

IEEE Switchgear Committee

Education, Recognition, and Publication Subcommittee Meeting Minutes

November 8, 1999
Pittsburgh

Meeting was attended by seven members. After introduction several important issues have been discussed.

1. recent paper award nomination (Mietek Glinkowski)

Paper of D. Dufurnet and G. Montillet on Three phase synthetic testing has been nominated for the PES Paper award on October 25, 1999. The final results of the selection process will not be known until Singapore 2000 meeting. The accompanying presentation is available on the Web.

2. recent individual award nomination (Gordon Perkins)

Following a selection process D. Kumbera was nominated for Outstanding Individual Award. The PES selection process will be completed in the coming weeks.

3. definitions and clarifications of award processes (individual awards, paper awards, WG awards, IEEE level, PES level, Committee level, etc.) (M.T. Glinkowski)

The need for clarifying and communicating the various processes for awards, recognition, and prizes has been identified. The ERP Subcommittee is in process of preparing a comprehensive Table of various awards for individuals, WGs, and technical papers applicable to the Switchgear Committee. It was agreed that every retiring member of the Committee and chair of a WG after completing the assignment should receive at least a Certificate of Appreciation. However, it is up to the individual Subcommittees and members at large to request such Certificates and to make nominations. Contact ERP for more details.

4. possibility for IEEE Fellows nomination (John Brunke)

No report was given but John Brunke indicated that the Fellows nomination process is very tedious and if a potential candidate is identified we have to find another person (typically a nominee's colleague, friend, boss, chairman of WG, etc.) who has time and commitment to prepare the nomination papers including multiple references, CVs, etc.

5. Switchgear Committee on the Web (experiment, results, feedback, updates, formats of files, responsibilities) (all)

The experiment is a success. To date over 400 hits are reported on the Switchgear Home Page. It is a significant increase over the last year hit rate. ERP discussed how to try to standardize the file formats, etc. The adopted standard is MS Word 6.0 or less for doc files, MS Excel 97/6.0 or less for xls spreadsheet files, MS PowerPoint 97/6.0 or less for presentations and Acrobat pdf for read-only files.

6. continuous updating the mailing list (responsibility) (Alec Monroe)

It was agreed that the master document for the names, tel. numbers, addresses, and e-mails of the members will be the mlist.xls file that will be updated with every switchgear committee meeting. If you want to update your information please contact the current secretary of the Committee (for 1999 Alec Monroe) and check your current information during the registration at every meeting.

7. papers, publications, selection of papers for awards, role of ERP to promote (Dean Sigmon, all)

It was discussed that a more active role is sometimes required to promote and encourage nominations of papers for various awards. This should be done by the Subcommittee Chairs when the papers and the peer reviews are collected back.

8. future plans for technical activities (Spring 2000), all

Depending on the outcome of the Nov. 11 panel session a second follow up session may be organized for Spring 2000 meeting. Interested members, their companies or user organizations are requested to contact ERP chair.

9. Mission and Scope of the ERP (revisions, clarifications, update) (M.T. Glinkowski)

This was not discussed in detail. The discussion is planned for Spring 2000 meeting.

10. personal data sheets for Switchgear Members (hard action required) (M.T. Glinkowski, Dean Sigmon)

We need an electronic dB of the members, their titles, achievements, responsibilities, IEEE membership grade, etc. Larry Schmidt initiated this process several years ago but with only 70% success and only as hard copy files. Dean Sigmon suggested that an electronic form (xls file) be developed and sent electronically to all the members to fill out. The dB will be used for awards and prizes.

11. coordination of activities with local organizing committees for future meetings, all

It is important that the local organizing committees communicate and coordinate their plans for special activities with ERP.

12. Other business

Negotiations for getting PDH credits for our technical programs and presentations are still continuing. PES has not responded to our proposal yet.

ERP would like to encourage all eligible members to update their IEEE memberships to Senior Member. The process is very easy and ERP is willing to assist any member.

It was suggested that all WGs and TFs use a standardized form for all their discussions during WG meetings and balloting process. This will greatly improve, streamline, and accelerate the process of resolving negative ballots and organize discussion during WG meetings. A form equivalent to the official IEC form 8C will be developed soon, sent to all Subcommittee chairs and posted on the Switchgear Web Page for download.

All chairs of the Subcommittees are reminded that they are also members of the ERP.

HVCB, HVF, and RODE Subcommittees were not represented at this meeting perhaps due to the conflict with the technical tour.

The meeting was adjourned at 8:00pm.

Submitted by

Mietek T. Glinkowski
11/10/99