

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

5 December 2016

8:30 a.m. - 12:00 p.m.

IEEE Operations Center, Piscataway, New Jersey, USA

Members:

Doug Edwards
Travis Griffith
Ron Hotchkiss
Michael Janezic, Chair
Ron Petersen
Annette Reilly
Gary Robinson
Adrian Stephens
Yingli Wen
Howard Wolfman

Soo Kim
Mary Lynne Nielsen
Nicholas Orlando
Kanan Patel
Walter Pienciak
Varun Prabhu
Pat Roder
Sam Sciacca
Erin Spiewak
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

Members Absent:

Mehmet Ulema

IEEE Staff:

Natasha Alvarado
Melissa Aranzamendez
Christy Bahn
Christina Boyce
Kim Breitfelder
Matt Ceglia
Ashwin Daine
Ravindra Desai
Karen Evangelista
Jonathan Goldberg
Lloyd Green
Mary Ellen Hanntz
Karen Kenney

Guests:

Ted Burse
Jean-Philippe Faure
Victor Huang
John Kulick
Kevin Lu
Matthew Sherman
Claire Topp
Philip Winston
Daidi Zhong

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

Chair Janezic called the meeting to order at 8:35 a.m. There was a round of introductions by all present.

2. REVIEW AND APPROVAL OF THE AGENDA

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

Motion: Approve the 5 December 2016 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES FROM THE 15 SEPTEMBER 2016 AUDCOM MEETING

Motion: Approve the minutes of the 15 September 2016 AudCom meeting. Upon vote, the motion passed.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 AES/GA - Gary Robinson, Douglas Edwards

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

4.1.2 EDU/SC - Annette Reilly, Ronald Hotchkiss

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

4.1.3 IAS/ESafeC - Travis Griffith, Douglas Edwards

Prior to the outcome of this review, AudCom discussed item 6.1.1 on the agenda and IAS/ESafeC was recognized by AudCom as a new Sponsor.

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

4.1.4 PE/TEM - Annette Reilly, Adrian Stephens

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 January 2017 agenda.

4.2 Status of New Sponsor P&P Review

4.2.1 AES/UWBRC - Ronald Petersen, Gary Robinson

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 January 2017 agenda.

4.2.2 CES/SC - Adrian Stephens, Mehmet Ulema

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

4.2.3 CIS/SC - Gary Robinson, Yingli Wen

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 January 2017 agenda.

4.2.4 EMB/Std Com - Howard Wolfman, Travis Griffith

Motion: To recommend acceptance of the EMB/Std Com P&P. Upon vote, the motion passed.

4.2.5 IM/SDM - Annette Reilly, Yingli Wen

Prior to the outcome of this review, AudCom discussed item 6.1.2 on the agenda and IM/SDM was recognized by AudCom as a new Sponsor.

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

4.2.6 PE/ESSB - Howard Wolfman, Ronald Petersen

There are still open comments from the checklist that have not been addressed. The P&P is visibly under development and will move to the January 2017 agenda.

4.2.7 PE/SBLC - Douglas Edwards, Yingli Wen

There are still open comments from the checklist that have not been addressed. The P&P is visibly under development and will move to the January 2017 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 C/CCSC/CPWG/2301_WG (common - all C/CCSC WGs) - Ronald Hotchkiss, Mehmet Ulema

Motion: To deem without issue the C/CCSC/CPWG/2301_WG - (common - all C/CCSC WGs) P&P. Upon vote, the motion passed.

4.4.2 C/MS/P1722.1 - Mehmet Ulema, Ronald Petersen

There are still minor issues that need to be addressed from the checklist and the P&P will continue under review and move to the January 2017 agenda.

4.4.3 C/TT/3DT-WG - Adrian Stephens, Ronald Hotchkiss

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 January 2017 agenda. Chair Janezic assigned Annette Reilly and Gary Robinson as mentors to assist in the development of the P&P document.

