IEEE/PES Switchgear Committee
Administrative Subcommittee Minutes
October 6, 1992
Chicago, Illinois

1. The meeting was called to order at 0800 by the Chairman, J. H. Brunke.

2. Introduction of members and guests. Attendance report attached.

3. The minutes of the April 28, 1991, meeting in Charleston, SC were approved.

PES Reports

4. Meeting and Publications - J. H. Brunke - see Switchgear Committee minutes.

5. Technical Council - D. G. Kumbera   - see Switchgear Committee minutes.

Subcommittee Reports

6. High Voltage Fuse - L.R. Beard   A

7. High Voltages Switches - H.L. Bowles   B

8. Low Voltage Switchgear Devices - M.T. Brown   C

9. Reclosers and Sectionalizers - R.L. Capra   D

10. Switchgear Assemblies - L.W. Gaussa   E

11. Education, Recognition, and Planning- E.F. Veverka   F

12. High Voltage Circuit Breaker - J.E. Reed   G

ADSCOM Working Groups and Task Forces

13. Nuclear Liaison Report - L.W. Gaussa   - see Switchgear Committee minutes.

14. Task Force on Partial Discharges - E.F. Veverka   H

15. Working Group on Insulating Materials - L.V. McCall   I

16. Task Force on Pressure Vessels for Gas Filled Equipment
     - A. B. Rishworth - No report

17. Conversion of Power Switchgear - P.W. Dwyer   K

Standards Activities

20. Standards Board & PES Standards Coordinating Committee - D. M. Larson

                                        - see Switchgear Committee minutes.

21. ANSI C37 - T.C. Burtnett   L

                              FINIS

Old Business

There were no items of old business.

New Business

1. A person is required for coordination on IEEE 97 - Suggested Practices for Unusual Service conditions in IEEE Documents.

2. Working Group on Common Clauses was set up under the Chairmanship of Ward Laubach to ensure uniformity in common clauses between swithgear documents, with a member required from each subcommitte.

The following are the members: Larry McCall, Harold Hess, Harvey Bowles, Mat Brown, Dennis Medlin and John St Clair.

3. 2 motions were made by Ron Beard as follows:

1. That the Adscom chairman is instructed to make a motion to the main committee that the switchgear chairman writes to IEEE Mr. Migliaro (with copies to Messrs. Pope and Salem) and ask that the following documents:
> C37.11
> C37.20.1, C37.20.2 and C37.20.3
> C37.27
> C37.48
> C37.82

Which have been voted to be reaffirmed, should bear ANSI designations and that this should be addressed immediately as they expire at the end of 1992.

2. That the Adscom chairman is instructed to make a motion to the main committee that the switchgear chairman writes to IEEE Mr. Migliaro (with copies to Messrs. Pope and Salem) and ask for clarification of official intent regarding retention or abolition of C37 designations on IEEE copyrighted switchgear standards and, since this is causing confusion in the industry, urgent resolution and written responce is requested by December 18, 1992.
The motions were seconded and passed unanimously.

4. John Brunke presented a proposal entitled Process Improvement in the Development of Standards in the Switchgear Committee.   M
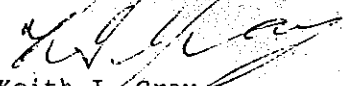
After discussion it was agreed that the proposal would be used as a guideline and modified to suit individual subcommittees and their working group structure. For Spring, the meeting rooms have already been booked based on the current requirements, but Subcommittee Chairmen will give Ray Capra new schedules so that some accomodations could be made if possible and for future considerations.

Future Meetings:

o Chicago, Illinois -	September 28 - October 1, 1992
o San Fransisco, California -	May 3 - 6, 1993
o New Orleans, Louisiana -	October 11 - 14, 1993
o Boston, Massachusetts -	May 1994
o Nashville, Tennessee -	October 1994

The meeting was adjourned at 12:00.

Respectfully Submitted,

Keith I. Gray
Secretary

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ADSCOM Committee
Attendance Summary
October 6, 1992

Member	Present		Guests
Beard, L.R.	X		Tom Burtnett
Bowles, H.L.	X		Ruben Garzon
Brown, M.T.	X		Bob Harner
Brunke, J.H.	X		Bill Long
Capra, R.L.	X		Ward Laubach
Gaussa, L.W.	X		Andy McCabe
Gray, K.I.	X		Ray O'Leary
Hendrix, K.D.	E		Bill Rueth
Kumbera, D.G.	X		Alan Storms
Lambert, S.R.			Fred Teufel
Lester, G.N.	E		
McCall, L.V.	X		
Dwyer, P.W.	X		
Veverka, E.F.	X		
Wagner, C.L.	X		

Process Improvement in the Development of Standards
in the
IEEE Switchgear Committee

Introduction

As the technological, political, and business environment we live and work in changes at a faster and faster pace, we find ourselves developing standards with a process that we all recognize as less than optimal.   Creating a more efficient environment in the volunteer standards writing process is a challenge.

I believe that our process can be improved.

In order to improve that process I have looked to see what makes it ineffective. I believe that these factors include:

> Working groups which are to large to be effective.

> Participation by only a few individuals in the actual work.

> Delays to resolve negative ballots. Resolving a negative can take years, and often the resolution does not make a substantive change.

> No work done between meetings / no time for work at meetings.

> We don't prioritize work.

Goal: To improve the standards writing process, to complete work on new documents within 4 years.

In order to improve our process I am suggesting the following:

> Change in the working group structure

>> Dividing tasks into sizes which can be completed in 1-4 years

Limiting working group size to 5 or 6. Allowing only those individuals who are doing work to be working group members. Observers are allowed in meetings, but should not interfere with work.

Improve use of time at meetings:

Reduce repetitive reporting in subcommittee meetings

Use subcommittee meeting to discuss issues in working groups. As membership in working groups is limited, this is where large discussions are held.

Increase communication. Wide circulation of documents under development Incorporate and consider comments, but the WG need not respond to comments.

Do **NOT** stop documents because of a single negative (or a few negatives). We only need 75% to go forward I am not promoting sending out documents with errors, but those issues which require more work can be held back and those issues which are not going to be resolved.

Keying into the needs of our customers. Our customers include other committees and sub committees, utilities, manufacturers, labs, etc.

How do we do this?

Break down and prioritize tasks.

Create and Environment in which we can get work done. To accomplish this I am proposing a change in our meeting format.

Change our meeting schedule to the following:

Spring meeting

Monday -Tuesday   Working group meetings (each 2 days long)

Wednesday - Thursday   Working group meetings (each 2 days long)

Fall Meeting

Monday   Working group meetings (each all day long)

Tuesday   Working group meetings (each all day long)

Wednesday   Subcommittee meetings

Thursday   Main Committee meeting AM

                     Technical sessions   PM

                     or

            Friday - technical sessions

Concurrent engineering; doing work in parallel instead of serial. Coordinating work between the subcommittees. Have cross sub-committee standards coordinating meetings.

ADSCOM will meet during each meeting.

Please note that this schedule limits participation to 2 working groups per member, and probably one working group for officers.

I am **very** open to alternatives to this proposal and invite them.