

**IEEE/PES SWITCHGEAR COMMITTEE
MEETING MINUTES
St. Pete Beach, FL USA
Thursday, 3 May 2012**

1. The Chair (Ken Edwards) called the meeting to order at 9:33 AM.
2. The Chair invited Members and Guests to introduce themselves and to give their affiliations.
3. The Chair asked for a moment of silence to honor Alan D. Storms who died Nov. 8, 2011.
4. Copies of the attendance roster were circulated, and members and guests indicated their presence and current affiliation by writing their initials. The acting secretary noted that with 53 members present, a quorum does exist. 65 guests also were present.
5. **T. Burse moved acceptance of the Agenda. S. Lambert seconded. Approved unanimously.**
6. **A. Morse moved acceptance of the minutes of Fall 2011 meeting. S. Meiners seconded. Approved unanimously.**
7. The Chair expressed the Committee's gratitude for support from the following:

ABB Inc.	Alstom Grid Inc.	Cooper Power Systems
Eaton Corporation	G&W Electric Company	General Electric
HICO America	Mitsubishi Electric Power Products Inc.	NEMA
Powell Industries Inc.	S&C Electric Company	Siemens
Schneider Electric	Southern States	

8. The Chair welcomed Albert Livshitz and Neil McCord as new members of the Committee.
9. Chairman's ReportKen Edwards

- The Chair presented the consent agenda as follows:

PAR Submittals

C37.40 & C37.41 Combined	HVF
C37.42, .43, .46, & .47 Combined.....	HVF
C37.45	HVF
C37.13	LVSD
C37.23	SA

Draft Documents to Ballot

C37.010	HVCB
C37.012	HVCB
C37.11	HVCB

Withdrawals

1325.....	HVCB
C37.16.....	LVSD

PAR Extensions

C37.20.2	SA
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J. Leach moved acceptance of the Consent Agenda. J. Nelson seconded. Approved unanimously.

- The Chair gave the Technical Council Report as follows:
 - Encourage Fellow's Coordinator to hold a meeting and encourage more fellows' nominations.

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- Paper quality is a large issue and a TF has been created to look at standardizing evaluation criteria. The size of conference papers has dropped to 4 pages.
 - Request that all new projects that are started are advertised to the whole committee via the mailing system to help encourage cross subcommittee membership.
 - The Chair requested that all new projects that are started are advertised to the whole committee via the mailing system to help encourage cross subcommittee membership
10. Switchgear Committee Financial Report..... Paul Sullivan
The Chair reported for the Secretary/Treasurer that the Committee is doing well financially, thanks is large part to our supporters and excellent attendance by members and guests who are interested in the work of the Committee.
11. Standards Board and PES Coordinating Committee Michael Wactor
M. Wactor reported that all approved standards developed by the Switchgear Committee are set to expire in 2018. Several standards presently under development (have active PARs) require action before 15 October so that the Standards Board can approve before 31 December. (Please see complete report and list indicating the status of all standards of the Switchgear Committee in the ADSCOM meeting minutes.)
12. Technical Committee Program Coordinator (TCPC)..... Steve Meiners
S. Meiners reported 5 of the 6 transactions papers submitted for the General Meeting of PES in San Diego (22-26 July) are to be presented at the Poster Session for Switchgear. And Jeff Nelson noted that for the first time, Conference Papers will also be presented during the PES General Meeting. (Please see complete report attached to these minutes.)

Subcommittee Reports

The subcommittee chairs gave oral reports including the items noted below, and where additional details were needed, they have also submitted the written reports, attached to these minutes.

13. Administrative (ADSCOM) Ted Olsen
14. Education, Recognition & Publications Mietek Glinkowski
M. Glinkowski encouraged members to help identify upper management (for example CEOs from corporations in the places where we are having meetings) whom we could invite to speak at our Tuesday luncheons.
He encouraged members to consider applying for "Senior Member" grade. He illustrated how to apply by demonstrating with an example using the IEEE Website.
15. High Voltage Fuses John Leach
J. Leach reported that the HV Fuse subcommittee is beginning a major consolidation of the C37.40 series of standards.
16. High Voltage Switches..... Carl Reigart
C. Reigart reported that the newly published C37.30.1 completed the consolidation of the C37.30 series of HV Switch standards into one document.
17. High Voltage Circuit Breakers Rod Sauls
R. Sauls reported that standard 1325 is to be withdrawn since it is now included in C37.10.
18. Low Voltage Switchgear Devices..... Keith Flowers
K. Flowers reported that a new PAR is needed to revise C37.13. LV AC Power CBs, and that the PAR to revise C37.16, Preferred Ratings for LV Power Circuit Breakers, is to be

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- withdrawn. The content of C37.16 will be rolled into C37.13 for LV AC PCBs, and into C37.14 for LV DC PCBs.
19. Reclosers and Other Distribution Equipment..... Steve Meiners
S. Meiners announced that this would be his last meeting as Chair of the RODE subcommittee. The Committee members thank him for his faithful service, which was especially difficult while he was working in China.
20. Switchgear Assemblies Jim Smith

The following liaison representatives gave reports: (please see attachments)

21. ASC C37 Ted Olsen
22. High Voltage Test Techniques Frank DeCesaro
23. STLNA..... Kirk Smith
24. CIGRÉ..... Mietek Glinkowski

Old Business

25. Switchgear Committee Operating Procedures..... Bill Long
Bill reported that in addition to the all important Policies and Procedures Manual for Development of Switchgear Standards [P&P] that should be modified, see New Business below, the Committee needs two additional documents:
- PES Technical Council is developing a single P&P specifically for Working Groups [WG P&P] to cover all standards development activities for all PES Committees. When the WG P&P is available, the Committee intends to follow it.
 - Finally, the Committee will write Operating Procedures [OP] intended to cover all of the Committee's activities like Tutorials, Presentations, Technical Papers, etc., that are not part of the Standards Development process.

