

M: Member CM: Corresponding Member G: Guest

Item no.	Notes	Action by
CALL TO ORDER	Call to order at 10:43 by Eric Thibodeau	
INTRODUCTIONS AND QUORUM	The Chair made some introductory remarks. Members present and on-line introduced themselves at the request of the Chair. Quorum was established.	
GUIDELINES FOR IEEE-SA MEETINGS	A slide with the guidelines for IEEE-SA meetings was presented, no claims for patents were brought forward.	
AGENDA APPROVAL	A proposed agenda was presented. Ron moved to accept as presented. Ralph seconded. The agenda was accepted as presented without objection.	
APPROVAL OF PREVIOUS MINUTES	Some discussion took place as to whether the previous meeting, held in September, was actually a Working Group meeting. It was concluded that it was, and therefore that the meeting minutes should be presented and approved. The minutes, as circulated to the attendees by E-mail on January 10, were presented and edited to reflect that they were, indeed, minutes of a Working Group (and not a Study Group). Ronald moved the adoption as edited. Kevin seconded. The minutes were accepted without objection.	
CHAIR REPORT	<p>Agreement between the DNP-UG and the IEEE on the Application Note copyright</p> <ul style="list-style-type: none"> • Ron presented the current status: <ul style="list-style-type: none"> • The proposed agreement from the IEEE has many changes and important new aspects, added by the IEEE • The DNP-UG Board of Directors discussed whether they should provide a temporary grant to allow the WG to move forward with their work, but decided against it, as it would unduly complicate things for both the DNP-UG and the IEEE, as well as this WG • Ron apologizes for the delay on behalf of the DNP-UG directors, but the DNP-UG needs some more time. • Currently aiming for resolution before the next scheduled meeting in May, but resolution by September is more likely • Eric indicated that this means the WG is effectively blocked from progressing on technical issues, pending resolution of the copyright issues. • James asked how we should proceed given we have an active PAR and a deadline. Eric said we can discuss issues and plan work, but we can't work on the document nor show it on the screen, nor circulate it among members. • Ron explained how it currently works for the DNP3 standard, IEEE 1815, and highlighted some of the differences between the proposed arrangement and the one currently in place for the standard. • Discussion ensued on why the IEEE may have introduced the changes. The changes make sense for the IEEE, but the DNP-UG cannot accept them in their current form. • Eric noted that the next meeting may need to be cancelled because of this. He will cancel if necessary, approx. two weeks in advance. 	

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<p>CHAIR REPORT (continued)</p>	<p>Status of the PAR</p> <ul style="list-style-type: none"> • Eric announced the target dates and approval date of the PAR (as recorded above). The PAR was submitted just ahead of the deadline, on September 17. • Ron noted we can ask for an extension if needed • Eric expressed the hope that that would not be necessary • Eric presented the contents of the PAR, as approved <ul style="list-style-type: none"> • Ralph noted that the date on the reference to IEC 61850-7-420 is missing, and that the version we want hasn't been published yet, • We should keep in mind that the currently-published version is out of date. We should probably align to the one being drafted at the moment. • Eric confirmed that it is the intent to refer to the latest version. • The DNP-UG Application Note refers to a committee draft. • Eric to reach out to IEC for permission to use the 61850 draft as input for the standard. • James noted that we can use our copies as reference, without having a special grant from the IEC. • Ron noted that 1815.1 has similar requirements. 	<p>Eric: reach out to IEC for permission to use the 61850 draft as input for the standard</p>
<p>IMEETCENTRAL</p>	<p>Eric presented a slide about iMeetCentral. This will be our primary collaboration tool. It is on hold pending the agreement with the DNP-UG.</p>	
<p>WRITING ASSIGNMENTS</p>	<p>Writing assignments were skipped pending the agreement with the DNP-UG</p>	
<p>MISCELANEOUS</p>	<ul style="list-style-type: none"> • Ralph noted some technical changes may be needed to the Application Note: he pointed out a particular technical error w.r.t block references and input references that aren't numbered correctly in the application note. <ul style="list-style-type: none"> • James noted that the DNP-UG can make those changes while we wait. • Ron asked Ralph to send a list of known issues. • Some more discussion on membership ensued <ul style="list-style-type: none"> • Eric to send an E-mail to the Study Group membership and people present at the previous Working Group meeting to solicit their interest in becoming members of the Working Group. • We currently have seven (7) members in the Working Group: the six members present, and Ben Ealey. 	<p>Ralph: send an E-mail to Ron with the errors he knows about Eric: send an E-mail to the Study Group membership and people present at the previous Working Group meeting to solicit their interest in becoming members of the Working Group</p>
<p>TIME OF FINAL ADJOURNMENT</p>	<p>Adjournment moved by Ralph, seconded by Ron, without objection. 11:29</p>	
<p>NEXT FACE TO FACE MEETINGS</p>	<p>Scheduled for May 2020</p>	
<p>FUTURE MEETING ROOM REQUIREMENTS</p>	<p>25 people, with projector and WebEx</p>	