

IEEE-SA Standards Board Audit Committee (AudCom)

Meeting Minutes

5 November 2019

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

IEEE Operations Center, Piscataway, New Jersey, USA

Members:

Peter Balma
Doug Edwards
Guido Hiertz
Christel Hunter
Thomas Koshy
John Kulick
Kevin Lu
Daleep Mohla
Andrew Myles
Annette Reilly, Chair
Mehmet Ulema
Philip Winston
Feng Wu
Jingyi Zhou

Members Absent:

Masayuki Ariyoshi
Howard Li

Guests:

Michael Atlass
Edward Au
Alan Berkema
Cindy Bian
Evelyn Chen
Ramy Ahmed Fathy
Rob Fish
Latonia Gordon
Travis Griffith
Simon Hicks
Gary Hoffman
David Law
Joseph Levy
Xiaohui Liu
Marco Lo Bue
Haiying Lu
Kishik Park

Robby Robson
Jon Rosdahl
Matteo Sabattini
Yoshito Sakurai
Ryuji Suzuki
Claire Topp
Lei Wang
Hironori Washizaki
Howard Wolfman
Don Wright
Isamu Yamada

IEEE Staff:

Tina Alston
Christy Bahn
Adrien Barmaksiz
Matt Ceglia
Ravindra Desai
Karen Evangelista
Jonathan Goldberg
Jodi Haasz
Mary Ellen Hanntz
Yvette Ho Sang
Karen Kenney
Soo Kim
Michael Kipness
Victoria Kuperman-Super
Vanessa Lalitte
Greg Marchini
Munir Mohammed
Ashley Moran
Mary Lynne Nielsen
Nikoi Nikoi
Indu Porwal
Dave Ringle
Pat Roder
Sam Sciacca
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

There was a delay in the start time of the meeting, and Chair Reilly called the meeting to order at 9:00 a.m. 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. Daleep Mohla requested a discussion topic for item 6, New Business about Working Group P&P implementation, and Chair Reilly agreed.

A motion was made (Mohla) and seconded (Hunter) to approve the amended 5 November 2019 AudCom meeting agenda. The motion was unanimously approved.

3. APPROVAL OF MINUTES FROM THE 3 SEPTEMBER 2019 AUDCOM MEETING

A motion was made (Edwards) and seconded (Kulick) to approve the minutes of the 3 September 2019 AudCom meeting. The motion was approved (11 approve, 0 disapprove, 2 abstain [Balma, Hiertz]).

4. P&P REVIEW

4.1 Status of Continuing Standards Committee P&P Review

4.1.1 C/LM - Phil Winston, Jingyi Zhou

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 2019 AudCom agenda.

4.1.2 EDS/MEMS - Phil Winston, Mehmet Ulema

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

4.1.3 PE/IC - Doug Edwards, Andrew Myles

Motion: To recommend acceptance of the PE/IC P&P. Upon vote, the motion passed. (Conditional; contingent upon one minor editorial correction, to be completed before the SASB meeting.)

NB: The condition has been met.

4.1.4 VT/ITS - Christel Hunter, Guido Hiertz

Motion: To recommend acceptance of the VT/ITS P&P. Upon vote, the motion passed. (Conditional; contingent upon minor editorial corrections, to be completed before the SASB meeting.)

NB: The condition has been met.

4.2 Status of New Standards Committee P&P Review

4.2.1 CES/SDSC - Guido Hiertz, Mehmet Ulema

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

Following the outcome of this review, AudCom discussed item 6.1.1 on the agenda.

4.2.2 CRFID/SC - Thomas Koshy, Peter Balma

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

4.2.3 EMB/11073 - Doug Edwards, Feng Wu

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 2019 AudCom agenda.

4.2.4 IAS/METC - John Kulick, Kevin Lu

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 2019 AudCom agenda.

4.2.5 MTT/SCC - Masayuki Ariyoshi, Doug Edwards (Received 28 October 2019)

This P&P was received too close to the AudCom meeting to begin the review and it will move to the December 2019 AudCom agenda.

4.2.6 SASB/SCC04 - Andrew Myles, Peter Balma

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 2019 AudCom agenda.

4.2.7 SASB/SCC21 - Howard Li, Mehmet Ulema (Received 28 October 2019)

This P&P was received too close to the AudCom meeting to begin the review and it will move to the December 2019 AudCom agenda.

4.2.8 VT/AVSC - Thomas Koshy, Daleep Mohla

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

Following the outcome of this review, AudCom discussed item 6.1.3 on the agenda.

4.3 Status of Continuing Working Group P&P Review

4.3.1 PE/AMPS/762_WG - Mehmet Ulema, Andrew Myles

Motion: To deem without issue the PE/AMPS/762_WG Working Group P&P. Upon vote, the motion passed.

4.4 Status of New Working Group P&P Review

4.4.1 BOG/CAG/BCE_WG - John Kulick, Howard Li

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 2019 AudCom agenda.

4.4.2 COM/DySPAN-SC/DYSPAN-P1900.6 - (Common - all COM/DySPAN Individual Working Groups) - Daleep Mohla, Masayuki Ariyoshi

Motion: To deem without issue the COM/DySPAN-SC/DYSPAN-P1900.6 - (Common - all COM/DySPAN Individual Working Groups) Working Group P&P. Upon vote, the motion passed.

