

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

9 December 2013

1:00 p.m. – 4:30 p.m.

Piscataway, New Jersey, USA

**Members:**

Peter Balma, Chair  
Jean-Philippe Faure  
Paul Houzé  
Michael Janezic  
Bruce Kraemer  
Ted Olsen  
Ron Petersen  
Yatin Trivedi

**Members Absent:**

Stephen Dukes  
Hung Ling  
Peter Sutherland

**Guests:**

Dennis Brophy  
Dick DeBlasio  
Jim Hughes  
Rich Hulett  
Bob Grow  
John Kulick  
David Law  
Xiaohui Liu  
Paul Nikolich  
Glenn Parsons  
Jon Rosdahl  
San Sciacca  
Curtis Siller  
Adrian Stephens  
Claire Topp

Diego Vicentin  
Howard Wolfman  
Don Wright  
Yu Yuan

**Staff:**

Justin Caso  
Matt Ceglia  
Terry deCourcelle  
Karen Evangelista, Administrator  
Tricia Gerdon  
Lloyd Green  
Jodi Haasz  
Mary Ellen Hanntz  
Karen Kenney  
Mike Kipness  
Gregory Marchini  
Adam Newman  
Mary Lynne Nielsen  
Lisa Perry  
Dave Ringle  
Erin Spiewak  
Ravi Subramanian  
Walter Sun  
Cherry Tom  
Jim Wendorf  
Joan Woolery  
Malia Zaman

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

Chair Balma called the meeting to order at 1:00 p.m. Introductions were made around the room.

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

Chair Balma asked if there were any additions, deletions, or alterations to the published agenda. A motion was made, and seconded, to approve the agenda. The agenda was approved unanimously.

## **3. APPROVAL OF MINUTES OF THE 21 AUGUST 2013 AUDCOM MEETING**

A motion was made, and seconded, to approve the minutes of the 21 August 2013 meeting. The agenda was approved unanimously.

## **4. P&P REVIEW**

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

### **4.2 New P&P Review**

#### **4.2.1 AES/RS – Bruce Kraemer, Ted Olsen**

Bruce reported that this P&P will continue under review and move to the March agenda.

#### **4.2.2 BTS/AVTech – Yatin Trivedi, Bruce Kraemer**

Yatin reported that this P&P is identical to 4.2.3. These are set up in myProject as separate Sponsors, but they are really two working groups within the BTS Sponsor. Unless the Sponsor structure is able to be changed in myProject, they will continue as two working groups. This P&P will continue under review and move to the March agenda.

#### **4.2.3 BTS/RFTech - Yatin Trivedi, Bruce Kraemer**

Yatin reported that this P&P is identical to 4.2.2. These are set up in myProject as separate Sponsors, but they are really two working groups within the BTS Sponsor. Unless the Sponsor structure is able to be changed in myProject, they will continue as two working groups. This P&P will continue under review and move to the March agenda.

#### **4.2.4 C/PA – Jean-Philippe Faure, Michael Janezic**

Jean-Philippe stated that there is ambiguity regarding the voting process and hierarchy of the operating procedures of the PASC. This P&P will continue under review and move to the March agenda.

#### **4.2.5 C/S2ESC - Ted Olsen, Peter Sutherland**

Ted Olsen reported that all issues have been resolved.

**Motion: To accept the C/S2ESC P&P. Upon vote the motion passed.**

**4.2.6 C/VSSC - Hung Ling, Jean-Philippe Faure**

Jean-Philippe reported that all issues have been resolved.

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

**4.2.7 COM/DySPAN-SC - Yatin Trivedi, Michael Janezic**

Yatin reported that clarification is still needed with regard to classification of voting rights. This P&P will continue under review and move to the March agenda.

**4.2.8 EDS/MEMS - Ronald Petersen, Paul Houzé**

Discussion was moved to later in the agenda and followed immediately after 6.2 Requests for New Sponsor Recognition. Upon acceptance of the motion to recognize EDS/MEMS as a Sponsor, Ron reported that EDS/MEMS will need to change the name of its Standards Development Committee by removing the word Oversight. Ron also stated that there were no other issues.

**Motion: To accept the EDS/MEMS P&P. Upon vote the motion passed.**

**4.2.9 PE/TR – Hung Ling, Stephen Dukes**

Chair Balma asked Ted Olsen to Chair this item, as Chair Balma wished to recuse from participating in the discussion of this item. Ted stated that there still needs to be clarification on item 6.0 of the checklist. This P&P will continue under review and move to the March agenda.

**4.2.10 VT/ITS - Paul Houzé, Stephen Dukes**

Paul stated that some items have not been fully modified. This P&P will continue under review and move to the March agenda.