5. OLD BUSINESS

5.1 Action Item Review

Lisa Weisser reviewed the action items from prior meetings:

Action Item	Status	Update
IAS Sponsor Request - proposed change to Clause 5.0 in their working group P&P. Staff to reply to IAS that if such a change was submitted to AudCom, AudCom would reject it.	Complete	Training has taken place, and staff attended their meetings in September; Discussions will continue if needed.
Lisa Weisser to add reminder information about using the P&Ps to current Sponsor and WG Chair training module about AudCom and also to emails to the Sponsors when P&Ps are accepted.	Complete	Updated training module for future training. Email to Sponsors now includes link to accepted P&Ps, and note about adhering to the policies in the document during the standardization process.
Lisa Weisser will continue to work with the Program Managers and Sponsors to determine if any of the Sponsors who previously did not have Working Groups now have Working Groups and if so, to get the Working Group P&Ps for AudCom to review.	Ongoing	PMs have confirmed that those Sponsors with outstanding WG P&Ps still have no active WGs. Recent reply received from a Chair noted that projects are almost complete; just submitted a new PAR. Notes from meeting: 1) This is ongoing work and will be removed from the action items list. 2) The question was raised that if a new PAR is approved,

		should the Sponsor be required to use the Baseline WG P&Ps if they do not submit any.
Chair Janezic will work with Lisa Weisser to draft a more specific email to be sent to Sponsor when the Sponsor P&Ps are accepted that makes it more clear that the Working Group P&Ps will be needed for audit when they have an active Working Group.	In progress	Text is drafted. See note from meeting in box above.
Adrian Stephens will reconvene the Ad Hoc on Referencing Unaudited Sponsor Documents in P&Ps.	Complete	Agenda item 5.2.
Lisa Weisser will send a Doodle poll in July to schedule a meeting for the ad hoc on Referencing Unaudited Sponsor Documents in P&Ps.	Complete	There were two meetings and email follow-up discussions.
Lisa Weisser will send the current documents: AudCom Conventions for the Review of Sponsor and SCC Policies and Procedures and AudCom Conventions for the Review of Working Group Policies and Procedures to AudCom members along with a template for commenting.	Complete	Documents were sent for review.
AudCom members should send any comments about the AudCom Conventions for inclusion in the discussion at the December meeting.	Complete	Some comments were received.
Staff will document and make available to AudCom the current processes that are in place with regard to the code of conduct.	In Progress	From September meeting. Information has been collected and will be sent to AudCom prior to the March 2017 meeting.

<p>Lisa Weisser will add this discussion topic (code of conduct) to a future AudCom agenda.</p>	<p>In Progress</p>	<p>From September meeting.</p>
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5.2 Ad Hoc on Referencing unaudited Sponsor documents (e.g. Sponsor Operating Manuals, etc.) in P&Ps - Adrian Stephens

Adrian Stephens provided an overview of the ad hoc’s recommendations, which focused on removing references in the P&Ps to documents not related to standards development. These recommendations were endorsed by AudCom to be included in a future update to the baseline P&Ps. The ad hoc was disbanded with thanks.

Motion: To endorse the report of the ad hoc and include the recommendations in the next revision of the AudCom Baseline documents. Upon vote, the motion passed.

5.3 Review of AudCom Conventions - Mike Janezic

Chair Janezic updated AudCom about the review of the AudCom Conventions and explained that there is a spreadsheet available with the feedback received, along with potential changes. A new ad hoc was established to take these suggestions and develop draft Conventions for review by next year’s AudCom. This will include an update to the AudCom flowcharts that define the review processes for Sponsor and Working Group P&Ps. The ad hoc will be chaired by Mike Janezic. The following individuals indicated interest in participating: Doug Edwards, Travis Griffith, Ron Hotchkiss, Ron Petersen, Annette Reilly, Adrian Stephens, Lisa Weisser, Yingli Wen, Howard Wolfman.

6. NEW BUSINESS

6.1 Request for New Sponsor Recognition

P&Ps from four potential new Sponsors were reviewed for this agenda.

6.1.1 IEEE Industrial Applications Society, Electrical Safety Committee (ESafeC)

This was discussed prior to agenda item 4.1.3.

Motion: Recognize the Industrial Applications Society/Electrical Safety Committee, to be abbreviated as IAS/ESafeC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.2 IEEE Instrumentation and Measurement Society, Secure and Dependable Measurement (IM/SDM)

This was discussed prior to agenda item 4.2.5.

