

**IEEE POWER ENGINEERING SOCIETY  
NUCLEAR POWER ENGINEERING COMMITTEE**

**ORGANIZATION  
AND  
PROCEDURES MANUAL**

**July, 2003**

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References

1. Technical Council O&P Manual  
(<http://www.ieee.org/organizations/society/power/subpages/committees/>)
2. IEEE-SA Standards Board Operations Manual  
(<http://standards.ieee.org/guides/opman/index>)
3. IEEE Project Authorization Request  
(<http://standards.ieee.org/resources/development/initiate/submit>)
4. IEEE Standards Style Manual (<http://standards.ieee.org/guides/style/index>)
5. ANSI Project Initiation Notification System (PINS) Input Form Supplement  
([http://web.ansi.org/public/library/ans\\_forms/pins.doc](http://web.ansi.org/public/library/ans_forms/pins.doc))
6. IEEE Meetings Organization Manual ([http://www.ieee.org//portal/cms\\_docs/conferences/MOM/TableCnt.pdf](http://www.ieee.org//portal/cms_docs/conferences/MOM/TableCnt.pdf))
7. IEEE Standards Companion (<http://standards.ieee.org/guides/companion/index.html>)
8. IEEE Standards Development Online  
(<http://standards.ieee.org/resources/development/index>)

## List of Abbreviations and Acronyms

ANS	American Nuclear Society
ANSI	American National Standards Institute
ANSI/NSB	American National Standards Institute/Nuclear Standards Board
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
DOE	Department of Energy
EPRI	Electric Power Research Institute
HFS	Human Factors Society (of IEEE)
IEEE	Institute of Electrical and Electronic Engineers
INPO	Institute of Nuclear Power Operations
ISA	Instrument Society of America
NEI	Nuclear Energy Institute
NESCOM	<u>NE</u> w <u>S</u> tandards <u>CO</u> Mmittee (of IEEE Standards Board)
NIRMA	Nuclear Information and Records Management Association
NPEC	Nuclear Power Engineering Committee (of PES)
NUREG	<u>NU</u> clear <u>REG</u> ulatory (Report)
O&P	Organization and Procedures Manual
PAR	Project Authorization Request
PES	Power Engineering Society (of IEEE)
PINS	<u>P</u> roject <u>I</u> nitiative <u>N</u> otification <u>S</u> ystem (of ANSI)
REVCOM	<u>RE</u> view <u>CO</u> Mmittee (of IEEE Standards Board)
SA	Standards Association (of IEEE)
SC	Subcommittee (of NPEC)
SCC	Standards Coordinating Committee (of PES)
SDO	<u>S</u> tandards <u>D</u> eveloping <u>O</u> rganizations (of ANSI)
TC	Technical Council (of PES)
USNRC	United States Nuclear Regulatory Commission
WG	Working Group (of NPEC)

## **Introduction**

The Nuclear Power Engineering Committee is one of the national Technical Committees in the Power Engineering Society (PES) of IEEE. Its scope covers all nuclear power related technical and standards-writing activities within the IEEE. NPEC's principal subcommittees cover Equipment Qualification; Operating, Aging, Maintenance and Testing; Auxiliary Power; Human Factors, Control Facilities and Reliability; and Safety Related Systems.

NPEC is generally responsible for:

- a. Participating in and supporting goals and activities of the IEEE Power Engineering Society.
- b. Sponsorship of about 35 IEEE nuclear power plant standards
- c. Preparation of IEEE coordinated responses to USNRC draft regulatory guides, rule making documents and NUREG documents released for public comment
- d. Liaison between IEEE and ANSI, ASME, ANS, ASTM and ISA in all nuclear power plant matters
- e. U.S. management responsibility for all equipment qualification standards (by ANSI direction)
- f. U.S. management responsibility for national consensus on all nuclear power plant standards in the electrical and electronic area
- g. U.S. responsibility for human factors standards within the nuclear power industry
- h. U.S. responsibility for nuclear power plant computer standards.

PES goals currently include activities directed towards changing the "perception" of power engineering, improving the image of the power industry, closing the Industry/University communication gap, gaining utility management support for Society activities and improving and upgrading chapter communications.

