

# MINUTES

## General Meeting

9-Apr-10, 16:00-17:00 EDT

Teleconference

### Attending

NAME	ROLE	ORGANIZATION
Jack Burns	VP TAC	Dell Inc.
Doug Nix	Chair	Compliance InSight Consulting Inc.
Tom Doyle	Secretary	Industrial Safety Integration
Steve Lawrence	Communications Officer	Scientific Atlanta
Tom Lansizero	Member	UL
Tom Savino	Member	Curtis-Straus/Bureau Veritas
Mark Frankfurth	Member	Cymer, Inc.

### Key Objectives

#	OBJECTIVE	ACHIEVED?
1	Appoint a replacement Chair	No
2	Agree on Fol, Mission and name for the TC	Partially
3	Agree on Membership Matrix for the TC	No
4	Decide on Web Page Content for design	Yes

### Key Decisions And Action Items

#	OBJECTIVE	OWNER	DUE
1	Email the core list and request volunteers.	D. Nix	14-May-10
2	Provide a general time outline for the activity.	D. Nix	14-May-10
3	DECISION: Fol and Mission Statement PASSED.		

#	OBJECTIVE	OWNER	DUE
4	Submit FoI and Mission Statement to Society Board of Directors for review, comment and acceptance or rejection.	D. Nix	14-May-10
5	Contact CSA regarding use of the material from the SDP's in the Matrix submission.	D. Nix	14-May-10
6	Update the Matrix submission as discussed and re-submit.	D. Nix	14-May-10
7	Complete WebEx training and investigate costs of use.	S. Law.	ASAP
8	Find out if IEEE can supply us with telecon space in the interim.	D. Nix	14-May-10
9	Draft web site design for review by TC.	S. Law.	ASAP

### Minutes

#	DESCRIPTION	RESPONSIBLE
1	Call to Order The meeting was called to order at 16:05 EDT	Chair
2	<p>Replacement of Chair Doug Nix has accepted the role of VP Conferences to replace Richard Georgerian. In order to focus on his new role he needs to give up the Chair of this committee, but will remain a member. Doug asked the members if any were interested in the position, and if there were any questions regarding the role and activities of the Chair.</p> <p>The members discussed several questions. No one in attendance was prepared to accept the role at the meeting.</p> <p><b>Decisions:</b> 1) Email the core list and request volunteers. DN 2) Provide a general time outline for the activity. DN 3) Discuss responses at the next meeting.</p>	Committee

#	DESCRIPTION	RESPONSIBLE
3	<p>Discussion and Voting on Fol and Mission Statement Doug Nix to introduce and explain the rationale behind the Fol and MS.</p> <p>Doug presented his submission and explained the rationale behind it.</p> <p>The members discussed the submission. Recommendations were made for changes to some of the text. The changes are reflected in the text shown below. The members asked that the Fol be submitted to the Board of Directors for review and approval, with a focus on the phrase “<i>the embedded control software and firmware used in those devices</i>”. Assuming the Board accepts the Fol as written, the committee will need to bring appropriate expertise into the committee to assist with this area of work.</p> <p><b>Field of Interest</b>  <i>The PSES Risk Assessment Technical Committee Field of Interest is the development and application of risk assessment methodology in the theory, design, development and implementation of electronic and electromechanical equipment and devices and the embedded control software and firmware used in those devices.</i></p> <p><b>Mission</b>  <i>The Risk Assessment Technical Committee is committed to being a centre of excellence in safety engineering risk assessment theory and technique. The committee will pursue this goal by creating a core group of experts in the field to guide the activities of the Committee.</i></p> <p><i>The TC will provide guidance and information to anyone who needs this information, including other PSES TC’s, IEEE Societies, Standards Development Organizations, Regulatory Authorities, Certification Bodies, Producers of electronic and electromechanical products and users of those products.</i></p> <p><i>The TC will disseminate risk assessment knowledge to users through publication of papers and reports through the PSES, and by providing a source of speakers for Society and Chapter meetings.</i></p> <p>Continued...</p>	D. Nix Committee

#	DESCRIPTION	RESPONSIBLE
3 cont	<p><b>DECISION:</b> The members were asked to vote on the submission. Vote: Reject - 0, Abstain - 1, Accept - 5 One member joined the meeting after the vote and is not included in the tally.</p> <p><b>PASSED</b> - The submission was accepted as modified.</p>	
4	<p>Discussion on TC Name Item arises from objection to the TC Name raised by Alf Dolan via email. Alf to explain his concerns and rationale to the committee for discussion.</p> <p>Alf was not able to attend the meeting to discuss his objection to the name. A member suggested that this item be deferred for discussion until Alf could present his concerns. The committee wished to to discuss the name in any case.</p> <p>Comment - A member suggested that we might want to bring 'management' into the name of the committee. Do we want to bring in the subject of risk management? What about change management? or Risk assessment change management?</p> <p><b>Decision:</b> Further discussion is required at the next meeting.</p>	A. Dolan Committee

#	DESCRIPTION	RESPONSIBLE
5	<p>Discussion on Membership Matrix Doug Nix introduced the idea behind the Membership Matrix and the reasons why the RATC should consider adopting it.</p> <p>The members present discussed the submission. The VP TAC suggested that this document might be better used as part of the TAC Manual. Doug was happy to provide this material for that use, but cautioned that a significant portion of the material was drawn from CSA SDP documents and that publication of the material might represent copyright violation. The committee asked that Doug approach CSA for permission to use the material.</p> <p>A member noted that the UI category was not shown in the Membership Codes table nor in the proposed matrix. Doug agreed to update the table and matrix.</p> <p><b>Decision:</b> Contact CSA regarding use of the material from the SDP's. DN Update the submission as discussed and re-submit. DN</p>	D. Nix Committee
6	<p>Future Teleconferences Nothing done yet. SL working on it for next meeting. He hopes to have WebEx services available to the committee, but is concerned there may be a cost.</p> <p><b>Decision:</b> Find out if IEEE can supply us with telecon space in the interim. DN</p>	S. Lawrence Committee

#	DESCRIPTION	RESPONSIBLE
7	<p>Web Content</p> <p>Steve explained what he had learned so far, and that we now have templates from IEEE (thanks to Dan Roman).</p> <p>The members suggested the following as possible content:</p> <p>Fol and Mission, Meeting Agendas, Meeting Minutes, calendar of events, Short list of papers with links, but it was noted that items that have been published on Xplore cannot be posted. Announcements on paper presentations. Events.</p> <p>The Chair mentioned that we would also be able to recommend papers for publication in the newsletter and at the Symposium. It was also mentioned that the Symposium Technical Program Committee (TPC) would be requesting reviewers from our TC for papers including risk assessment in the paper topic. It was also mentioned that we could make recommendations for awards for excellent papers.</p> <p><b>Decision:</b> Complete WebEx training and investigate costs. SL Draft web site design for review by TC. SL</p>	S. Lawrence Committee
8	<p>Old Business</p> <p>None.</p>	Secretary
9	<p>New Business</p> <p>None.</p>	Committee
10	<p>Next Meeting</p> <p>14-May-10. Same teleconference information as today's meeting.</p>	Committee
11	<p>Adjournment</p> <p>There being no further business, the meeting was adjourned at 17:05.</p>	Chair

Please submit any changes or corrections to Doug Nix not later than 7-May-10 for inclusion in the minutes.