

REPORT

To: IEEE Region 3 ExCom
From: IEEE Region 3 Operational Audit Committee (OAC)
Date: 2024 September 23
By: Gregg Vaughn

1 Summary

1.1 Items Needing ExCom Action

The template for Region 3 committees to use for all reports to the ExCom needs to be discussed and acted upon by the ExCom. A copy of the template is in the Appendix.

1.2 Items Needing ExCom Discussion

Additions to the IEEE Region 3 Operations Manual are proposed. It is recommended that the Strategic Operations and Support Committee discuss these additions and bring a proposal to the ExCom as appropriate. A copy of the proposed additions is in the Appendix.

1.3 Events or Activities Since Last ExCom Report

The OAC met on August 26, 2024, to discuss a draft version of the additional material for the Region 3 manuals.

1.4 Planned Near Future Events or Activities

None

2 Announcements

None

2.1 Section Events or Activities

2.2 Area Events or Activities

2.3 Region 3 Events or Activities

2.4 IEEE-USA Events or Activities

2.5 IEEE Events or Activities

3 Committee Report Detail

3.1 Items Needing ExCom Action

The OAC has proposed a template for all Region 3 committees to use when reporting to the ExCom. The OAC is seeking comments and/or approval of the template from the ExCom. The source file of the template can be provided by the Chair of the OAC. If approved by the ExCom the source file needs to be made available at some location of the Region 3 web site.

3.2 Items Needing ExCom Discussion

Additions to the IEEE Region 3 Operations Manual are proposed. The draft of these additions has been approved by the OAC. It is recommended that the Strategic Operations and Support Committee discuss these additions and bring a proposal to the ExCom as appropriate. A copy of the proposed additions is in the Appendix.

3.3 Events or Activities Since Last ExCom Report

Minutes for the August 26, 2024, meeting are in the Appendix.

3.4 Planned Future Events or Activities

The Chair of the OAC produced a draft version of the material proposed to be added to the Region 3 Operations Manual and distributed it to the members of the OAC. This material will be discussed at the OAC meeting on August 26, 2024. The draft version is in the Appendix.

3.5 Goals

(1) Propose a method by which committee reports and other relevant materials can be archived for later use by the OAC when conducting an audit of such committee.

The goal has been accomplished. The proposed method is for all committees to use the report template presented by the OAC. Also, all relevant source material (email messages, text files, etc.) will be included in the appendix of the report.

(2) Write an operations manual for the OAC. Bill Ratcliff started the task of writing such a manual when he was chair of the OAC.

The goal has been accomplished. It was decided by the OAC to incorporate the needed materials into existing Region 3 manuals rather than to write a new manual that would at least partially duplicate existing material. The Chair of the OAC has drafted such a document for discussion by the OAC. It was discussed at the OAC meeting on August 26, 2024. The members of the OAC approved the draft additions to the Region 3 Operations Manual.

Appendix

Proposed template for Region 3 committee reports to the ExCom.

REPORT

To: IEEE Region 3 ExCom
From: IEEE Region 3 Operational Audit Committee
Date: 2024 July 22
By: Gregg Vaughn

1 Summary

1.1 Items Needing ExCom Action

[List one sentence at most about each item that should be acted upon by the ExCom (requires a vote). If there are no such items, write "None."]

1.2 Items Needing ExCom Discussion

[List one sentence at most about each item that should be discussed by the ExCom. If there are no such items, write "None."]

1.3 Events or Activities Since Last ExCom Report

[List one sentence at most about each event or activity, such as a committee meeting, that has happened since the last ExCom meeting. For each meeting, if the minutes are attached to this report in the Appendix, no description is needed in "Committee Report Detail" below.]

1.4 Planned Near Future Events or Activities

[List one sentence at most about each event or activity that is planned before the next ExCom meeting.]

2 Announcements

[Under the appropriate sub-heading below, include announcements of events, opportunities, activities, meetings, etc. that are of interest to the ExCom. Attach any supporting material in the Appendix.]

2.1 Section Events or Activities

2.2 Area Events or Activities

2.3 Region 3 Events or Activities

2.4 IEEE-USA Events or Activities

2.5 IEEE Events or Activities

Style is Subtitle

Gregg Vaughn
07/07/2024 17:27

Style is Subject

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07/07/2024 17:28

Style is Heading 1

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07/07/2024 17:23

Style is Heading 2

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Style is Body Text

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07/07/2024 18:16

3 Committee Report Detail

3.1 Items Needing ExCom Action

[Include description of the items needing ExCom action. Attach any supporting material in the Appendix.]

3.2 Items Needing ExCom Discussion

[Include description of the items needing ExCom discussion. Attach any supporting material in the Appendix.]

3.3 Events or Activities Since Last ExCom Report

[Include information about the events or activities since the last committee report to the ExCom. No details are needed for meetings whose minutes are attached in the Appendix.]

3.4 Planned Future Events or Activities

[Include information about future events or activities that the committee has planned. Attach any supporting material in the Appendix.]

3.5 Goals

[Include goals that the committee has set for itself along with progress toward the goals if appropriate.]

Appendix

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Gregg Vaughn
07/07/2024 18:34

OAC minutes from August 26, 2024

IEEE Region 3 Operational Audit Committee (OAC) Meeting
2024 August 26

Members	Present
Gregg Vaughn	x
Damith Wickramanayake	x
Steve Kemp	
Arup Ghosh	
Vince Socci	

Item 1:

Discuss the assignment to write an operations manual for the OAC.

At the July 2024 meeting of the OAC, it was decided for each OAC member to look at the Region 3 Operations Manual and Schedule to see what else is needed.

I supplied a draft version of the additions to the Region 3 Operations Manual to accomplish the goal of an operations manual for the OAC.

Member comments:

Damith said he read through the draft. He agreed with the material in the draft. He said that no other material was needed.

Draft material to be added to the Region 3 Operations Manual

The following is a draft of the additional material that is proposed by the OAC to be added to Section V.6 Operation Audit of the IEEE Region 3 Operations Manual. The OAC decided that whatever our committee generated should be incorporated into the Region 3 documents that already exist. The OAC under Bill Ratcliff generated a mind map concerning the Operational Audit Committee. A copy of this document is attached. It contained nine major headings. Several of these headings are not needed since they are already covered by portions of the existing Region 3 Operations Manual. These unneeded topics are Archive/History, Projects Created, Purpose, Membership Criteria, and Review Criteria. Further, the topic of Data Acquisition is not needed since various means of collecting data are available. Then, information about the remaining three topics should be added to the Region 3 Operations Manual.

Values

The values to govern the work of the OAC are

1. the truth,
2. the quest for root causes of discovered deficiencies,
3. the use of fact-based assessments,
4. the IEEE and Region 3 Mission, and
5. the minimization of personal bias.

Core Principles

The core principles to be employed by the OAC are

1. The OAC shall maintain confidentiality.
2. Report detail is non-negotiable. [I am not sure what is meant here.]
3. Inaccuracies made by the OAC in reports are correctable.
4. The audit is focused on processes and systems.
5. The audit is not focused on people.

Audit Process

The audit process consist of two major functions. The first is gathering information. In order to do so, the OAC will acquire operational data, conduct interviews, analyze information, develop status reports, conduct committee meetings, and writ the audit report. The second is communicate the audit report. To do so, the OAC will circulate the report to the OAC members for comments, present the report to the chair of the Region 3 committee being audited, discuss the results and correct the report, transmit the report to the Region 3 Director, and archive the audit report and supporting documents.

V.6 Operational Audit

