

AudCom Minutes

26 January 2018

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

26 January 2018

9:00 a.m. ET

Teleconference

Members:

Travis Griffith

Michael Janezic, Chair

Thomas Koshy

Ron Petersen

Annette Reilly

Adrian Stephens

Mehmet Ulema

Phil Winston

Kathryn Bennett

Karen Evangelista

Yvette Ho Sang

Nicholas Orlando

Dave Ringle

Jennifer Santulli

Erin Spiewak

Lisa Weisser, Administrator

Malia Zaman

Members Absent:

Doug Edwards

Daleep Mohla

Guests:

Christel Hunter

Mike Rzasa

Dorothy Stanley

IEEE Staff:

Melissa Aranzamendez

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

Chair Janezic called the meeting to order at 9:00 a.m. ET. 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.

A motion was made to approve the 26 January 2018 AudCom meeting agenda. In the absence of objection, the motion was approved by unanimous consent.

3. APPROVAL OF MINUTES FROM THE 4 DECEMBER 2017 AUDCOM MEETING

A motion was made to approve the minutes of the 4 December 2017 AudCom meeting. In the absence of objection, the motion was approved by unanimous consent.

4. P&P REVIEW

4.1 Status of Continuing Sponsor P&P Review

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

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

Following the outcome of this review, AudCom discussed item 6.1.1 on the agenda and COM/GreenICT was recognized by AudCom as a new Sponsor.

4.1.2 PE/SUB - Adrian Stephens, Daleep Mohla

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 March 2018 AudCom agenda.

4.1.3 PE/SWG - Adrian Stephens, Mehmet Ulema

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 March 2018 AudCom agenda.

4.1.4 PHO/SC - Travis Griffith, Doug Edwards

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

Following the outcome of this review, AudCom discussed item 6.1.3 on the agenda and PHO/SC was recognized by AudCom as a new Sponsor.

4.2 Status of New Sponsor P&P Review

4.2.1 GRSS/SC - Ron Petersen, Phil Winston

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

Following the outcome of this review, AudCom discussed item 6.1.2 on the agenda and GRSS/SC was recognized by AudCom as a new Sponsor.

4.3 Status of Continuing Working Group P&P Review

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

Motion: To deem without issue the COM/EdgeCloud-SC/P1912 WG P&P. Upon vote, the motion passed.

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

Motion: To deem without issue the COM/PLC/SGPLC P&P. Upon vote, the motion passed.

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

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 March 2018 AudCom agenda.

4.4 Status of New Working Group P&P Review

4.4.1 COM/AccessCore-SC/1910 WG - Doug Edwards, Phil Winston

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 March 2018 AudCom agenda.

4.4.2 COM/NetSoft-SC/SDN-MCM - Daleep Mohla, Thomas Koshy

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 March 2018 AudCom agenda.

5. OLD BUSINESS

5.1 Discussion - Implementation Timeframe for 2018 AudCom Baseline Documents

Chair Janezic re-opened the discussion that was started at the December AudCom meeting about when the 2015 baselines will be discontinued and the 2017 baselines will be required to be used.

Motion: P&Ps submitted before 1 March 2018 may use either the 2015 or 2017 baseline documents, and all P&Ps submitted 1 March 2018 or after shall use the 2017 baseline documents. Upon vote, the motion passed.

5.1.1 Review of Baselines Instructions Documents and Checklists

The baseline instructions documents and review checklists were made available for AudCom to review.

Motion: To approve the baseline instructions documents and review checklists for use with the 2017 baselines. Upon vote, the motion passed.

AI: Lisa Weisser to post the instructions documents and checklists along with the 2017 baselines by the end of the month.

5.2 Action Item Review - Lisa Weisser

Lisa Weisser reviewed the action items from prior AudCom meetings:

Action Item	Status	Update
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.	In Progress	<i>NB: Teleconference was held with Tech Council in February.</i>
Chair Janezic, Lisa Weisser, and AudCom volunteers will finalize the Baseline documents and update the instructions documents and checklists for each type of Baseline.	In Progress <i>NB: This is now complete.</i>	Approval of instructions and checklists will take place at the January AudCom teleconference.
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 2017 Baselines.	In Progress <i>NB: This is now complete.</i>	As soon as cutover dates are agreed to, communication, including posting on the AudCom website will be done.
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.	In Progress	Pending for March 2018 AudCom meeting.

5.3 Discussion - PES Sponsor P&P Template Timing for Continued Use

During this discussion it was agreed that the current PES Sponsor P&P Template is now inconsistent with the new AudCom Sponsor P&P baseline. A determination will need to be made about whether the new AudCom baseline incorporates enough of the PES Sponsor P&P requirements or whether a new PES Template needs to be developed from the new AudCom Sponsor baseline.

There will be discussions with PES Tech Council before determining a date to discontinue use of the current PES Sponsor P&P Template.

AI: Erin Spiewak will work with Lisa Weisser, Annette Reilly and others to facilitate discussions with PES Tech Council.

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

Chair Janezic provided the background information about the Default Baseline Working Group P&P, and explained that this option will be made available to Sponsors to allow a Working Group to use the Default Working Group P&P if no other P&P is in place and they would like to start work right away. This will reduce potential delay in the development of standards and also reduce the instances of Working Groups beginning work without an approved P&P.

The document was developed based on the 2017 Individual Working Group P&P, with all optional items removed.

NB: Based on comments during the SASB ballot, the name of this document is now Simplified Working Group P&P Baseline.

Motion: To approve the Default Working Group P&Ps and the instructions document. Upon vote, the motion passed.

5.5 Review of AudCom Conventions - Mike Janezic

Chair Janezic apologized that the AudCom Conventions update did not get completed in 2017, but offered that the strawman documents currently in progress could be posted in iMeet Central within a few weeks, and these can be used as the basis for continued work in 2018.

5.6 Update - Status of Sponsor P&Ps with Extension Requests from December 2017 - Lisa Weisser

- PE/ED&PG
- PE/NPE
- PE/PSIM
- PEL/SC

Lisa Weisser reminded AudCom that there are 4 outstanding Sponsor P&Ps that were due to expire in December 2017 that were granted extensions through 31 March 2018, and Erin Spiewak and Malia Zaman reported that the four Sponsors have been reached out to and the P&Ps are pending.

NB: Two of the four P&Ps have been received (PE/ED&PG and PE/NPE).

6. NEW BUSINESS

6.1 Request for Sponsor Recognition

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

This was discussed after agenda item 4.1.1.

Motion: Recognize the Communications Society/Green ICT Standards Committee, to be abbreviated as COM/GreenICT-SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.2 IEEE Geoscience and Remote Sensing Society (GRSS/SC)

This was discussed after agenda item 4.2.1.

Motion: Recognize the Geoscience and Remote Sensing Society/ Standards Committee, to be abbreviated as GRSS/SC, as an official Sponsor, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

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

This was discussed after agenda item 4.1.4.

Motion: Recognize the Photonics Society/Standards Committee, to be abbreviated as PHO/SC, as an official Sponsor, 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 6 March 2018 in Tokyo, Japan.

8. ADJOURNMENT

Annette Reilly, 2018 AudCom Chair offered appreciation to Chair Janezic and AudCom for all that was accomplished in 2017.

There being no further business, the meeting was adjourned at 10:35 a.m. ET.