4.4.3 PE/EDPG/HPS - WG 1248 - (Common - all PE/EDPG Individual Working Groups) - Christel Hunter, Howard Li

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 2019 AudCom agenda.

4.4.4 PE/EM/GEN - WG1665 - (Common - all PE/EM Individual Working Groups) - Kevin Lu, Feng Wu

Motion: To deem without issue the PE/EM/GEN - WG1665 - (Common - all PE/EM Individual Working Groups) Working Group P&P. Upon vote, the motion passed.

4.4.5 PE/TR/StdS-WGC57.12.80 - (Common - all PE/TR Individual Working Groups) - Jingyi Zhou, Daleep Mohla (Received 29 October 2019)

This P&P was received too close to the AudCom meeting to begin the review and it will move to the December 2019 AudCom agenda.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

Lisa Weisser reviewed the action items from prior AudCom meetings:

Action Item	Status	Update
Staff will set up a call with Chair Reilly, Herb Bennett, and staff to resolve the remaining open comments for the EDS/MEMS P&P review.	Complete	Teleconference took place and the remaining checklist issues have been resolved.

5.2 Update on Outstanding P&Ps - Chair Reilly

Chair Reilly provided an update on the current status of outstanding Standards Committee and Working Group P&Ps.

5.2.1 Expiring Standards Committee P&Ps

Chair Reilly noted that all Standards Committee P&P due in 2019 have been submitted. There are two Standards Committees whose P&Ps will expire in December 2019 that currently have no active projects. Staff will follow up with these Standards Committees to ensure that the P&Ps are updated as part of the continued maintenance of Standards Committee P&Ps.

5.2.2 Working Group P&Ps Outstanding

Chair Reilly displayed the list of Standards Committees whose P&Ps have been accepted that need to submit Working Group P&Ps to AudCom for review. She mentioned that she would entertain a motion to inactivate Standards Committees with active projects whose Working Group P&P were requested prior to 1 March 2019 if they have not submitted Working Group P&P by 29 February 2020.

A motion was made (Edwards) and seconded (Hiertz):

Motion: For SASB to inactivate the following Standards Committee (VT/RTSC) whose WG P&P were requested prior to March 1, 2019, if they have not submitted WG P&P by February 29, 2020. Upon vote, the motion passed.

5.3 SASB/SCC18 P&P (SCC Type 1 Baseline) - John Kulick

John Kulick provided an update on the progress of the SCC18 P&P. For the current version of the P&P, there was no consensus reached after two rounds of balloting in September. There is no action for AudCom at this time, and the item has been added to the SASB agenda for discussion.

NB: The SASB directed SCC18 to operate under draft 9.7 of the SCC18 P&P. [NOTE: SCC18 may propose revisions to its P&P at any time for SASB consideration.] Since these SCC18 P&P were accepted by the SASB, they will be posted in myProject with the other accepted Standards Committee P&Ps.

5.4 2019 Baselines Ad Hoc Update - Chair Reilly

Chair Reilly thanked the members of the 2019 Baselines ad hoc, acknowledging even more progress made since the September AudCom meeting. A subgroup of the baselines ad hoc did a first review of the entity WG baseline which will also be discussed with the full ad hoc.

Chair Reilly explained the new timeline for the completion of the baseline updates in early 2020, in part to allow for incorporation of the Open Source Software (OSS) text, which should also be available early in 2020. Waiting for the OSS text needed for the AudCom baselines will enable updating the baselines only once instead of multiple times.

5.5 myProject Updates - Chair Reilly

Chair Reilly provided an update on the progress of the ad hoc for myProject User Acceptance Testing. Volunteer testing is scheduled to take place during the week of 2-6 December, with another testing kickoff planned for Tuesday, 26 November. The expected cutover to the updated myProject is 27 January to 2 February 2020 in order to work around key meeting times. If extensive fixes and retesting are required, these dates will change. There will be communication to SC and WG Chairs about the upcoming blackout period for balloting.

6. NEW BUSINESS

6.1 Request for Standards Committee Recognition

6.1.1 IEEE Consumer Electronics Society Smart Devices Standards Committee (CES/SDSC)

This was discussed after agenda item 4.2.1.

Motion: Recognize the Consumer Electronics Society Smart Devices Standards Committee, to be abbreviated as CES/SDSC, as an official Standards Committee, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.1.2 IEEE Industry Applications Society Metal Industry Committee Standards Development Subcommittee (IAS/METC)

The P&P of IAS/METC are still under review, so it was agreed that the Standards Committee recognition would be deferred until the December 2019 AudCom meeting when the P&P will be discussed.

6.1.3 IEEE Vehicular Technology Society Automated Vehicles Standards Committee (VT/AVSC)

This was discussed after agenda item 4.2.8.

Motion: Recognize the Vehicular Technology Society Automated Vehicles Standards Committee, to be abbreviated as VT/AVSC, as an official Standards Committee, in accordance with IEEE-SASB Bylaws 5.2.2. Upon vote, the motion passed.

6.2 Working Group P&P Implementation - Daleep Mohla

Daleep Mohla brought up the topic of requirements for Working Group P&P reviews. There was a discussion about the AudCom review process and ownership of P&Ps.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on or close to 17 December by teleconference.

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

NB: The poll was conducted and the AudCom teleconference will take place on 17 December at 4:00 p.m. ET.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 10:59 a.m.