NPEC's established policy is to improve, clarify, update and provide application guidance on the standards already produced and when appropriate, to produce new standards. NPEC is also emphasizing operational issues rather than design and construction because of the growing need in this area. The principal NPEC standards activity today is to clarify and reissue existing standards and to provide application guidance through established technical meeting sessions.

Currently, many technical organizations are involved in the issues in which NPEC has an interest. In order to avoid conflicts, overlapping efforts and inefficient use of resources, NPEC has established liaison efforts with these organizations. Outside of IEEE, there are liaisons established with ANS, ASME, ISA, HFS (Human Factors Society), EPRI, INPO, NEI, NIRMA, DOE and USNRC. Within IEEE, there are liaisons established with the Computer Society, the

Nuclear Plasma Sciences Society, and the Reliability Society. Within the Power Engineering Society, there are liaisons established with several of the other Technical Committees.

The Technical Council Operations and Procedures Manual (Reference 1) which covers primarily administrative matters govern the PES Technical Committees.

The orderly transaction of business for NPEC is controlled by a number of documents. These documents and their "Order of Precedence" are listed in the Technical Council Organization and Procedures.

IEEE Standards Preparation is at the direction of the IEEE-SA Standards Board and outlined in the IEEE-SA Standards Board Manual (Reference 2).

The procedures given herein are intended to supplement the above two reference procedures as they relate to the operation of NPEC. Responsibility for their interpretation rests with the NPEC Chair. It is recognized that the procedures are not always appropriate and that in special situations, their strict application may prove cumbersome. The NPEC Chair may, therefore, authorize exceptions on an ad hoc basis.

Approved by SC-1 (Meeting/Date): A03-02/07-29-03

## **Section 1.0 Scope of Main Committee and Subcommittees**

### NPEC Practice

Utilize scopes as approved by the Technical Council.

### Discussion

Approved Scopes are given in the IEEE Power Engineering Society Organization and Committee Directory (revised yearly). Changes to Scopes must be submitted to and approved by the PES Technical Council.

### Nuclear Power Engineering Committee (NPEC)

Scope: Treatment of matters relating to the electrical aspects of nuclear engineering including the advancement of standards, research, development, and the advancement of nuclear engineering with students and educational institutions.

Included in the treatment of standards are the sponsorship and development of basic criteria for integrated nuclear systems and the coordination of (1) the approvals, (2) scopes, and (3) development of system and equipment standards.

Matters relating to the development of standards for individual equipment or system designs applied to Nuclear Technology may be covered jointly with certain other technical committees such as Switchgear, Energy Development and Power Generation, etc., or may be generated exclusively by the technical committee.

Maintain close liaison with other technical societies, groups, agencies and associations concerned with Nuclear Technology and utilize their services when deemed appropriate. Included in these liaison activities is the prominent lead responsibility for (1) the development of Power Engineering Society responses to requests for comments on Governmental Regulatory Guides and other nuclear technology documents and (2) the coordination of matters relating to reliability, human factors, accreditation and similar subjects for nuclear facilities.

### Administrative Subcommittee (AdCom) (SC1)

Scope: Administration, integration and change of the policies, procedures and general affairs of the main committee. Included are selection of location, date and operational plan of committee meetings, organization and scopes of the main committee and sub-committees, coordination of sub-committee activities, recommendation of candidate members for the main committee and sub-committee, planning for standards administration and technical sessions for general meetings, and approval of standard project authorization requests for forwarding to the Standards Board NESCOM and initiation of position paper activities. It will consist of the committee Chair, immediate past Chair, other committee officers and appointees, sub-committee Chairs and ad-hoc committee Chairs.

### Qualifications Subcommittee (SC-2)

Scope: Treatment of all matters relating to the qualifications of safety-related systems and equipment in nuclear power generating stations. Included is the development of qualification requirements and methods for nuclear power plant applications, the coordination of nuclear standards, the sponsorship of technical sessions, the preparation of technical papers, the dissemination of information to the industry of new developments and the advancement of nuclear engineering with students and educational institutions.

