IEEE Region 3 Operational Audit Committee
Report to the IEEE Region 3 ExCom, June 24, 2024

OAC Member	Email
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Here is the progress that the OAC has made on the two assignments made by Director Grigorian.
(1) Finish the OAC Operations Manual.
        No progress has been made on completing the OAC Operations Manual.

(2) Write a procedure for all R3 committees to use to archive the committee activities for later use in an audit.
        The OAC has considered the method of documenting committee work that was proposed in May. That is, the needed documents be a part of each committee's monthly report to the ExCom with support materials added as an Appendix. The OAC is currently considering the suggested outline for all Region 3 committees to use to make these reports more uniform, at least in part. I have asked each OAC member to suggest items for the outline and to report these suggestions at a meeting currently proposed for July 1, 2024. An announcement of this committee meeting is attached below.

APPENDIX

From: Gregg Vaughn g.vaughn@ieee.org
Subject: Re: [IEEE R3] Operational Audit Committee Meeting
Date: June 24, 2024 at 11:19 AM
To: Gregg Vaughn g.vaughn@ieee.org, Damith Wickramanayake damithwick@ieee.org, Steve Kemp skemp@ieee.org, arup.kr.ghosh@ieee.org, socci@ieee.org

Damith, Steve, Arup, Vince,

I trust that you have had some time to think about the outline for a committee report.
I would like to schedule an on-line meeting to talk about the results and hopefully draft an outline.
I propose Monday night July 1, 2026, at 7:00 PM EDT (6:00 PM CDT). The meeting will only last 1 hour because I have another meeting then.

Please let me know if you cannot attend the meeting at that time.
Otherwise, I will send the invitation to IEEE Webex.

Gregg

> On Jun 17, 2024, at 8:25 PM, Gregg Vaughn <g.vaughn@ieee.org> wrote:
>
> Damith, Steve, Arup, Vince,
>
> I need your help.
> Of the two assignments that Director Grigorian has assigned to our committee, there is some progress on the second one regarding a way for Region 3 committees to archive their work for later use in an audit.
> Several points seem to be falling into place including the basic method of keeping the materials and the location of the storage. It seems that the best plan is for each committee to include back-up material in an Appendix to their regular monthly reports to the Region 3 ExCom. But now we need a general purpose outline for a committee report so that all of the reports will be organized in a similar way.
>
> Here is where you come in.
> Would you send me your ideas for an outline for a committee report to the ExCom?
> Some ideas that I have already heard are: (1) present the items that are of immediate interest to the ExCom members first (like things that require money, resources, approval, etc.), (2) present successes, (3) present problems.
>
> Would it be possible for you to scratch something out and send it to me by Friday, June 21, 2024?
> It does not need to be formal at all. I will do the clean up.
>
> After I get your responses, I would like to schedule a committee meeting (on line) to talk about your idea.
>
> Thanks.
>
> Gregg Vaughn