IEEE-SA Standards Board Standards Review Committee (RevCom) Meeting Minutes
28 March 2012
9:00 a.m. – 2:00 p.m. ET
Piscataway, NJ, USA

Members Present	**Guests**	**Staff**
Satish Aggarwal	Wael Diab	Julie Alessi
William Bartley	Robert Fish	William Ash
Ted Burse	Richard Hulett	Kathryn Bennett
Clint Chaplin	Yuri Khersonsky	Catherine Berger
Jean Philippe Faure	Joseph Koepfinger	Christina Boyce
Alex Gelman	Claire Topp [legal counsel]	Kim Breitfelder
Gary Hoffman		Matt Ceglia
Paul Houzé		Karen Evangelista, Administrator
Bruce Kraemer		Patricia Gerdon
David Law, Chair		Krista Gluchoski
William Moncrief		Jodi Haasz
Gary Robinson		Mary Ellen Hanntz
Phil Winston		Navjit Kaur
Howard Wolfman		Brenda Mancuso
		Gregory Marchini
		Don Messina
Members Absent		Jeff Pane
Masayuki Ariyoshi		Moira Patterson
		David Ringle
		Anasthasie Sainvilus
		Erin Spiewak
		Michelle Turner

1   CALL TO ORDER

Chair Law called the meeting to order at 9:00 a.m. There was a round of introductions by all present.

2   REVIEW AND APPROVAL OF AGENDA

New Business items were added to the agenda under RevCom Automation including Same File Name for .csv Files and Personalized Review Status. There was a motion to approve the agenda. **The motion was unanimously approved.**

3   APPROVAL OF THE 6 December 2011 MINUTES

There was a motion to approve the 6 December 2011 RevCom Minutes. **The motion was unanimously approved.**

4   ProCom LIAISON REPORT

William Bartley, ProCom member, delivered the report. *[Please see the ProCom meeting minutes for further information.]*

5   PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION
[All votes are unanimous unless noted otherwise.]

5.1   New

P45.7/Draft 0.3 (IAS/PCI) Recommended Practice for Electrical Installations on Shipboard - AC Switchboards

Recommendation: APPROVE

P269a/Draft 5.2 (COM/SDB) IEEE Standard Methods for Measuring Transmission Performance of Analog and Digital Telephone Sets, Handsets, and Headsets - Amendment 1

Recommendation: APPROVE

P802.1aq/Draft D4.6 (C/LM) IEEE Standard for Local and Metropolitan Area Networks: Bridges and Virtual Bridged Local Area Networks - Amendment 9: Shortest Path Bridging

Recommendation: APPROVE

P802.1AXbk/Draft D2.1 (C/LM) IEEE Standard for Local and Metropolitan Area Networks--Link Aggregation Amendment: Protocol Addressing

Recommendation: APPROVE

P802.11aa/Draft 9.0 (C/LM) IEEE Standard for Local and Metropolitan Area Networks - Specific Requirements - Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) Specifications - Amendment 2: MAC Enhancements for Robust 12 Audio Video Streaming

Recommendation: APPROVE [13=yes, 0=no, 1=abstain (Kraemer)]

P802.11ae/Draft 8.0 (C/LM) IEEE Standard for Information Technology - Telecommunications and Information Exchange Between Systems - Local and Metropolitan Area Networks - Specific Requirements - Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) Specifications; Amendment: Prioritization of Management Frames

Recommendation: APPROVE [13=yes, 0=no, 1=abstain (Kraemer)]

P802.15.4g/Draft 7 (C/LM) IEEE Standard for Local and Metropolitan Area Networks Part 15.4: Low Rate Wireless Personal Area Networks (LR-WPANs) Amendment: Physical Layer (PHY) Specifications for Low Data Rate Wireless Smart Metering Utility Networks

Recommendation: APPROVE

P802.21a/Draft D06 (C/LM) IEEE Standard for Local and Metropolitan Area Networks: Media Independent Handover Services - Amendment for Security Extensions to Media Independent Handover Services and Protocol

Recommendation: APPROVE

P802.21b/Draft D06 (C/LM) IEEE Standard for Media Independent Handover Services - Amendment: Handovers with Downlink Only Technologies

