

IEEE SA Standards Board Audit Committee (AudCom)

Meeting Minutes

21 and 22 March 2022

8:00 a.m. - 9:30 a.m. ET (UTC-4) on both dates

Teleconference

Members:

Edward Addy
Doug Edwards
Guido Hiertz
Thomas Koshy
Joseph Levy
Howard Li
Haiying Lu
Kevin Lu, Chair
Daleep Mohla
Andrew Myles
Mark Siira
Lei Wang
Keith Waters
Karl Weber
Howard Wolfman
Daidi Zhong [21 March]

Members Absent:

None

Guests:

Michael Atlass [21 March]
Tek Chhetri [21 March]
Latonia Gordon
David Law
Adam Ley [21 March]
Johnny Lin
Xiaohui Liu
Ian McIntosh [21 March]
Kesang Namgay [21 March]
Paul Nikolich [22 March]
Glenn Parsons [21 March]
Leticia Pibida [22 March]
Annette Reilly
Robby Robson
Jon Rosdahl [22 March]
Dorothy Stanley [21 March]

Claire Topp [legal counsel]
Merrill Weiss
Phil Winston [22 March]
Don Wright
Yu Yuan

IEEE Staff:

Christy Bahn
Matt Ceglia
Karen Evangelista
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Jiajia Liu [21 March]
Kelly Lorne
Gregory Marchini [22 March]
Karen McCabe [22 March]
Erin Morales
Ashley Moran
Christian Orlando
Dave Ringle
Pat Roder
Jennifer Santulli
Tom Thompson
Lisa Weisser, Administrator
Malia Zaman
Meng Zhao

[Unless otherwise noted, all votes are unanimous]

1. CALL TO ORDER AND INTRODUCTIONS

Chair Lu called the meeting to order at 8:03 a.m. ET (UTC-4) on 21 March 2022. There was a round of introductions.

2. REVIEW AND APPROVAL OF THE AGENDA

Following a review of the agenda, Chair Lu asked if there were any changes to the published agenda. There were no changes.

A motion was made (Wolfman) and seconded (Waters) to approve the 21 and 22 March 2022 AudCom meeting agenda. In the absence of objection, the motion was approved.

3. APPROVAL OF MINUTES OF THE 27 JANUARY 2022 AUDCOM MEETING

A motion was made (Mohla) and seconded (Weber) to approve the minutes of the 27 January 2022 AudCom meeting. In the absence of objection, the motion was approved.

4. P&P REVIEW

4.1 Status of Continuing Standards Committee P&P Review

4.1.1 IEEE Aerospace and Electronic Systems Society/Gyro Accelerometer Panel (AES/GA)
Joseph Levy, Howard Wolfman

There are still open comments on the checklist, including the issue related to the definition of quorum. The P&P will continue under review and move to the June 2022 AudCom agenda.

AI: Lisa Weisser to set a meeting with the Standards Committee Chair, the AudCom Chair, the reviewers, and the Program Manager.

Note: This meeting was held on 20 April 2022.

4.1.2 IEEE Broadcast Technology Society/Broadcast Technology Standards Committee (BTS/BTSC)
Joseph Levy, Thomas Koshy

During AudCom Session 1, there were still open comments from the checklist that had not been addressed, including several grammatical issues discussed with regard to the baseline. Prior to AudCom Session 2, the grammatical issues were addressed by the Standards Committee, and a new checklist was uploaded by the reviewers.

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

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

Chair Lu thanked the reviewers, the Standards Committee Chair, and Lisa Weisser and Christy Bahn for their dedication to completing this review and Standards Committee recognition.

4.1.3 IEEE Computer Society/Design Automation (C/DA)
Edward Addy, Lei Wang

There are open comments from the checklist that require further discussion to resolve. The P&P will continue under review and move to the June 2022 AudCom agenda.

4.1.4 IEEE Instrumentation and Measurement Society/TC40 - Secure and Dependable Measurement (IM/SDM)
Daidi Zhong, Lei Wang

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

4.1.5 IEEE Reliability Society/IEEE Reliability (RS/SC)
Howard Li, Thomas Koshy

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

4.2 Status of New Standards Committee P&P Review

4.2.1 IEEE Computer Society/Test Technology (C/TT)

Doug Edwards, Andrew Myles

There are open comments from the checklist, and the P&P will continue under review and move to the June 2022 AudCom agenda.

AudCom went into recess at 9:30 a.m. ET (UTC-4) on 21 March 2022.

The AudCom meeting reconvened at 8:02 a.m. ET (UTC-4) on 22 March 2022.

4.3 Status of Continuing Working Group P&P Review

4.3.1 IEEE Instrumentation and Measurement Society/TC45 - Radiation and Nuclear Instrumentation and Systems (IM/RNIS) - Common (all IM/RNIS Individual WGs)

Mark Siira, Haiying Lu

Motion: To deem without issue the IM/RNIS - Common (all IM/RNIS Individual WGs) Working Group P&P. Upon vote, the motion passed.

4.4 Status of New Working Group P&P Review

4.4.1 IEEE Computer Society/Cloud Computing Standards Committee (C/CCSC)/Common (all C/CCSC Individual WGs)

Daidi Zhong, Guido Hiertz

Motion: To deem without issue the C/CCSC - Common (all C/CCSC Individual WGs) Working Group P&P. Upon vote, the motion passed.