#### Operating, Aging, Maintenance, Testing Subcommittee (SC-3)

Scope: Treatment of all matters relating to the operation, aging, maintenance, and testing of safety-related systems and equipment in nuclear power generating stations. Included is the development of system requirements and methods for monitoring, maintaining, and testing of safety-related equipment during construction, plant startup and operation, the coordination of nuclear standards, the sponsorship of technical sessions, the preparation of technical papers, the dissemination of information to the industry on new developments and the advancement of nuclear engineering with students and educational institutions.

Treatment of all matters relating to quality assurance with respect to safety-related electrical systems and equipment in nuclear facilities. Included are instrumentation, control, auxiliary power and equipment such as motors and electrically-powered actuators, responsibility for the coordination of nuclear standards, the sponsorship of technical sessions, and the dissemination of information to the industry on new developments and the advancement of nuclear engineering with students and educational institutions.

#### Auxiliary Power Subcommittee (SC-4)

Scope: Treatment of all matters relating to the electric systems that provide power to the safety-related equipment and systems in nuclear power generating stations. Included is the development of these systems, development of examples of preferred design, the application, evaluation and testing of these power systems, the coordination of nuclear standards, the sponsorship of technical sessions, the preparation of technical papers, the dissemination of information to the industry on new developments and the advancement of nuclear engineering with students and educational institutions.

#### Human Factors, Control Facilities and Reliability Subcommittee (SC-5)

Scope: Treatment of all matters relating to the application and analyses of the human factors of systems and equipment, and the development of control facilities criteria, for nuclear power generating stations. Included is the development of the application of human factors to systems, equipment and facility design, operation, and maintenance and testing; and the development of the methodologies of human factor data collection, modeling, model evaluation, and model validation.

Also included is the lead responsibility for coordination with other groups with respect to acquisition, evaluation and application of human factors data, control facilities criteria, the coordination of nuclear standards, the sponsorship of technical sessions and educational courses, the preparation of technical papers, the dissemination of information to the industry on

new developments and the advancement of nuclear engineering with students and educational organizations.

Treatment of all matters relating to the analysis of the reliability and availability of safety-related systems for nuclear power generating stations. Included is coordination with other groups with respect to the acquisition, evaluation and application of reliability data, the coordination of nuclear standards, the sponsorship of technical sessions, the preparation of technical papers, the dissemination of information to the industry on new developments and the advancement of nuclear engineering with students and educational institutions.

#### Safety-Related Systems Subcommittee (SC-6)

Scope: Treatment of all matters relating to safety-related systems engineering of the plant protection system, protective action system, reactor trip system, reactor protection system, engineering safety features, auxiliary supporting features, safety systems, post-accident monitoring display instrumentation, safe shutdown systems, and preventative interlocks. Included is the development of criteria, functional and design requirements from the systems aspect in standards for nuclear power generating stations. Also included is the coordination of nuclear standards, the sponsorship of technical sessions and educational courses, the preparation of technical papers, the dissemination of information to the industry on new developments, and the advancement of nuclear engineering with students and educational organizations.

Approved by SC-1 (Meeting/Date): A00-01/03-07-00

## **2.0 Organization**

### **Section 2.1 Membership**

#### NPEC Practice:

Membership on NPEC will be kept to a minimum level consistent with the number of persons deemed necessary to 1) adequately represent the interests of those involved in the nuclear power industry, including engineering, design, licensing, construction, operation, maintenance, manufacturing, regulation, research and development, and 2) provide sufficient manpower, technical breadth and experience for carrying on the committee's work.

#### Eligibility:

A member in good standing of both the IEEE Power Engineering Society and the Standards Association who is in a position to contribute to the work of the committee. Initial membership is based on having served for a minimum of one year on a subcommittee and recommendation by subcommittee Chairs. To be eligible for reappointment, a member during the preceding year must have demonstrated a continuing interest in and made tangible contributions to the work of the committee. (See Section 3.0 Responsibilities)

#### Discussion:

1. The NPEC membership shall be made up of officers, appointed members, liaison members, corresponding members, alternate members, and honorary members.
2. The officers of NPEC shall be Chair, Vice Chair and Secretary. The Standards Coordinator, Technical Sessions Coordinator and Awards Chair are appointees. The selection of officers shall be in accordance with Appendix A-6.
3. Sub-committee Chairs, Ad-Hoc Committee Chairs, official delegates to other organizations (both internal and external to IEEE) and persons accepting liaison responsibilities to other organizations shall generally be appointed members of NPEC.
4. IEEE and other organizations may be represented on NPEC by liaison members.
5. All members except honorary, corresponding and liaison members shall be voting members.
6. Appointment and reappointment to NPEC is on an annual basis.