**4.3 Working Group P&P Review****4.3.1 BOG/CAG/UHV-WG - Ronald Petersen, Jean Philippe Faure**

This review was put on hold until discussion on AudCom agenda item 6.1. AudCom decided that the Working Group will need to submit a new P&P using the 2012 baseline.

**4.3.2 C/LT/RMLTWG13 - Michael Janezic, Paul Houzé**

Michael stated that there were questions that need to be addressed with regard to officers, and this P&P will continue under review.

**4.3.3 C/SS/ECC\_NVM\_P1890 WG - Peter Balma, Peter Sutherland**

Chair Balma asked Ted Olsen to Chair the meeting for this item, so that he could report on the status of this review. Peter Balma stated that there were questions with regard to clarification of roles, and this P&P will continue under review.

**4.3.4 IAS/PCI/P1886 WG - Hung Ling, Ronald Petersen**

Ron stated that there were issues with the redline version, and there will be a revision sent with track changes. This P&P will continue under review.

**4.3.5 PE/SWG/SASC-WG 37.20.1 - Bruce Kraemer, Stephen Dukes**

AudCom will report to the IEEE-SA Standards Board that no issues have been found with the sample PE/SWG WG P&P as submitted.

**Motion: To accept without issue the PE/SWG/SASC-WG P&P. Upon vote the motion passed.**

**5. OLD BUSINESS****5.1 AudCom Baseline Documents – Review of SASB Ballot**

Voting results were presented from the proposed changes to the baseline P&Ps that were edited by the AudCom Chair and Administrator and put out for a 30-day email ballot to the Standards Board.

A motion was made and seconded to not change Clause 3.4.1 in the Baselines, and it was approved unanimously.

A motion was made and seconded to edit the instructional text at the beginning of the Baselines to correct the second bullet on page VI to read: "If not supported, the brackets and text shall be removed. If supported, just the brackets shall be removed." The motion was approved unanimously.

A motion was made and seconded to include additional instructional text at the end of the instruction section to read as follows: "After acceptance by IEEE-SA Standards Board the final version of the Policies and Procedures for Standards Development for the Sponsor will be published on the myProject website in PDF format. Sponsors shall refer its members to this website, and any references on the Sponsor's website to the accepted P&P shall be directly linked to this copy as it is the only official P&P document for the Sponsor". The motion was approved unanimously.

A motion was made and seconded to revise the first sentence of Clause 1.0.3 of the baselines to change the word must to shall. The motion was approved with 5 in favor, 1 opposed, and 1 recused.

The updated Baseline Documents were presented to the IEEE-SA Standards Board for approval.

**5.2 AudCom Baseline Ad Hocs**

There was a brief discussion on the two Ad Hocs that were formed in August. The first Ad Hoc is to address the changes that need to be made to the Voting of Chair or Vice Chair section and the Meeting Notice section. This Ad Hoc is chaired by Michael Janezic with the following as members: Matt Ceglia, Karen Evangelista, Jim Hughes, Mary Lynne Nielsen, Ted Olsen, Ron Petersen, Lisa Weisser, and Malia Zaman.

The second Ad Hoc was created to address the issue of whether there is alignment and consistency between the Sponsor P&Ps (Sponsor and SCC2) and the Working group P&Ps (Individual and Entity). This Ad Hoc is chaired by Bruce Kraemer with the following members: Jean-Philippe Faure, Ted Olsen, Yatin Trivedi, and Lisa Weisser.

### **5.3 AudCom 'Suspension of Rules' and 'Executive Session (private) Email ballots' Ad Hoc**

This Ad Hoc was created to address the issues of "suspension of rules" and "executive session (private) email ballots" in the P&Ps. A Chair for this Ad Hoc will be assigned in January.

## **6. NEW BUSINESS**

### **6.1 WG P&P Reviews - Conventions- Balma**

Chair Balma gave a presentation on the out of cycle submission of P&Ps. The issue of which WG baseline document the WG should use when the WG projects are almost finished was addressed. It was decided that no additional projects can be started before the WG updates its P&Ps.

### **6.2 Requests for New Sponsor Recognition**

Request to allow EDS/MEMS to be established as a Sponsor. AudCom stated that they remove the word "Oversight" from the committee name.

**Motion:** AudCom recommends that the SASB recognize the - Electron Devices Society/Microelectromechanical Systems Standards Development Committee, to be abbreviated as EDS/MEMS, as an official Sponsor, in accordance with IEEE-SASB Bylaws clause 5.2.2, bullet d. Upon vote, the motion was approved.

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

The next meeting of AudCom is scheduled for 24 March 2013 in Piscataway, New Jersey, USA.

## **8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:00 p.m.