

AudCom Minutes

5 September 2018

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

5 September 2018

10:00 a.m. - 12:00 p.m. ET

(Continued 17 September 2018 9:30 a.m. ET)

Teleconference

**Members:**

Doug Edwards

Travis Griffith

Guido Hiertz

Christel Hunter

Thomas Koshy

Daleep Mohla

Annette Reilly, Chair

Dorothy Stanley

Philip Winston

Jim Dietz

Don Wright

**IEEE Staff:**

Christy Bahn

Matt Ceglia

Karen Evangelista

Jonathan Goldberg

Yvette Ho Sang

Soo Kim

Michael Kipness

Pat Roder

Erin Spiewak

Lisa Weisser, Administrator

Malia Zaman

**Members Absent:**

Hamid Sharifnia

Mehmet Ulema

**Guests:**

Jon Adams

17 September 2018 Continuation

9:30 a.m. - 10:30 a.m. ET

Teleconference

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**IEEE Staff:**

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Yvette Ho Sang

Soo Kim

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Dave Ringle

Pat Roder

Jennifer Santulli

Erin Spiewak

Lisa Weisser, Administrator

Malia Zaman

**Members Absent:**

Mehmet Ulema

**Guests:**

Jon Adams  
Jim Dietz  
Don Wright

**[Unless otherwise noted, all votes are unanimous]**

**1. CALL TO ORDER AND INTRODUCTIONS**

Chair Reilly called the meeting to order at 10:00 a.m. and there was a round of introductions.

**2. REVIEW AND APPROVAL OF THE AGENDA**

Chair Reilly asked if there were any additions, deletions, or alterations to the published agenda. There were none.

**A motion was made to approve the 5 September 2018 AudCom meeting agenda. The motion was unanimously approved.**

**3. APPROVAL OF MINUTES FROM THE 12 JUNE 2018 AUDCOM MEETING**

**A motion was made to approve the minutes of the 12 June 2018 AudCom meeting. The motion was unanimously approved.**

**4. P&P REVIEW**

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

4.1.1 PE/AMPS - Travis Griffith, Dorothy Stanley

**Motion: To recommend acceptance of the PE/AMPS P&P. Upon vote, the motion passed.**

4.1.2 PEL/SC - Daleep Mohla, Mehmet Ulema

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

**4.2 Status of New Sponsor P&P Review**

4.2.1 C/LT - Daleep Mohla, Guido Hiertz

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 2018 AudCom agenda.

4.2.2 C/SAB - Thomas Koshy, Doug Edwards

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 2018 AudCom agenda.

4.2.3 IAS/PCI - Doug Edwards, Christel Hunter

**Motion: To recommend acceptance of the IAS/PCI P&P. Upon vote, the motion passed (7 approve, 1 abstain [Griffith]).**

4.2.4 PE/EM - Dorothy Stanley, Christel Hunter

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 2018 AudCom agenda.

4.2.5 RAS/SC - Thomas Koshy, Travis Griffith

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

4.2.6 VT/RTSC - Travis Griffith, Phil Winston

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

### **4.3 Status of Continuing Working Group P&P Review**

4.3.1 C/DA/IP Encryption - Phil Winston, Christel Hunter

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 2018 AudCom agenda.

4.3.2 EMC/SDCom/BLS (Common - all EMC/SDCom Individual Working Groups) - Mehmet Ulema, Dorothy Stanley

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 2018 AudCom agenda.

4.3.3 GRSS/SC/SAR (Common - all GRSS/SC Individual Working Groups) - Phil Winston, Dorothy Stanley

**Motion: To deem without issue the GRSS/SC/SAR (Common - all GRSS/SC Individual Working Groups) P&P. Upon vote, the motion passed.**

4.3.4 IM/MPS/UIITC (Common - all IM/MPS - TC39 Individual Working Groups) - Travis Griffith, Guido Hiertz

**Motion: To deem without issue the IM/MPS (Common - all IM/MPS Individual Working Groups) P&P. Upon vote, the motion passed. (Conditional; contingent upon minor edits being made by AudCom administrator.)**

***NB: The edits have been made on the P&P document.***

4.3.5 IM/TET/DTR Radar - (Common - all IM/TET – TC41 Individual Working Groups) - Phil Winston, Guido Hiertz

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

4.3.6 PE/SBLC/Transactive Energy\_P825 (Common - all PE/SBLC Individual Working Groups) - Phil Winston, Guido Hiertz

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 2018 AudCom agenda.

4.3.7 SSIT/SC/News Site Trustworthiness - Thomas Koshy, Christel Hunter

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 2018 AudCom agenda.

4.3.8 VT/RTSC/Railcar - Travis Griffith, Thomas Koshy

Now that the Sponsor P&Ps for VT/RTSC have been updated, there will be a request for an updated version of the WG P&Ps, and this review will not continue with the currently submitted version of the WG P&Ps. See item 4.2.6, VT/RTSC.

#### **4.4 Status of New Working Group P&P Review**

4.4.1 COM/GreenICT-SC/EEICT - Doug Edwards, Daleep Mohla

**Motion: To deem without issue the COM/GreenICT-SC P&P. Upon vote, the motion passed.**

4.4.2 PE/NPE/WG\_4.1 - (Common - all PE/NPE Individual Working Groups) Mehmet Ulema, Daleep Mohla

**Motion: To deem without issue the PE/NPE (Common - all PE/NPE Individual Working Groups) P&P. Upon vote, the motion passed.**

4.4.3 PE/PSRCC/C37.230\_WG-D28 - (Common - all PE/PSRCC Individual Working Groups) Mehmet Ulema, Christel Hunter

**Motion: To deem without issue the PE/PSRCC (Common - all PE/PSRCC Individual Working Groups) P&P. Upon vote, the motion passed.**

**(Conditional; contingent upon minor edits being made by AudCom administrator.)**

***NB: The edits have been made on the P&P document.***

4.4.4 SMC/SC/Wellbeing for Ethical AI - (Common - all SMC/SC Individual Working Groups) Daleep Mohla, Dorothy Stanley

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

During the P&P reviews, a request was made that all AudCom members be able to see a final checklist in myProject for any P&Ps that will be potentially voted on during the meeting.