#### Balance:

In the staffing of NPEC and its subgroups, besides considering the motivation and capability of the individual candidate, consideration must be given to the balance between broad industry interests.

NPEC members are classified as follows:

- U - Utility, User
- P - Producer, Manufacturer
- E - Engineering Firm
- C - Consultant
- G - General, Government, Laboratory, Retired, etc.

Volunteers:

NPEC policy is to try to utilize all qualified volunteers. Assignment should be made wherever possible to a suitable Task Group, Working Group, Subcommittee or Ad-Hoc Committee.

Approved by SC-1 (Meeting/Date): A03-02/07-29-03

## Section 2.2 NPEC Honorary Membership/Corresponding Membership

### Honorary Membership

#### NPEC Practice

1. NPEC Honorary Membership is offered to long-time active NPEC main committee members generally retiring from work.
2. NPEC Honorary members have no voting privileges.
3. NPEC Honorary Members are kept on mailing lists for meeting notices and minutes of meetings until or unless advised otherwise.

#### Discussion:

See list below for prior recipients.

#### Honorary Members (for Historical Purposes):

Owen K. Brown	1981
John C. Russ	1981
Clint Walker	1981
John Gardner	1983
Elmer Patterson	1983
Bill Rice	1985
Ivan Jacobs	1986
Howard Redgate	1986
Lou Test	1990
Sal Carfagno	2000

### Corresponding Membership

#### NPEC Practice

1. NPEC Corresponding Membership is offered to long-time active NPEC Main Committee members who due to current circumstances cannot regularly attend meetings.
2. NPEC Corresponding Members have no voting privileges.
3. NPEC Corresponding Members are maintained on distribution for mailings and minutes of meetings.
4. NPEC Corresponding Members are encouraged to participate in Sub-Committee and Working Group activities.

#### Discussion

The list of Corresponding Members shall be maintained current on the NPEC roster by the NPEC secretary.

Approved by SC-1 (Meeting/Date): A01-01/03-06-01

## **Section 2.3 Liaison Membership**

### NPEC Practice:

#### Membership

Liaison members assigned by other organizations that request liaison with NPEC shall be invited to be full voting NPEC members.

#### Reports

Liaison members shall deliver a liaison report at each NPEC meeting. The report should cover items of interest to NPEC including standards development, technical sessions and related papers.

#### Activities

Liaison members are generally expected to provide liaison to NPEC from the represented organization/function and from NPEC to the represented organization/function.

Approved by SC-1 (Meeting/Date): A00-01/03-07-00

## **Section 2.4 Meetings**

### NPEC Practice

#### Scheduled Meetings

NPEC meetings should be scheduled at least a year in advance. Each NPEC meeting shall be assigned a serial number (e.g., N00-1, N01-2). This number shall appear on all meeting documents (i.e., agenda, minutes, etc.).

The meeting notice (time and place) should be communicated to each NPEC member at least six weeks in advance of each meeting.

Request for items to be placed on the agenda should be brought to the attention of the Secretary. The meeting agenda, approved by the Chair, shall be mailed at least four weeks before the meeting. Items not on the scheduled agenda may be brought up during a meeting—but non-agenda items may not be moved/voted upon.

#### Conduct of Meetings

NPEC meetings will ordinarily be conducted by the Chair under Roberts Rules of Order or as authorized in these procedures.

During the conduct of NPEC business, ballots are taken for various activities. The requirements for these ballots shall comply with the requirements of the Technical Council Organization and Procedures Manual.

#### Quorum

50% of the voting members of NPEC (present in person or by alternate) shall constitute a quorum. Actions (requiring a majority (greater than 50%) vote of those present at the meeting) taken at a scheduled meeting lacking a quorum, may be subsequently validated through approval of the meeting minutes or through approval by special letter (hard copy or electronic) ballot. Such approvals shall require an affirmative majority vote of the eligible voting members.