Recommendation: APPROVE

P1409/Draft 15 (PE/T&D) Guide for the Application of Power Electronics for Power Quality Improvement on Distribution Systems Rated 1 kV Through 38 kV

Recommendation: APPROVE [13=yes, 0=no, 1=abstain (Moncrief)]

P1484.13.1/Draft 3 (C/LT) Standard for Learning Technology - Conceptual Model for Resource Aggregation for Learning, Education, and Training

Recommendation: APPROVE

P1703/Draft D8 (SASB/SCC31) Standard for Local Area Network/Wide Area Network (LAN/WAN) Node Communication Protocol to Complement the Utility Industry End Device Data Tables

Recommendation: APPROVE

P1718/Draft 6 (PE/IC) Guide for Temperature Monitoring of Cable Systems

Recommendation: APPROVE

P24748-2/Draft 1 (C/S2ESC) IEEE Guide - Adoption of ISO/IEC TR 24748-2011, Systems and Software Engineering - Life Cycle Management - Part 2: Guide to the Application of ISO/IEC 15288 (System life cycle processes)

Recommendation: APPROVE

P24748-3/Draft 1 (C/S2ESC) IEEE Guide - Adoption of ISO/IEC 24748-3:2011, Systems and Software Engineering - Life Cycle Management - Part 3: Guide to the Application of ISO/IEC 12207 (Software life cycle processes)

Recommendation: APPROVE

P24774/Draft 1 (C/S2ESC) IEEE Guide - Adoption of ISO/IEC TR 24774, Systems and Software Engineering - Life Cycle Management - Guidelines for Process Description

Recommendation: APPROVE

5.2   Revision

P367/Draft 9 (PE/PSC) Recommended Practice for Determining the Electric Power Station Ground Potential Rise and Induced Voltage from a Power Fault

Recommendation: APPROVE

P400/Draft 16 (PE/IC) Guide for Field Testing and Evaluation of the Insulation of Shielded Power Cable Systems Rated 5 kV and Above

Recommendation: APPROVE [13=yes, 0=no, 1=abstain (Bartley)]

P404/Draft k (PE/IC) Standard for Extruded and Laminated Dielectric Shielded Cable Joints Rated 2.5 kV to 500 kV

Recommendation: APPROVE

P1012/Draft P1012D2.0 (C/S2ESC) Standard for System and Software Verification and Validation

Recommendation: APPROVE [13=yes, 0=no, 1=abstain (Kraemer)]

P1095/Draft 10 (PE/ED&PG) Guide for the Installation of Vertical Generators and Generator/Motors for Hydroelectric Applications

Recommendation: APPROVE

P1310/Draft 4 (PE/EM) Recommended Practice for Thermal Cycle Testing of Form-Wound Stator Bars and Coils for Large Rotating Machines

Recommendation: APPROVE

P1491/Draft D9 (PE/SB) Guide for Selection and Use of Battery Monitoring Equipment in Stationary Applications

Recommendation: Conditionally approve

There was a motion to conditionally approve P1491 conditional upon the SASB approval of the Modified PAR.

PC57.131/Draft 1.8 (PE/TR) Standard Requirements for Tap Changers

Recommendation: APPROVE

5.3   Reaffirmation

Since a number of submittals had received no comments, there was a motion to approve 762-2006, 1147-2005, C37.109-2006, C37.231-2006 and C57.13.1-2006. **The motion was approved unanimously.**

334-2006 (PE/NPE) IEEE Standard for Qualifying Continuous Duty Class 1E Motors for Nuclear Power Generating Stations

Recommendation: APPROVE

762-2006 (PE/PSACE) IEEE Standard Definitions for Use in Reporting Electric Generating Unit Reliability, Availability, and Productivity

Recommendation: APPROVE

1070-2006 (PE/T&D) IEEE Guide for the Design and Testing of Transmission Modular Restoration Structure Components

Recommendation: APPROVE [13=yes, 1=no (Hoffman), 0=abstain]

1147-2005 (PE/ED&PG) IEEE Guide for the Rehabilitation of Hydroelectric Power Plants

Recommendation: APPROVE

1240-2000 (R2006) (PE/SUB) IEEE Guide for the Evaluation of the Reliability of HVDC Converter Stations