**5. OLD BUSINESS**

**5.1 Action Item Review - Lisa Weisser**

Lisa Weisser reviewed the action items from prior AudCom meetings:

Action Item	Status	Update
1. Lisa Weisser will provide the in-progress versions of the Conventions documents to AudCom.	In Progress	Ad hoc met twice since the June meeting and focused on instructions documents. More review is needed.
2. Lisa Weisser will send a Doodle poll to determine the next meeting of the Conventions and Instructions review ad hoc.	Complete	More meetings will be set up per item 1.
3. Lisa Weisser will send a Doodle poll to determine the date for the September AudCom teleconference.	Complete	Meeting took place 5 September and 17 September 2018.

**5.2 Update on Working Group P&Ps Outstanding and Expiring Sponsor P&Ps - Chair Reilly**

Chair Reilly reported on the Working Group P&P requests still outstanding following Sponsor P&P acceptance. There continues to be significant reduction in the number of outstanding Working Group P&Ps, but prior to this meeting, there were 14 Working Group P&Ps still pending. Six of those pending were from 2018, leaving eight outstanding P&Ps from years prior to 2018. Lisa Weisser and the OPM team will continue to communicate with Sponsors to reduce the list even further.

Of the Sponsors with P&Ps expiring at the end of 2018, 13 P&Ps remained outstanding prior to the September AudCom teleconference; one Sponsor submitted P&Ps after the September meeting, seven Sponsors currently have no active projects, but they will need active P&Ps if they plan to start projects in the near future, and five Sponsors have active projects and need to submit their P&Ps ASAP. Chair Reilly, Lisa Weisser, and the OPM staff will continue to communicate with the Sponsors about the need to submit the P&Ps.

*NB: One additional Sponsor with active projects submitted P&Ps after the September AudCom meeting, bringing that number down to four due by the end of the year.*

With regard to the outstanding Sponsor P&Ps and Working Group P&Ps, two motions were approved by AudCom and will be brought to the Standards Board during the December SASB meeting series:

**Motion: To set a date of January 31, 2019, when action will be taken to suspend work from Sponsors whose Working Group P&P have not been received and whose Sponsor P&P was accepted prior to 2018. Upon vote, the motion passed.**

**Motion: To set a date of February 28, 2019, when action will be taken to suspend work from Sponsors whose Sponsor P&P have expired on December 31, 2018, and whose revised P&Ps have not been received by AudCom. Upon vote, the motion passed.**

### **5.3 Ad Hoc Report - AudCom Conventions and Instructions Review - Travis Griffith**

Travis Griffith provided an update about the work that has been done by the AudCom Conventions and Baseline Instructions Review ad hoc. The instructions have been streamlined and reorganized, working toward the goal of clarity in the process, so the reviews can get completed quickly. The Conventions will be ready to be reviewed for approval by the December SASB meeting series.

**AI: Lisa Weisser will provide the draft recommended versions of the Conventions documents to AudCom.**

### **5.4 Open Source Ad Hoc Report to AudCom - Dorothy Stanley**

Dorothy Stanley shared information about the Open Source ad hoc and the difference between the CAG Open Source Software (OSS) Framework and the SASB OSS Framework that is currently being developed. She explained that the impact and/or work for AudCom should be minimal, but there may be a need for P&P updates to reflect Open Source.

### **5.5 SASB/SCC18 P&P (SCC Type 1 Baseline) - Christel Hunter**

Chris Hunter provided an update on the status of the SASB/SCC18 P&Ps. She received the draft document from the SCC18 Oversight Committee, and sent it for

review by her review committee. Chair Reilly noted the goal to have the P&Ps approved at the December SASB meeting series. Chair Reilly also noted the need for a separate checklist for this type of P&P document (SCC Type 1).

## **6. NEW BUSINESS**

### **6.1 Update on the plan for implementing changes from "Sponsor" to "Standards Committee" - Lisa Weisser**

Lisa Weisser provided an update on the progress on the plan for implementing changes from "Sponsor" to "Standards Committee" and from "Sponsor Ballot" to "Standards Association Ballot". These changes were approved by the SASB, and the next step is to move the changes in the SA OpMan and SASB Bylaws to the BOG for approval by December. Following that, changes will be made in all governance documents, IEEE-SA web pages and AudCom P&P baselines.

Chair Reilly asked for staff to look into a process to apply these terminology updates to all previously approved P&Ps.

**AI: Staff to meet to determine if there is a way to retroactively apply the new terminology to the prior accepted P&Ps.**

### **6.2. 2019 Baseline Updates - Chair Reilly**

Chair Reilly reported that the AudCom baseline documents will be updated in 2019 and a comment spreadsheet has been set up in iMeet Central. There have been suggestions made already, including inconsistent wording for the updated privacy text. Lisa Weisser mentioned that there have also been meetings with staff to review the documents for potential enhancements.

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

The next meeting in-person meeting of AudCom will take place on 3 December 2018 in Piscataway, New Jersey, USA.

## **8. ADJOURNMENT**

The 5 September 2018 teleconference ended at 12:10 p.m. ET. With unfinished business, it was agreed to suspend the final adjournment until after a continuation teleconference, which was scheduled and held on 17 September 2018 from 9:30 a.m. to 10:13 a.m. ET, when the meeting was adjourned.