#### Minutes

A permanent record of each meeting should be kept in the form of meeting minutes. The minutes shall be a true and complete record of all actions taken, reports made, discussions, assignments and other business coming before the meeting. All reports shall be given to the secretary in electronic media and should be included in the minutes. The minutes shall show who was in attendance at the time of important discussions and votes. Roll call votes shall be recorded by name unless the vote is unanimous. A listing of action item assignments shall be included. The minutes shall be communicated to all NPEC members and to Technical Council, preferably within the six weeks immediately following the meeting. They should be posted on the NPEC web site.

An item of business at the next meeting shall be the approval of the preceding meeting's minutes. The minutes as thus approved, with revisions, shall stand as the official record of the committee's operations.

Approval by SC-1 (Meeting/Date): A03-02/07-29-03

## **Section 2.5 Technical Sessions and Papers**

NPEC practice is to sponsor, arrange and participate in various technical sessions. These Technical sessions may be in conjunction with the IEEE Power Engineering Society General Power meetings, or other society technical meetings such as ISA and ANS. In addition, NPEC sponsors technical meetings associated with Nuclear Standards development and interpretation.

The NPEC Chair shall assign a Technical Sessions Coordinator to assist in preparation of quality technical sessions. The NPEC Technical Sessions Coordinator shall be a member of NPEC and AdCom. The NPEC Technical Sessions Coordinator is responsible for nominating outstanding technical papers for consideration in the NPEC Awards process, (See Section 2.6).

### **2.5.1 Technical Session Development**

Advanced planning is required to sponsor a good technical session. The preferred subject matter of the session should be determined at least a year ahead in order to use it for appropriate "Call for Papers," advertising or announcements, and allow sufficient time for preparation of papers, peer review, etc.

The Session Developer is assumed to be the Session Chairman for the purpose of this discussion. (If they are separate individuals the responsibility will need to be appropriately split). Responsibilities include:

1. Arranging for session papers and presentations.
2. Providing information as required for use in session notices programs (Title of Session, Names of Papers and Presenters, etc.).
3. Liaison with presenters as to schedules for submittals of drafts; time, date and place of session; visual aids, conduct of session, etc.
4. The Session Developer must provide information to presenters regarding the conduct of the Session. This information will be based on the requirements of Technical Meeting sponsors.

### **2.5.2 Technical Meeting Development**

When the IEEE is the lead sponsor, the technical meeting developer should work closely with the IEEE Conference Services Organization, and coordinate with the NPEC Chairman, to obtain approval from the Power Engineering Society and IEEE for the conference budget and request for advance funds. Detailed guidance is found in the IEEE Meetings Organization Manual (Ref. 6).

### **2.5.3 Technical Paper Review**

Technical Papers proper peer review is essential to quality technical papers. Publication of a technical paper is independent of presentation at a technical session. Papers presented at a technical session may be issued in the proceedings of the session without peer review.

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

## **Section 2.6 Honors and Awards**

NPEC practice is to pursue recognition and awards for our active, contributing members. The Officers, Administrative Committee, and Working Group Chairs continually seek out opportunities to provide deserving recognition for contributions to nuclear power standards development or for enhancing the objectives of the Committee.

### Discussion

Awards are available through the NPEC Awards Chair, the PES Technical Paper Awards Committee Chair, the PES Technical Council Awards Chair, and the IEEE Standards Association. The NPEC Awards Chair can facilitate the process. Additional information and application forms are available on the Internet, World Wide Web, IEEE.org; see the home pages for: the Standards Board; the Power Engineering Society; and the Nuclear Power Engineering Committee. The PES *Organization Manual and Committee Directory* is revised annually and posted at the Power Engineering Society website. The *Manual* lists the current names and addresses of the PES Technical Paper Awards Committee Chair and the Technical Council Awards Chair.

### Section 2.6.1 - Certificates

#### **NPEC Certificate of Appreciation**

NPEC Certificates of Appreciation are available any time for recognition of deserving activities. Requests for certificates should be sent to the NPEC Awards Chair. The request should include the name, the wording for the award, and the mailing address. The NPEC Chair approves and signs the certificate. Certificates can be presented at a meeting or mailed directly to the recipient. A sample Certificate and application form is included in Appendix A-1.

