

AudCom Minutes

4 December 2017

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

4 December 2017

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

IEEE Operations Center, Piscataway, New Jersey, USA

Members:

Doug Edwards
Travis Griffith
Michael Janezic, Chair
Thomas Koshy
Daleep Mohla
Ron Petersen
Annette Reilly
Adrian Stephens
Philip Winston

Members Absent:

Mehmet Ulema

IEEE Staff:

Natasha Alvarado
Melissa Aranzamendez
Bill Ash
Christy Bahn
Kathryn Bennett
Christina Boyce
Matt Ceglia
Sri Chandrasekaran
Ashwin Daine
Ravindra Desai
Karen Evangelista
Jonathan Goldberg
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Mike Kipness
Mary Lynne Nielsen
Nicholas Orlando
Walter Pieniac
Dave Ringle
Pat Roder
Jennifer Santulli

Rudi Schubert
Sam Sciacca
Erin Spiewak
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

Guests:

Chuck Adams
Mike Anthony
Masayuki Ariyoshi
Evelyn Chen
Jean-Philippe Faure
Gary Hoffman
Roland Johansson
Chileshe Kapaya
Joe Koepfinger
Bruce Kraemer
John Kulick
Hung Ling
Xiaohui Liu
Kevin Lu
Patrick Murphy
Glenn Parsons
Robby Robson
Jon Rosdahl
Deo Rukundo
Matteo Sabattini
Andrea Santana
Dorothy Stanley
Claire Topp
Victoria Wang
Constance Weise
Howard Wolfman
Don Wright
Jingyi Zhou

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Janezic called the meeting to order at 8:30 a.m. There was a round of introductions by all present.

2. REVIEW AND APPROVAL OF THE AGENDA

Motion: Approve the 4 December 2017 AudCom meeting agenda. Upon vote, the motion passed.

3. APPROVAL OF MINUTES FROM THE 19 SEPTEMBER, 25 SEPTEMBER, AND 18 OCTOBER 2017 AUDCOM MEETINGS

Motion: Approve the minutes of the 19 September, 25 September, and 18 October 2017 AudCom meetings. Upon vote, the motion passed.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

4.1.1 VT/RTSC - Doug Edwards, Thomas Koshy

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

4.2 Status of New Sponsor P&P Review

4.2.1 COM/GreenICT-SC - Phil Winston, Travis Griffith

There are still open comments from the checklist and the P&P will continue under review and be moved to the January 2018 agenda.

4.2.2 PE/PSRCC - Annette Reilly, Daleep Mohla

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

4.2.3 PE/SPDHV - Annette Reilly, Mehmet Ulema

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

4.2.4 PE/SUB - Adrian Stephens, Daleep Mohla

There are still open comments from the checklist and the P&P will continue under review and be moved to the January 2018 agenda.*

4.2.5 PE/SWG - Adrian Stephens, Mehmet Ulema

There are still open comments from the checklist and the P&P will continue under review and be moved to the January 2018 agenda.*

*During the discussion of these reviews it was agreed that some of the items that still need to be clarified may be due to the PES Sponsor P&P template. During its January teleconference, AudCom will discuss these items, in addition to how long the PES Sponsor P&P template will be available for use by PES if it is not updated to be in conformance with the 2018 AudCom Sponsor P&P Baseline.

4.2.6 PHO/SC - Travis Griffith, Doug Edwards

There are still open comments from the checklist and the P&P will continue under review and be moved to the January 2018 agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 SASB/SCC39/TC95_SC1 (Common - all TC95 WGs) - Doug Edwards, Phil Winston

Motion: To deem without issue the SASB/SCC39/TC95_SC1 P&P (Common - all TC95 WGs). Upon vote, the motion passed.

4.3.2 VT/RTSC/Railcar - Travis Griffith, Ron Petersen

There are still open comments from the checklist and the P&P will continue under review and be moved to the January 2018 AudCom agenda.

4.4 Status of New Working Group P&P Review

4.4.1 COM/EdgeCloud-SC/P1912 WG - Phil Winston, Annette Reilly

There are still open comments from the checklist and the P&P will continue under review and be moved to the January 2018 AudCom agenda.

4.4.2 COM/MobiNet-SC/LUI - Thomas Koshy, Adrian Stephens

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

4.4.3 COM/PLC/SGPLC - Thomas Koshy, Ron Petersen

There are still open comments from the checklist and the P&P will continue under review and be moved to the January 2018 AudCom agenda.

4.4.4 PE/SPDLV/LV3.6.6 (Common - all SPDC WGs) - Ron Petersen, Daleep Mohla

Motion: To deem without issue the PE/SPDLV/LV3.6.6 P&P (Common - all SPDC WGs). Upon vote, the motion passed.

5. OLD BUSINESS

5.1.1 Comments from SASB Ballot

Chair Janezic thanked AudCom and the Chairs of the three Baselines ad hoc committees: Annette Reilly (Meetings and Subgroups Clauses), Adrian Stephens (Membership Clauses), and Mehmet Ulema (Officers Clauses). He briefly reviewed the process that took place throughout the year to get the recommended updates approved by the SASB, and then displayed the remaining comments within each Baseline document to be resolved. Following the comment resolution, a motion was made to approve the Baselines.

AI: Matt Ceglia to provide additional documentation at the March 2018 AudCom meeting on the PES process for delegating responsibility to subcommittees to get the process documented for reference and potential reuse.

