG P&Ps ad hoc, the ad hoc about AudCom reviews, SC & WG Chairs, the baselines and their use, etc. AI for all who have questions to send them.

There was a discussion about the draft FAQ document that was sent to AudCom for review. The review period for the draft document was still underway, but additional feedback was obtained during the discussion.

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. She 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 Ad Hoc Update - Improved Opportunities for AudCom Member Review of Materials

Chair Lu reviewed the material that was previously shared with AudCom for feedback, which included the updated versions of the AudCom Conventions for the Review of Standards Committee and SCC Policies & Procedures, the AudCom Conventions for the Review of Working Group Policies & Procedures, and AudCom Review Process Flowcharts for Standards Committee and Working Group P&P. He especially acknowledged Doug Edwards and Joseph Levy for their contributions to the ad hoc work.

A motion was made (Koshy) and seconded (Wolfman) to approve the recommended changes to the AudCom Conventions and the process flowcharts:

Motion: The ad hoc recommends that AudCom approve the changes to the AudCom Conventions for the Review of Standards Committee and SCC Policies & Procedures and the AudCom Conventions for the Review of Working Group Policies & Procedures as shown in the documents:

- AudCom Conventions with recommended changes shown V3
- AudCom Conventions WG P&P V5

And the updated review process flow diagrams shown in:

- P&P Review Process - r6

These changes provide additional information about timeline targets for the review process and help clarify some elements of the review process.

In the absence of objection, the motion was approved. Chair Lu disbanded the ad hoc, with thanks.

Note: The updated AudCom Conventions documents and the process flowcharts are posted on the AudCom web pages.

5.4 Committee Member Interactions/Comments RE: myProject

AudCom members brought up features that would help them do the AudCom work in myProject. Some of these are similar to work that is already planned for NesCom and RevCom, including:

- Faster navigation through the agenda, so AudCom members can quickly go through all the documents without having to return to either the main menu or the top of the agenda.
- The ability to see what has already been reviewed.

AI: Lisa Weisser will ask the myProject team if the planned enhancements can be incorporated in the AudCom section in myProject, too.

There was also a discussion about some of the AudCom functions not being easy to find. Lisa Weisser suggested that there can be another training session for any AudCom members who might benefit from a refresher on navigating through the AudCom functions within myProject.

AI: Lisa Weisser will send a poll to find a convenient time(s) for a refresher training session on navigating through the AudCom sections within myProject.

Also, during this discussion, Chair Lu mentioned that Joseph Levy developed a document for AudCom with guidelines for using the checklists.

AI: Lisa Weisser will send the draft checklist guidelines document to AudCom.

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 Council on Electronic Design Automation/Standards Committee (CEDA/SC)

This was discussed after agenda item 4.2.2.

Motion: Recommend that the SASB recognize the Council on Electronic Design Automation/Standards Committee, to be abbreviated as (CEDA/SC), 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 or close to 21 September 2021.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 10:47 a.m. ET (UTC-4) on 07 June 2021.