Motion: Recognize the Instrumentation and Measurement Society/Secure and Dependable Measurement, to be abbreviated as IM/SDM, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.3 IEEE Power and Energy Society, Energy Storage & Stationary Battery (PE/ESSB)

The P&Ps of PE/ESSB are still under review, so it was agreed that the Sponsor recognition would be deferred until the AudCom meeting when the P&Ps are recommended for acceptance.

6.1.4 IEEE Power and Energy Society, Smart Buildings, Loads and Customer Systems (PE/SBLC)

The P&Ps of PE/SBLC are still under review, so it was agreed that the Sponsor recognition would be deferred until the AudCom meeting when the P&Ps are recommended for acceptance.

6.2 Discussion - Status of Sponsor P&Ps Expiring in December 2016 - Mike Janezic

Chair Janezic told AudCom that of the 14 Sponsors with P&Ps expiring in 2016, two requested an extension for the submission of their updated P&Ps.

6.2.1 NPS/NI&D Nuclear Instruments and Detectors

Motion: NPS/NI&D shall submit a draft Sponsor P&P to AudCom by February 21, 2017 or the IEEE-SA Standards Board shall suspend NPS/NI&D's authorization to perform standards work (including but not limited to: PAR actions, Sponsor ballot actions, etc.). Upon vote, the motion passed.

6.2.2 VT/RTSC Rail Transportation Standards Committee

Motion: VT/RTSC shall submit a draft Sponsor P&P to AudCom by February 21, 2017 or the IEEE-SA Standards Board shall suspend VT/RTSC's authorization to perform standards work (including but not limited to: PAR actions, Sponsor ballot actions, etc.). Upon vote, the motion passed.

6.3 Discussion - Potential Areas of Revision for AudCom Baseline Documents - Mike Janezic

Chair Janezic opened this discussion with feedback he has received from Sponsors that stability in the Baseline documents would be appreciated. He suggested that we use 2017 to continue to add to the list of potential updates to the Baseline documents. He also suggested looking at which sections of the documents would be important to focus on in a future revision.

AudCom identified the following topics to be addressed:

- Better definition of the processes for attaining and maintaining membership and voting privileges.
- Procedures for removal of members and officers.
- Better definition of the steps to take when conduct is in question in addition to the link to the IEEE Code of Conduct.
- The appropriate level of detail in meeting minutes.
- Defining a process for cases when a Sponsor has an approved P&P but an approved Working Group P&P does not exist.
- Determining whether the baselines should include a clause that addresses retroactivity.

The discussion included issues of Sponsors who do not submit P&Ps when they are supposed to and/or cases where the Sponsor needs to make changes to non-modifiable clauses.

One idea that was suggested is to add a new type of Baseline document that would be a default P&P with all of the open questions answered. This could be used, for example, in cases when a Sponsor does not submit a P&P.

With regard to specific content details, the recommendations from the Ad Hoc on Referencing unaudited Sponsor documents in P&Ps will be included.

In addition, there is still a running list of comments to be considered for the next Baseline documents update (the list is maintained in Central Desktop).

6.4 Sponsor Organizational Variations - TPO

Matt Ceglia showed a chart comparing the subcommittee structures of PES and C/LM to demonstrate the differences in terms of subgroup hierarchies and how this is reflected in the delegation of responsibility by the Sponsor. Representatives from each Sponsor (who happened to be in attendance) further explained how the structures work by providing approximate quantities of each subgroup shown in the chart. Adrian Stephens restated the importance of using clear terminology when either a committee or a Working Group is acting as Sponsor.

AI: Matt Ceglia will update the chart to include which P&Ps are correct (Sponsor or Working Group) for the different subgroups shown.

7. DATE OF NEXT MEETING

The next in-person meeting of AudCom is scheduled for 21 March 2017 in Shenzhen, PRC. Chair Janezic asked the AudCom members if they would consider participating in an additional teleconference of the current committee in January 2017 to potentially close out some of the open reviews, and there was full agreement.

AI: Lisa Weisser will send a Doodle poll to determine the date and time for the January 2017 AudCom teleconference.

AI: Lisa Weisser will send reminders to Sponsors with open reviews and to the two Sponsors that received extension requests to submit P&Ps as soon as possible.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:56 a.m.