#### **PES Certificate of Appreciation**

PES Certificates of appreciation are available any time. The NPEC Awards Chair can facilitate the process. Requests for certificates should be sent to the PES Technical Paper Awards Committee Chair. The request should include the name, the wording for the award and the mailing address. The certificates include the PES logo and can be signed by the PES President. See Appendix A-2.

### Section 2.6.2 - Standards Association

Two awards are available through the IEEE Standards Association (SA):

#### **Working Group Chair Award**

This award is issued automatically upon publication of a new standard and consists of a laminated wooden plaque displaying the cover of the standard and the name of the WG chair.

#### **Standards Medallion**

This is an award for outstanding achievement in the development and implementation of standards in electrotechnology. Nominations can be made at any time. The nomination form is reproduced as Appendix A-4.

## Section 2.6.3 - PES Working Group Recognition Awards

### NPEC Practice:

NPEC practice is to conform to the PES procedures and nominate deserving individuals for PES awards.

### Discussion:

Numerous annual PES awards are available based on NPEC nomination and balloting by the PES Technical Paper Awards Committee. Balloting criteria are originality, clarity of presentation, organization, validity of results and conclusions, and value of the standard or paper to the power industry. The membership of the PES Technical Paper Awards Committee consists of a representative from each PES Technical Committee. The NPEC Awards Chair is a member. The annual deadline for submittal of the application for these awards to the PES Technical Council Awards Committee Chair is October 25.

### **PES Working Group Recognition Award - Standard or Guide**

NPEC may nominate a WG with a standard or guide published by IEEE in the last three years. An application form and 21 copies of the standard are required by October 25. If selected by a ballot of the PES Technical Paper Awards Committee, the award is a plaque for the chair and a framed certificate for each member. See Appendix A-3.

### **PES Working Group Recognition Award - Technical Report**

NPEC may nominate a WG with a technical report published by IEEE in the last three years. An application form and 21 copies of the technical report are required by October 25. If selected by a ballot of the PES Technical Paper Awards Committee, the award is a plaque for the chair and a framed certificate for each member.

### **PES Prize Paper Award**

NPEC may nominate one paper published in the *Transactions* in the previous three years. An application form and one copy of the paper are required by October 25. If selected by a ballot of the PES Technical Paper Awards Committee, the award is a plaque and \$200. A copy of the paper will be automatically submitted for publication in the *Power Engineering Review*.

### **High Interest Paper, P&E magazine**

NPEC may nominate a “High Interest” paper published in the *Transactions* in the previous three years. An application form and one copy of the paper are required by October 25. The award is published in the P&E magazine.

### **Other PES Awards for Papers**

Special awards for papers published by IEEE in the preceding year are available. The application and letter of justification are required by April 1.

## Section 2.6.4 - PES Technical Council Awards

Three PES annual awards are based on the nomination by NPEC. A single application form for the three awards must be submitted to the PES Technical Council Awards Chair by November 1. See Appendix A-7.

### **Technical Committee Prize Paper Award**

NPEC may nominate a paper that has been published during the preceding three years in the *IEEE Transactions*. The PES guidance for the selection of a Prize Paper states the process should include the grading and ranking of papers by a representative from each NPEC Subcommittee. An application form with the title and author, and one copy of the paper is required to be submitted to the PES Technical Council Awards Chair by November 1. The award is a plaque for the author.

### **Technical Committee Working Group Recognition Award**

NPEC may nominate a Working Group that has published a standard, guide, paper or report in an IEEE publication in the preceding three years. The PES guidance for the selection of a Working Group states the process should include the grading and ranking of WG publications by a representative from each NPEC Subcommittee. Factors to consider include contribution to the industry, originality of work, timeliness of publication, presentation effectiveness - organization, grammar, and drawings. An application form with the name of the Chair and the members is required to be submitted to the PES Technical Council Awards Chair by November 1. The award is a plaque for the chair and a certificate for the chair and each member.

### **Technical Committee Distinguished Service Award**

NPEC may nominate an individual who has exhibited sustained performance over many years and has contributed to the advancement of NPEC's technology. The award is based on long-term outstanding service to NPEC. Considerations for selection include:

1. A continuing active NPEC member, not a retiree
2. Greater than 5 years service as an active member of NPEC
3. Greater than 10 years of service as an active member of the NPEC main committee, subcommittee or working group
4. Consistent and continual pattern of above average achievement and service such as a SC Chair, WG Chair, special task forces, liaison activities, etc.