Recommendation: APPROVE

C37.90.3-2001 (R2006) (PE/PSR) IEEE Standard Electrostatic Discharge Tests for Protective Relays

Recommendation: APPROVE

C37.109-2006 (PE/PSR) IEEE Guide for the Protection of Shunt Reactors

Recommendation: APPROVE

C37.231-2006 (PE/PSR) IEEE Recommended Practice for Microprocessor-Based Protection Equipment Firmware Control

Recommendation: APPROVE

C57.13.1-2006 (PE/PSR) IEEE Guide for Field Testing of Relaying Current Transformers

Recommendation: APPROVE

6   EARLY CONSIDERATION PROCESS

Chair Law stated that the next Early Consideration teleconference would be held on Wednesday, 2 May 2012, 10:00 a.m. to Noon ET. The deadline for submittals was 31 March 2012.

7   OLD BUSINESS

7.1   Action Item Review

Action Item		Status	Update
Chair Law to give Clint Chaplin's name to Sue Vogel to work with her on developing a solution regarding sponsor affiliation.		Sue is no longer handling this. This project is with the TPD group and they are aware of Clint's interest.	TPD staff will incorporate information on the affiliation process in the slides shown at Sponsor meetings. The slides will be made available to the Sponsors and will include a link to the affiliation FAQ.
Chair Law to put a ticket in to update the headings on the ballot spreadsheet and the website.		Ticket was submitted.	In process.
Clint Chaplin to find the previous list of definitions that was discussed in a prior RevCom meeting and circulate that list to RevCom members.		List of terms was found and circulated to RevCom.	A list of terms is being considered at ProCon and they are aware of Clint's interest.

7.2   Guidelines for Providing Comment Resolution to Balloters Ad Hoc - Kraemer

Bruce Kraemer reported on the ad hoc's discussion about the draft for the Guidelines for Providing Comment Resolution to Balloters. The ad hoc was formed after discussion on the responses Sponsors were giving to balloters and how this could impede a project from being approved by RevCom.

RevCom members reviewed the most recent draft of the Guidelines for Providing Comment Resolution to Balloters. RevCom members voted to approve the guidelines with the understanding that this is a living document that will be reviewed and edited on an ongoing basis.

AI: Karen Evangelista to have staff post Guidelines to RevCom Guidelines and Conventions web page and in myBallot.

7.3   Comments in Attached Files Ad Hoc - Chaplin

It is expected that the Ad Hoc will provide an update to RevCom in June.

8   NEW BUSINESS

8.1   RevCom Conventions

This was an information item. The RevCom Conventions have been updated to reflect the changes in the maintenance process for standards and the elimination of the Match Rule.

8.2   RevCom Automation in myProject

8.2.1 RevCom Automation Update – Marchini

Greg Marchini gave a presentation on the issues and enhancements with the RevCom automation in myProject. A list of issues that have been completed and those that are in process of being programmed was shown. The process of reporting any new issues or requests for enhancements was also outlined.

8.2.2 RevCom Automation – File Naming

Gary Hoffman discussed the issue with the related documents section for each submission. He proposed a different way of organizing the files and/or having the sponsors use a naming convention when they upload the documents to myBallot.

AI: Karen Evangelista to put a ticket in to make the list of related documents display like the linked agenda.

8.2.3 Same File Name for .csv Files

When the linked agenda is downloaded, all the .csv files have the same name and so cannot be opened at the same time.

AI: Karen Evangelista to put a ticket in to have the .csv file names different for each project and recirculation.

8.2.4 Personalized Review Status

When a RevCom member is reviewing the projects, there is no way to identify which ones have already been looked at. The only way to differentiate is to go into each submission details screen separately and then only if a preliminary vote or comment was entered will the RevCom member be able to tell.

AI: Karen Evangelista to discuss with Greg Marchini and come up with a screen or solution that will show which projects a RevCom member has reviewed.

9   NEXT MEETING

The next RevCom meeting will be 7 June 2012, in Beijing, PRC. The submittal deadline for this meeting is 27 April 2012.

10   ADJOURNMENT

There being no further business, the meeting was adjourned at 1:50 p.m. ET.