

AdsCom Report on Working Group P2969

Work continues on the document. It is at Draft 8. There was a face-to-face meeting at the PCIC in September. The minutes of that meeting are attached to this report below.

The working group will have its 5th virtual meeting on 21 October at 9 AM. Contact Shelly DeGrate Shelly.DeGrate@powellind.com if you would like an invitation to attend as a guest.

Respectfully submitted;

Michael Wactor
Switchgear Standards Coordinator

IEEE P2969 Working Group
In-Person and Virtual Meeting Minutes – Final
San Antonio, Texas
Sept 11, 2021 – 1:00 pm ET
On-line/Virtual Meeting Chaired by: Peter Baen
Meeting Minutes Recorded by: Shelly DeGrate

1) Call to Order

The meeting was called to order at 1:00 pm ET by the Working Group Chair, Peter Baen. Chair Baen we took a moment to reflect on the 20th anniversary of the 9/11 tragedy. Appreciation was given for those in attendance and the Marriott “Commitment to Clean” policy and its governing our PCIC Conference was discussed.

2) Roll Call and Disclosure of Affiliation

A verbal roll call was held for those members and guests present, introducing themselves with their company affiliation. All others were captured online via the MS Teams reporting.

3) Patent and Copy write Disclosures

IEEE’s Pat Roder was asked for a synopsis of the IEEE patent and copyright policies surrounding Standards work. The IEEE patent policy is present to ensure the early identification of any patent holder of potential essential patent claims. So if any are

a holder of a potentially essential patent(s) or aware of patent(s) considered essential to the development or implementation to this standard, they should speak up to alert the WG Chair and/or send an email to the address listed in the patent slides: <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

The IEEE copyright policy's main objective is to ensure we are not including any previously published material in the standard which could require written permission by the owners of the material. For any Copyright questions, please reference the following:

<https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx>

The Chair invited everyone to speak up regarding any patent or copyright concerns. No one expressed concern during this meeting nor any meetings to date. These important slides will be displayed at the beginning of each meeting moving forward.

4) Status of the IEEE P2969 Chapters Drafts

Chair Baen walked through the setup of the Dropbox files and asked that each file be uploaded by subsection, if appropriate, which will allow for an easier weaving of the draft into one document soon. No one voiced any issues with using/viewing the Dropbox platform.

The Chair asked that the current Table of Contents be brought up and was displayed from within the General Information Dropbox for all to view. Changes had been made earlier and it will continue to be refined as required. Current version is Revision 8, and everyone has access to view. Working Group officers have edit rights to the Table of Contents and the other documents in the "GI" (General Information) Dropbox folder. Another link is to be sent the entire membership to ensure access to view.

Everyone assigned a chapter/section will have view access to their file folders, but only the leader will have edit rights. All other team members can comment as required. As established earlier, a single person is to lead and encourage participation and cooperation with others. That person will be the point of contact for that section and confirm the consensus before that chapter is considered an adequate draft.

We are still seeking leaders for some of the chapters/sections. The Leaders for each group were re-identified and/or an interim was assigned in most cases.

Intro, Forward and Sections 1-3: Mr. Chet Sandberg is now a member of our Working Group and is joining Peter Baen in an initial draft of this. As with every other Chapter/Section and Appendix/Annex, this will have its own DropBox Folder when the initial draft is uploaded.

Section 4: Mr. John Kay and Mr. Tony Holliday serve as Co-leaders on this section/Chapter. The purpose of this section is not to discredit nor disqualify thermographic cameras, but rather validate the benefits of increased component visibility and continuous data availability. First draft is done without a lot of input from others in the group and will be uploaded soon. (They're both looking for additional support in these areas.)

Section 5: Mr. Santosh Reddy is the leader here, but he was unable to attend the meeting online or in-person. Jeff Andle spoke to the progress of this section from his office in Belize and indicated the draft which was uploaded to Dropbox appears to be the current draft and is available for review, but not as the text to make up Chapter 5.

Section 6: Mr. Martin Kronz has been named the leader. Good progress was made and feels he has a quorum for their working draft. The draft includes numerous subsections and illustrations for this chapter. Paul Barnhardt (UL) appreciates the invitation to participate with this subgroup. This section would benefit from his participation for new installations with certifications vs. field retrofits potentially requiring consideration for approvals, etc.

Section 7: Team meetings have been well attended. Marcelo Valdes is the "acting" leader for this section and appreciates Paul Sullivan taking notes at their meetings to date. Drafts were uploaded by Mr. Eldridge, and they were awaiting additional content and planned to hold a meeting the week after PCIC. Hopeful they'll have a cohesive draft uploaded by the end of the month and the DropBox File Folder for this Section prior to that time. *Please ensure what is updated into Dropbox is a consensus draft

Section 8: There has been no draft initiated for this section. Jay Ganson had offered to participate and be the leader, however, due to corporate demands he is unable to participate. Tom Malone has volunteered to lead this section now. Mr. Marcelo Valdes had been the "acting" leader and suggested replacing this section with "Recommended Retrofits" content to other sections where appropriate. Hopeful they'll have a cohesive draft uploaded soon with a DropBox File Folder for Section 8 prior to that time.

Section 9: Mr. Jeff Andle is the leader and Mr. Steven Quinn is drafting a section on the "frequency of maintenance". Mr. Derrick Robey agreed to write on "recalibration and certification" and Mr. Chris French on "warranties." Complete draft to be uploaded as soon as possible.

5) Status of the IEEE P2969 Appendices Drafts

On many standards, the content of the Appendices is typically "Informative" unless inclusive of "Normative" content. Brief discussion on having our having Appendices a "Normative" part of the final written standard.

Annex A (Ad/Dis of CTM's): Mr. Matt Hussey is the leader and shared that a good working draft has been uploaded.

Annex B (IR Window (informative)): Mr. John Kay is the leader here. Tony Holliday will serve as backup.

Annex C (Installation Checklist): Mr. Steve Quinn has been newly named the leader with Mr. John Kay is the backup. A draft and will upload a draft as soon as possible.

Annex D (Product Design Verification): Mr. John Webb has been named leader but was not on the call to deliver an update. Mr. Jeff Andle uploaded a new draft on the day of this meeting.

Annex E (Maintenance & Logs): Mr. Harsh Karandikar has removed his name as leader and is in hopes an end-user will take the lead.

Annex F (Thermodynamics): Mr. Harsh Karandikar has been named leader.

6) Status of the IEEE P2969 Bibliography is a work in progress, and everyone is free to upload into Annex G to build the bibliography.

7) The Chair opened the floor to questions:

- a. Paul Sullivan does not see the GI folder. Link will be resent to entire group.
- b. Marcelo Valdez – As a Guide, much of this work will be informative.
- c. M. Lee Perry – Do we have a section that covers where to install sensors? Section 5 and Appendix C should address the question: "Is there an Appendix or somewhere we discuss how to document where the sensors are located"? Baen indicated content is presented in Annex C "Checklist for Installation Requirements..." Mr. Paul Sullivan stated we should have a Documentation section to address this. Mr. Steven Quinn states it is also addressed in Annex A.

8) Future Working Group Meetings

- WG Virtual Meeting #5 - **Thursday, October 21, 2021, 9am-11am CST.**
- WG Virtual Meeting #6 - (tentative) Thursday, December 16, 2021 9am-11am CST
- WG In-Person/Virtual Meeting #7 in Denver Winter Meeting (Jan 29-31)

Adjournment