NPEC officers select the candidate. An application form with the name of the candidate is required to be submitted to the PES Technical Council Awards Chair by November 1. The award is a plaque.

#### **Prior Recipients of the NPEC Distinguished Service Award:**

1978	Bill M. Rice
1979	T. J. McGrath
1980	J. T. Bauer
1981	H. K. Stolt
1982	D. F. Sullivan
1983	C. V. Fields
1985	B. M. Rice
1986	Russell E. Allen
1987	Louis D. Test

1988	Newell S. Porter
1989	Don C. Lamken
1990	Greg Henry
1991	Peter Szabados
1992	James E. Thomas
1993	Rich Dulski
1994	Wil Gangloff
1995	J. D. Lamont
1997	Larry P. Gradin
1998	Mark Zar
1999	Dan Brosnan, Pete Szabados
2000	Hamilton Fish
2001	Wes Bowers, Britt Grim
2002	Farouk Baxter

Approved by SC-1 (Meeting/Date): A03-02/07-29-03

### **3.0 Responsibilities**

#### **Section 3.1 Chair**

The responsibilities and duties of the NPEC Chair include, but are not necessarily limited to, the following:

1. Conform to the Technical Council O&P Manual outline of Duties of Chairs of Technical Committees (Reference 1)
2. Recommend, with the concurrence of the immediate Past Chair, appointments for Chair, Vice-Chair and Secretary for approval by the Chair of Technical Council
3. Schedule and preside at all meetings of NPEC and the NPEC Administrative Subcommittee
4. Report Administrative Subcommittee operations to NPEC
5. Appoint, for each calendar year: the NPEC Standards Coordinator; the Awards Chair; the Technical Sessions Coordinator; the NPEC appointed members; the Chair of the NPEC standing subcommittees; and, Ad Hoc Committee Chairs
6. Approve liaison representatives to and from other technical committees
7. Arrange liaison representation to other organizations
8. Guide and direct NPEC in the timely fulfillment of its objectives
9. Represent NPEC and provide written NPEC Activity Reports at each Technical Council Meeting.
10. Appoint new members to NPEC with written notification to the Technical Council Chair.
11. The term of office for the Chair is two years.

Approved by SC-1 (Meeting/Date): A00-01/03-07-00

### **Section 3.2 Vice Chair**

The responsibilities and duties of the NPEC Vice-Chair include, but are not necessarily limited to, the following.

The Vice-Chair may utilize the assistance of others in performing these efforts although the ultimate responsibility resides with the Vice-Chair.

1. External Liaison

- a. Coordinate NPEC liaison external to IEEE.
- b. Report to SC-1, NPEC.

2. NPEC Meetings

- a. Arrange/coordinate SC-1 and NPEC meetings.
- b. Report to SC-1, NPEC.

3. Honors and Awards

- a. Coordinate the Honors and Awards activities within NPEC.
- b. Represent NPEC at the TC Honors and Awards level.
- c. Report to SC-1, NPEC.

4. NPEC Technical Sessions

- a. Schedule/arrange/coordinate: NPEC Technical Sessions. (Technical sessions occur at specially designated conferences or meetings with significant involvement/interest from the nuclear power industry.)
- b. Represent NPEC on the Technical Sessions Improvement Committee of the Technical Council.
- d. Report to SC-1, NPEC.

5. Term of office for the Vice Chair shall be two years.

6. In the event of the Chair's incapacitation, the Vice-Chair, NPEC, shall assume any or all of the powers and duties of the Chair.

Approved by SC-1 (Meeting/Date): A00-01/03-07-00

### Section 3.3 Secretary

The responsibilities and duties of the NPEC Secretary include, but are not necessarily limited to, the following:

The NPEC Secretary shall be the focal point for all membership information, shall keep the membership informed of scheduled meetings and agendas, and maintain the permanent record of each Main Committee and Administrative Subcommittee (SC-1) meeting in the form of meeting minutes.

In the event of the Vice Chair's incapacity, the Secretary, NPEC shall assume any or all of the powers and duties of the Vice Chair.