4.4.2 IEEE Computer Society/Microprocessor Standards Committee/Arithmetic Formats for Machine Learning (C/MSA/AFM)

Karl Weber, Keith Waters

Motion: To deem without issue the C/MSA/AFM Individual Working Group P&P. Upon vote, the motion passed.

4.4.3 IEEE Signal Processing Society/Synthetic Aperture Standards Committee (SPS/SASC) - Common (all SPS/SASC Individual WGs)

Daleep Mohla, Guido Hiertz

Motion: To deem without issue the SPS/SASC - Common (all SPS/SASC Individual WGs) Working Group P&P. Upon vote, the motion passed.

5. OLD BUSINESS

5.1 Action Item Review - Lisa Weisser

Lisa Weisser reported on action items carried over from prior AudCom meetings:

Action Item	Status	Update
Lisa Weisser will draft additional FAQs for the treatment of Open Source content in P&P documents.	In Progress	The additional FAQs have been drafted and will need to be reviewed before distribution for AudCom review and consideration.
Lisa Weisser will see if additional permissions can be incorporated to the AudCom comment function in myProject to enable Chairs to have a dialog with the reviewers in the comment section for their submission. Additionally, Lisa will add another FAQ to explain that Chairs can currently work with their Program Managers to add information on their behalf through the comment section.	In Progress	The additional FAQs have been drafted and will need to be reviewed before distribution for AudCom review and consideration.
Lisa Weisser to add an FAQ about Treasurer and Meeting Fees.	In Progress	The additional FAQ has been drafted and will need to be reviewed before distribution for AudCom review and consideration.
Lisa Weisser to add the grammatical items discussed to the list of topics for consideration for the next baselines update.	Complete	The list of topics for the next baselines update includes the grammatical and inclusive topics.
Lisa Weisser to add the list of Working Group P&P requested for review by AudCom and the list of Standards Committees with P&P expiring at the end of 2022 to iMeet.	Complete	The two lists are now in the AudCom space in iMeet.

AI: Lisa Weisser to upload the action items to the AudCom area in iMeet.

Note: The action items have been uploaded into the AudCom area in iMeet.

5.2 Update on P&Ps Due in 2022

Lisa Weisser displayed the list of Standards Committees with P&P that were recently accepted that have not yet submitted Working Group P&P for review by AudCom. It was noted that some of the Standards Committees do not currently have Working Groups. Lisa also displayed the list of all Standards Committees with P&P expiring at the end of 2022 that will need to submit an updated P&P document to AudCom.

5.3 Committee Member Interactions/Comments RE: myProject

Gregory Marchini presented an update about myProject accomplishments and the status of upcoming features of interest.

Note: AudCom members can find the presentation in the AudCom area in iMeet.

There was a suggestion by a NesCom member to include a voting function for AudCom similar to NesCom and RevCom, and it was agreed that this function is not needed for AudCom because the committees operate differently.

There was a discussion about whether AudCom can maintain a central location for Working Group P&Ps, and it was clarified that it is the responsibility of the Standards Committee to maintain its Working Groups' P&Ps.

A question was raised about how AudCom can provide input regarding the new tools that Greg presented in the update. Greg noted that AudCom should continue to work with Lisa Weisser, who brings the information to meetings with the myProject team.

Committee member interactions with myProject is a standing agenda item and if anyone has any feedback about their user experience with myProject, please let Lisa Weisser know.

6. NEW BUSINESS

6.1 Requests for Standards Committee Recognition

6.1.1 IEEE Broadcast Technology Society/Broadcast Technology Standards Committee (BTS/BTSC)

This was discussed after agenda item 4.1.2.

Motion: Recommend that the SASB recognize the Broadcast Technology Society/Broadcast Technology Standards Committee, to be abbreviated as (BTS/BTSC), as an official Standards Committee, in accordance with IEEE SASB Bylaws 5.2.2. Upon vote, the motion passed.

Chair Lu brought up a new business item about the next AudCom baselines update. He requested an ad hoc and presented a proposed scope:

The ad hoc will develop proposed baseline documents for:

- Standards Committees
- Individual Working Groups

- Individual Working Groups Simplified
- Entity Working Groups

The ad hoc will review feedback received from the current AudCom baseline documents to identify improvements. Additionally, new requirements that need to be incorporated into the updated baselines will be brought to the ad hoc.

Upon completion of the baseline documents, updated instructions documents and checklists will be developed.

The ad hoc scope was approved.

The ad hoc will be chaired by Thomas Koshy, and members include: Doug Edwards, Jonathan Goldberg, Yvette Ho Sang, Soo Kim, Vanessa Lalitte, Joseph Levy, Haiying Lu, Kevin Lu, Daleep Mohla, Erin Morales, Dave Ringle, Pat Roder, Tom Thompson, Lei Wang, Lisa Weisser, and Meng Zhao.

Another topic was brought up during the discussion about the baselines regarding the Standards Coordinating Committees that need to update P&Ps to transition to the Standards Committee baseline. There is already a separate ad hoc that will help with this transition.

7. DATE OF NEXT MEETING

The next meeting of AudCom will take place on 14 June 2022 in Toronto, Canada and by teleconference.

8. ADJOURNMENT

Chair Lu thanked the AudCom members and Lisa Weisser. There being no further business, the meeting adjourned at 9:01 a.m. ET (UTC-4) on 22 March 2022.