New Business

26. Delegation vs. Consent Agenda for Standards Development Progression ...Ken Edwards
Under the new P&P, all standards development actions have to be approved by vote of the Committee. [Refer to Erin Spiewak's presentation for more details.] Although the "Consent Agenda" can be used to simplify the approval process, the Committee meets only semi-annually, and that can result in unfortunate delays in the development of standards. To minimize procedural delays, K. Edwards proposed we consider formally delegating certain approvals to the responsible subcommittee chairs, working group chairs and to the standards coordinator. Specifically, he proposed that the Switchgear Committee P&P could be modified to avoid delays. There was considerable discussion and several suggestions were offered to improve and to clarify the proposal. After the discussion the proposal as amended was as follows:

1. The Switchgear Committee of the IEEE Power & Energy Society hereby delegates authority for specified actions as follows:
 - Approving projects, and creating Study Groups in preparation of a proposed Project Authorization Request (PAR), is delegated to the appropriate subcommittee.
 - Submitting a proposed Project Authorization Request (PAR) to the IEEE-SA Standards Board for consideration is delegated to the appropriate Study Group. Following approval of the PAR, the Working Group shall submit necessary

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requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual

- Responsibility for submitting draft standards (including standard, guide, or recommended practice documents) is delegated to the working group identified on the PAR.
- 2. The Switchgear Committee P&P will be changed to add the responsibility to the Standards Coordinator to review each PAR for subcommittee scope overlap.
- 3. The Switchgear Committee chair and P&P TF chair are authorized to make the necessary changes to the P&P to reflect these authorizations and remove any conflicting language.
- 4. Add, "Appointment of the chair of a working group is delegated to the subcommittee responsible for the working group or study group" to the P&Ps.

T. Burse moved that the modified proposal be adopted. S. Lambert Seconded. The vote was unanimously in favor, except 1 abstaining. The motion was passed.

E. Byron raised a question E. Byron about the present IEEE-SA procedure for joining the "balloting pool", that is people who desire to receive invitations to the "ballot groups" for every switchgear standard. Several other members indicated that they too had missed opportunities to join certain balloting groups for standards they would like to have balloted, but could not because they didn't receive the invitations to ballot. **E. Byron made a motion that the Switchgear Committee direct all WG chairs to include all members of the switchgear committee in all invitations to ballot. Amite Patel seconded.** Several WG chairs objected, claiming that this would mean a lot of extra work. Several people pointed out that by going to the IEEE SA website, choosing PES, then choosing the switchgear committee, one may still NOT receive all invitations for all switchgear standards. However, if one takes the added steps to select every subgroup under the switchgear committee, one can be sure to receive every invitation to ballot for every switchgear standard. Note: It was pointed out that one must be diligent in this, because as new subgroups are formed, one must go back to the website and select the newly formed subgroups as well, to be sure to receive invitations from those new subgroups.

The question was called and **the vote was 19 in favor, 10 against, 10 abstaining and 14 not voting.** Since a majority did not vote in favor, the motion was defeated.

- 27. UHV PARsKen Edwards
K. Edwards reported that the standards for UHV equipment (rated 1000 kV and above) will be developed under the Entity Process, not the Individual Process. Several companies have already joined the process as entities and work is on going.
- 28. Future PES Meetings of InterestKen Edwards
 - K. Edwards encouraged members to visit the PES Website for the latest information: <http://www.ieee-pes.org/meetings-and-conferences/calendar/annual-view>
 - PES Transmission & Distribution Conference and Exhibition, May 7-10, 2012, Orlando, FL, USA
 - IEEE PES General Meeting, July 22 - 26, 2012, San Diego, CA, USA

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29. Future Switchgear Committee Meetings..... Larry Farr
- Fall 2012 (1 Oct – 4 Oct) Catamaran Hotel, San Diego, CA USA
 - Spring 2013 (29 Apr – 2 May), The San Luis Conference Center, Galveston, TX USA
 - Fall 2013 (16 Sep – 19 Sep), Hilton Palacio del Rio, San Antonio, TX USA
 - Spring 2014 (5 May – 8 May), Disney Contemporary Hotel, Orlando, FL USA

We are looking for future locations, so if you would like the IEEE Switchgear Committee to come to your city, please contact Larry Farr.

30. Adjourn.....Ken Edwards
At 11:23 AM T. Burse moved we adjourn. S. Meiners seconded. The voice vote was unanimously in favor.

Respectfully submitted by:

Russell (Bill) Long, Acting Secretary