

NPEC SC-4 Working Group 4.6
Laguna Cliffs, CA
Meeting Minutes July 25, 2011

1. Chairman, George Attarian, called the meeting to order at 1:30PM PDT.
2. Attendance (■ - present, A - absent, S - absent with substitute)
 - a. New members were added 7/25/11 – Roy Lyon, Ijaz Ahmald

Members

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

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

Corresponding Members

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

■	Mindick, Bill

Guests

■	Johnson, Wayne
■	Thakur, Sudhir
■	Snider, Bill
■	Mathew, Roy

■	Ryul, Bok
■	Chang, Kyle
■	Wenzinger, Ed

3. Action item status
 - Items 10-19, 10-21 and 10-22 were complete prior to meeting.
 - 10-17 completed during meeting.
 - Added action items 10-23 and 10-31.
4. Specific items related to P1792.
 - a. George expressed the appreciation of the WG for the efforts of Tammy Womack and Mark Bowman in cleaning up and preparing the document for balloting.

- b. Successful ballot on first pass – statistics
 - 1. Balanced ballot pool of 87
 - User 43%, General 37%, Gov't 13%, Others 7%
 - 2. Response rate 89% (77 of 87) $\geq 75\%$
 - 3. Approval rate 96% (72 of 75) $\geq 75\%$
 - c. Ballot was above 75% approval so the recommended practice needs to proceed forward to publication.
 - d. We must respond to negative comments and provide a recirculation ballot. Negative comments were organized based on general categories for discussion.
 - e. WG reviewed the 13 negative vote comments and proposed responses in a detailed spreadsheet in the format provided by IEEE.
 - 1. WG elected to agree in principle and retain some comments to hold for next revision of the document.
 - 2. WG suggested some comments be covered as “editorial changes” by standards editor.
 - 3. WG reviewed comments to be provided to all “negative” balloters.
 - 4. A motion was made by David Glady to accept disposition of comments and seconded by John Disosway. A voice vote was called and passed unanimously.
 - f. A motion was made to proceed to recirculation ballot by Mark Bowman and seconded by Ken Miller. A voice vote was called and passed unanimously. The document will now proceed to the recirculation process.
 - g. Consideration of a PAR for 1792 was proposed to review and consider all ballot comments and potential revision after the Spring of 2012.
5. Specific items related to IEEE 765 revision.
- a. There were no comments from P1792 balloting resulting in technical changes for consideration in 765.
 - b. Mark and Tammy have agreed to mark up 765 and provide to George for circulation by 9/30 and prepare for SC-4 and NPEC preview.
 - 1. Plan to take to NPEC 12-01
 - 2. Ballot in early 2012
 - 3. Current Par in effect until end of 2012
6. An IEEE 765 Interpretation was requested after the 11-01 WG meeting. There was a significant delay in the receipt of the interpretation by IEEE and the request being delivered to the WG.
- a. George discussed the issue with the Interpretation requestor.
 - b. Harvey Leake provided a response for the WG to consider.
 - c. George will discuss the disposition of the Interpretation given the current IEEE standards rules.

7. Next WG meeting will be held in conjunction with the SC-4 12-01 meeting if the need is determined by George Attarian.
8. Meeting adjourned at 3:00 PM PDT.

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	7/26/2011 See 10-25
10-18	Bowman / Gladey	Send out Draft 4 to working group and SC-4	11/5/10	Complete
10-19	Gladey	Try to obtain NPEC names for document – see item 10-11	ASAP	Complete
10-20	Attarian	Send Draft to NPEC prior to preview	11/15/10	Complete
10-21	Attarian/ Bowman	George to assign ballot pool rights to Mark Bowman, Mark to set up ballot pool.	3/15/11	Complete
10-22	Sehi	Plan a WebEx meeting for May 19 at 13:20 EDT.	4/1/11	Cancelled Meeting was not required
10-23	Bowman	Proceed to recirculation ballot with 1792	ASAP	
10-24	Womack to Sehi	Provide ballot comment spreadsheet and summary presentation to post on WG site	9/1/11	Complete 8/4/11
10-25	Bowman/ Womack	Prepare a mark-up of 765 for revision and provide to Attarian	9/15/11	
10-26	Attarian and all members	Email circulation of 765 revision	9/30/11 responses by 10/15/11	
10-27	Attarian to Sehi	Provide Interpretation and how to dispose depending on AdCom to post on WG website	9/1/11	
10-28	Attarian	Determine if a meeting is needed at 12-01	12/1/11	
10-29	Attarian	Schedule and Preview of 765 at 12-01	1/30/12	
10-30	Sims to Sehi	Update WG membership list with officers named for website	9/1/11	Complete 8/4/11

10-31	Attarian	Determine if a PAR to consider non-negative comments to 1792 for future revision	Spring 2012	