

IEEE Power Engineering Society
 Switchgear Committee
 C37.121 Task Team
 30-September-2009

The Task Team met Wednesday, September 30, at 8:00 am.

Attendance of the members was as follows: (P = present, E = excused, A = absent)

T. Burse (P)	A. Livshitz (E)	J. Smith (P)
L. Farr (P)	D. Mazumdar (E)	P. Sullivan (E)
D. Gohil (E)	T. Olsen (P)	C. Tailor (E)
P. Barnhart (P)		

Attendance also included the following Guests:

T. Lagerstrom	J. Toney	M. Flack
F. Mayle	C. Isaac	M. Waltz
E. Vaughn	F. Mayle	H. Josten
S. McGovern	A. Morse	M. Omer
A. Morgan	R. Hartzel	D. Hrcir
J. Baskin	B. Dwyer	G. Schoonenberg
A. Patel		

Patents:

The IEEE-SA rules on Patents were reviewed prior to further discussions. The five slides were shown. An opportunity was given for participants to identify patent claims, patent applications, and/or holders of patent claims/patent application claims that may be essential for the use of a standard. There were no responses.

The IEEE-SA patents policy must be reviewed during every working group meeting. The rules can be accessed on <http://standards.ieee.org/board/pat/pat-slideset.ppt>.

The meeting was opened with introductions and review of proposed agenda. The following is in general what was discussed:

- Announced that the PAR for C37.121 has been approved and expires 12-31-2013.
- The working group will be formed using MYProject. If you wish to be part of the WG then you must register on MYProject for C37.121 participation. J. Smith will form WG using this process.
- Discussed issue raised by P. Barnhart re the question; seeing Clause 1.3, sub item 3), specifically excludes substations with pad-mounted transformers, if a manufacturer is providing such a unit substation, what standards should be applied?
 - Response was that if a unit substation is provided utilizing a transformer, which is not to the applied as defined in the pad-mounted switchgear standard, then that transformer is not a pad-mounted transformer and should not be labeled as such if it needs to be labeled as a Unit substation.
 - G. Schoonenberg stated that Paul could look at an IEC Standard EN50-532 Compact Equipment Assembly Substation (CEADS). This standard is not yet published, but soon will be.

- There was discussion as to whether to remove the dates of the ref standards. The decision was made to leave the dates on until we have completed a couple of drafts and then the group would decide which standards, if any need the dates left on.
- Review of the C37.121 Draft 1 was started and the assignments were assigned as indicated in the “Action Item” section below. Specific issues were discussed as follows:
 - Only standards identified in the body of the document need to appear in the reference section. Any other reference documents need to go into a Bibliography.
 - A Scope change is more than likely to be required to address voltage and kVA ratings, no longer valid documents, etc. This will require a PAR change, but we will not issue a Scope revision until document is almost ready for ballot, due to the fact that other changes might be required later in the process.
 - Definitions need to be placed in alphabetical order.
 - We need to review Section 4 Service Conditions, to see if we can reference C37.100.1 with a few exceptions.
 - Need to check to see where Tables and Figures need to be placed as specified by the IEEE standard template.
 - Section 5 needs to be re written to perhaps consolidate Tables and reword section.
 - Section 6.6; Do products with Cut-offs, still exist by standard and is C37.40 still available.
 - We would like to look at Sections 5 thru 7 as to whether they can be shortened by making clauses bullets.
 - Especially in light of Section 8, does this document need to be a Guide, Standard or eliminated. It needs to have some sort of meat added to define Test and coordination. Decided to look at re writing section 8 to see if this can be achieved.

Action Items for next meeting:

- Everyone that wishes to be a member of the WG **MUST** register for IEEE C37.121 on MYProject. Until then the chair cannot designate you as a participating member. **Please do this prior to issuing of Draft 2 in March/2010.**
- A. Morgan - to review Section 2 as to whether there are documents that are no longer available in the present reference section **(To be completed by Dec 1/09)**
- J. Smith – to arrange Section 3 definitions in alphabetical order **(To be completed by Dec 1/09)**
- A. Morgan - to review the Section 4 Service Conditions, to see if we can reference C37.100.1 with a few exceptions. This will require review of pertinent standards to identify what exceptions need to be taken to C37.100.1. This is to include motor starters. **(To be completed by Dec 1/09)**
- J. Smith to check to see where Tables and Figures need to be placed as specified by the IEEE standard template. **(Complete. Thank you Ted O.) Tables and Figures need to be placed as close as possible to where they are discussed. J. Smith will do this in next draft.**
- T. Olsen- to reword Section 5 and to try to consolidate the 5 Tables. He is also to create a bulleted version converting each sub clause to a bullet in an attempt to reduce the size of the section. **(To be completed by Dec 1/09)**
- J. Smith to check with J. Leach to see if Cut-offs still exist by standard and is C37.40 still available. **(To be completed by Dec 1/09)**
- J. Smith – to contact C. Tailor and have him review Section 6 in light of changing from Standard to Guide and also for him to create a bulleted version, converting each sub clause to a bullet in an attempt to reduce the size of the section. **(To be completed by Dec 1/09)**

- H. Josten - to create a bulleted version of Section 7, converting each sub clause to a bullet in an attempt to reduce the size of the section. (To be completed by Dec 1/09)
- J. Baskin – to rewrite Section 8 in an attempt to recommend tests and actions to coordinate the integration of the three or more components required to form a unit substation. At the same time he is to also do this in a bullet format for each sub clause.
- J. Smith will compile assignments and create Draft 2 of C37.121. He will then email that draft and a comment sheet to those who indicated that they wished to participate in this working group. (To be issued by end of Feb/2010.)
- Each participant is to review and sent comment sheet back to J. Smith by a time, which he will specify when the draft is sent out. (The comment sheet along with the new draft will be reviewed at the spring/10 meeting.)

The meeting adjourned.

Minutes submitted by:
J. E. Smith Working Group Chair