

NPEC SC-4 Working Group 4.6
Meeting Minutes October 27, 2010
WebEx Meeting

1. Vice Chairman, David Glady, called the meeting to order at 12:30PM EDT.
2. Attendance (■ - present, A - absent, S – absent with substitute)

Members

A	Attarian, George
■	Bowman, Mark
A	Carruth, Bob
A	Colaianne, Paul
■	Disosway, John
A	Fleischer, Ken
■	Gladey, David
A	Hara, Kali
A	Heacock, Evan

■	Leake, Harvey
A	Mallanda, John
A	Miller, Ken
A	Reimers, Gregg
S	Sehi, David
A	Simon, Shawn
■	Sims, Tom
■	Tucker, Mike
■	Womack, Tamatha

Corresponding Members

A	Baxter, Farouk
A	Bysfield, Alan
A	Nicely, Jerry

Guests

	Gardes, Brian

3. Action item status
 - Action items through 10-1 and 10-12 through 10-16 were complete.
 - Items 10-18 through 10-20 were added.
4. Specific items discussed related to revision to Draft 3 of the P1792.
 - a. No comments
 - b. Minor editorial comments already received have been incorporated into Draft 4 which is expected to be the final draft
5. The WG WebEx scheduled for 11/17 will be cancelled.
6. Next WG meeting will be held in conjunction with the SC-4 11-01 meeting.
7. Meeting adjourned at 12:50PM EDT.

Action items

Item #	Assigned to	Action	Due	Status
10-1	Attarian Bowman Sehi	Determine how to alter the PAR to match the current Draft D1 Purpose and Scope with IEEE and revise PAR as needed 9/14/10 – confirmed that we have the correct language in the PAR, David is having some difficulty with submittal but this will be done by Sept 24 th .	9/24/10	7/29/10 provided to Paul Yanosy Complete 9/22/10
10-2	Attarian	Discuss item 10-1 with NPEC AdCom to determine how to modify for NPEC	7/21/2010	Complete 7/28/10 email
10-3	Simon	Form a subteam to look into Clause 4 - refocus on "recommended practices", team was identified to be Bowman, Womack, Reimers, Simon, Tucker, Colaianni, Mallanda, Hara and will meet at 7PM 7/19/2010 to resolve, provide markup to Womack	8/20/2010	Complete 7/20/10
10-4	Simon	Clause 6 – Operations - propose revised text to focus on a principle audience of plant design engineers and summarize with recommended practices focused towards Operations, provide markup to Womack	8/20/2010	Complete 7/20/10
10-5	Simon	Clause 7 – Maintenance - propose revised text to focus on a principle audience of plant design engineers and summarize with recommended practices focused towards Maintenance, provide markup to Womack	8/20/2010	Complete 7/20/10
10-6	All	Provide any comments on existing text (except for clauses 4,6 & 7) to Mark or Tamatha by the end of the NPEC SC-4 10-02 meeting	7/20/2010	Complete
10-7	Bowman & Womack / Gladey	Produce a revise draft with all of action items 10-3, 4, 5 & 6 input and Dave will distribute to working group	9/7/2010	Complete 9/7/2010 email
10-8	Attarian	Provide a set of milestone events and dates to complete for submittal for preview by NPEC at 11-01	9/7/2010	Complete 7/29/10 email
10-9	Sehi	Set up three WebEx meetings to review final drafts Sept. 14 th 12:30 – 3:00 eastern Oct. 13 th 12:30 – 3:00 eastern Nov. 17 th 12:30 – 3:00 eastern	ASAP	Complete 7/20/10
10-10	Gladey	Send 9-14-10 Draft 2 mark-up from WebEx to Mark Bowman		Complete 9/14/10

10-11	Attarian	Contact NPEC and obtain the correct listing of names for “participants” Bowman will add WG and SC-4 membership Aggarwal will provide a list of NPEC members the first week of January	10/13/10 1/10/11	Complete 9/21/10
10-12	Attarian	Contact NPEC AdCom and inform that a preview for 1792 is expected 11-01		Complete
10-13	All	Provide any written comments on Draft 2 to Mark Bowman	9/24/10	Complete
10-14	Bowman / Gladey	Send out Draft 3 for WG review	10/7/10	Complete 10/14/10
10-15	Sehi	Set up WebEx for 10/13 at 12:30 Eastern	10/6/10	Complete changed to 27th
10-16	All	Review Draft 3 and be prepared to comment in Oct 13 th WebEx	10/13/10	Complete
10-17	Attarian	Plan for revision to IEEE 765 to remove Annexes	After 1 st ballot of 1792 is returned	
10-18	Bowman / Gladey	Send out Draft 4 to working group and all of SC-4	11/5/10	
10-19	Glady	Try to obtain NPEC names for document – see item 10-11	ASAP	
10-20	Attarian	Send Draft to NPEC prior to preview	11/15/10	