Motion: AudCom approves the Baseline documents based on the comments resolved at this meeting and will seek concurrence of the revised Baselines by the SASB at the 6 December 2017 SASB meeting. Upon vote, the motion passed.

AI: Chair Janezic, Lisa Weisser, and AudCom volunteers will finalize the Baseline documents and update the instructions documents and checklists for each type of Baseline.

During this agenda item, the timing was discussed for the cutover to the use of the new Baselines. The documents will be made available by late January, but the use of the current Baselines may continue, if needed through 31 March 2018.

AI: Lisa Weisser will communicate via several channels that the Baselines are available, where they can be located, and the timelines for submissions on the 2015 or 2018 Baselines.

5.1.2 Comments Received from Sponsors

Chair Janezic reported that several Sponsors provided input into some of the recommendations for some of the clauses through the ad hoc committees. He mentioned that input from Sponsors is always encouraged, and welcomed ideas from anyone in attendance at the meeting to help create a mechanism for that.

5.2 Review of AudCom Conventions - Mike Janezic

Chair Janezic reported that a strawman of the AudCom Conventions, which will focus on the perspective of each audience (i.e., Sponsors or AudCom) will be posted in iMeet Central for review. He also asked for any additional participants in the Conventions ad hoc, with the goal of putting forth a version of the Conventions for a vote at the January AudCom meeting.

5.3 Action Item Review

Lisa Weisser reviewed the action items from prior meetings:

Action Item	Status	Update
VT/RTSC Sponsor P&P review - Mike Kipness will set up a teleconference with the reviewers, the Sponsor, and staff to discuss the review checklist.	Complete	Teleconference took place on 2 October 2017.
Matt Ceglia will work with Lisa Weisser to make sure the OPM team can review the Baselines.	Complete	Baselines were distributed to Matt; several of the OPM team were on the ad hoc committees.
Lisa Weisser to send a Doodle poll for a mid-October meeting to resolve comments from the AudCom ballot of the Baselines.	Complete	The meeting took place on 18 October 2017.
Lisa Weisser to set meeting of ballot resolution subgroup.	Complete	This meeting took place on 24 October 2017.

6. NEW BUSINESS

6.1 Discussion - Status of Sponsor P&Ps Expiring in December 2017 - Mike Janezic

6.1.1 Extension Requests Received

Chair Janezic told AudCom that four Sponsors with P&Ps expiring in 2017 requested an extension for the submission of their updated P&Ps. He noted that three of these are PES Sponsors, and the PES Sponsor P&P template was made available for use in July 2017.

Motion: PE/ED&PG shall submit a draft Sponsor P&P to AudCom by March 31, 2018 or the IEEE-SA Standards Board shall suspend PE/ED&PG's

authorization to perform standards work (including but not limited to: PAR actions, Sponsor ballot actions, etc.).

Motion: PE/NPE shall submit a draft Sponsor P&P to AudCom by March 31, 2018 or the IEEE-SA Standards Board shall suspend PE/NPE's authorization to perform standards work (including but not limited to: PAR actions, Sponsor ballot actions, etc.).

Motion: PE/PSIM shall submit a draft Sponsor P&P to AudCom by March 31, 2018 or the IEEE-SA Standards Board shall suspend PE/PSIM's authorization to perform standards work (including but not limited to: PAR actions, Sponsor ballot actions, etc.).

Motion: PEL/SC shall submit a draft Sponsor P&P to AudCom by March 31, 2018 or the IEEE-SA Standards Board shall suspend PEL/SC's authorization to perform standards work (including but not limited to: PAR actions, Sponsor ballot actions, etc.).

During this agenda item there was additional discussion about the current PES Sponsor P&P template and its use after the new AudCom Sponsor Baseline is introduced because some of the elements required by PES were incorporated into the new Sponsor P&P Baseline. There are also updates to the Sponsor Baseline that will not be reflected in the current PES Sponsor template.

AI: Mike Kipness, Erin Spiewak, and Malia Zaman will work with PES Tech Council to determine next steps for PES Sponsor P&Ps in terms of a realistic expiration date for the current PES Sponsor template and whether or not a new PES Sponsor template is needed.

6.2 Request for Sponsor Recognition

6.2.1 IEEE Communications Society Green ICT Standards Committee (COM/GreenICT-SC)

The P&P of COM/GreenICT-SC are still under review, so it was agreed that the Sponsor recognition would be deferred until the January 2018 AudCom meeting when the P&P will be discussed.

6.2.2 IEEE Photonics Society/Standards Committee (PHO/SC)

The P&P of PHO/SC are still under review, so it was agreed that the Sponsor recognition would be deferred until the January 2018 AudCom meeting when the P&P will be discussed.

6.3 Discussion - Default Baseline P&P to be Used in Absence of Working Group P&P - Mike Janezic

Chair Janezic requested feedback from AudCom about two remaining items for the development of a default Baseline Working Group P&P. He will incorporate the decisions made at this meeting into the draft that will be posted in iMeet Central and there will be a vote on the draft default Baseline Working Group P&P at the January AudCom meeting. It was agreed that once approved, this document may be used as either a way for a Working Group to get started quickly until it develops its own P&Ps based on the AudCom Working Group P&P Baseline or, if preferred, it can be used as the Working Group's P&P indefinitely (until the default Baseline is updated).

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on 6 March 2018 in Tokyo, Japan. There will be an AudCom continuous processing teleconference scheduled in January. NB: This teleconference is scheduled for 26 January 2018 at 9:00 a.m. ET.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:35 a.m.