The NPEC Secretary may utilize the assistance of others in performing these duties although the ultimate responsibility resides with the NPEC Secretary.

The NPEC Secretary shall:

1. Maintain the roster of NPEC and its subcommittee membership on the NPEC WEB site
2. Update the membership roster at least once every six months (with interim updates as deemed necessary)
3. Verify the existence of a quorum for all actions taken by NPEC at its meetings
4. Record votes at NPEC meetings
5. Record minutes of NPEC and SC-1 meetings
6. Issue NPEC and SC-1 meeting notices and agendas
7. Issue Action Item Lists
8. Issue NPEC and SC-1 Meeting Minutes
9. Provide Secretary of Technical Council a Membership update for use in the PES Organization Manual & Committee Directory.

#### Document Distribution Schedule

<u>Document</u>	<u>Recipient</u>	<u>Schedule</u>
<u>Schedule:</u>		
Long Range NPEC & SC-1 Meeting Plans	NPEC, SC-1	>1 Year Prior
Issue NPEC & SC-1 Notices	NPEC, SC-1, Guests	>60Days Prior
<u>Agendas:</u>		
Main NPEC Meeting	NPEC & Guests	>30Days Prior
SC-1 Meeting	SC-1	>30Days Prior

Meeting Minutes & Action Items:

Main NPEC Meeting	NPEC, TC	6 Weeks Following
SC-1 Meeting	SC-1	6 Weeks Following
SC-1 Action Item List	SC-1	6 Weeks Following

The term of office of the Secretary shall be two years.

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

### **Section 3.4 Standards Coordinator**

The responsibilities and duties of the NPEC Standards Coordinator include, but are not necessarily limited to, the following.

The Standards Coordinator is responsible for scheduling, coordinating and processing NPEC prepared standards and coordination of NPEC interests in standards prepared by other groups within IEEE.

#### **1. External Liaison**

- a. Act as the NPEC Standards Liaison within IEEE.
- b. Represent NPEC on the PES Standards Coordinating Committee (PES SCC).
- c. Report NPEC Standards Activities to PES SCC.

#### **2. NPEC Standards Efforts**

- a. Schedule Standards efforts within NPEC including existing documents, 5-year reviews and new document preparation.
- b. Coordinate preparation and submittal of reaffirmation/withdrawal ballots to the Standards Board.
- c. Coordinate preparation and submittal of PARs to the Standards Board.
- d. Coordinate submittal of Standards to the Standards Board.
- e. Report above to SC-1, NPEC and PES SCC.
- f. Advise ANSI of NPEC actions on standards, e.g. revision, reaffirmation, etc., by assuring that the working group Chair has completed and included the ANSI nuclear Project Initiation Notification System (PINS) Input Form Supplement (Ref. 5) in the document package and by submitting it to the Nuclear Standards Board. The PINS form will keep ANSI apprised of NPEC actions required by the five-year rule and maintain ANSI status while standards are being processed.

Appointment to the position of Standards Coordinator shall be made annually.

Approved by SC-1 (Meeting/Date):A00-01/03-07-00

### **Section 3.5 Technical Sessions Coordinator**

The responsibilities of the Technical Sessions Coordinator include but are not necessarily limited to, the following:

1. Implement the technical sessions and paper activities described in Section 2.5.
2. Serve as member of the NPEC Administrative Committee (SC-1)
3. Set up Committee meeting arrangements including hotel and meeting rooms. These activities may be delegated to a Committee member who can more easily perform the duty
4. Determine shared meeting room expenses and obtain funds from the attending members

Appointment to the position of Technical Sessions Coordinator shall be made annually.

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

### **Section 3.6 Awards Chair**

The responsibilities of the Awards Chair include but are not necessarily limited to, the following:

1. Implement the awards activities described in Section 2.6.
2. Serve as member of the NPEC Administrative Committee (SC-1)

Appointment to the position of Awards Chair shall be made annually.

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

### **Section 3.7 Subcommittee Chair**

The responsibilities and duties of NPEC Subcommittee Chairs include, but are not necessarily limited to, the following.

1. Preside at all subcommittee meetings
2. Organize and maintain the subcommittee with suitable working groups to carry on its work
3. Appoint for each calendar year: the subcommittee members; working group Chair; working group members (optional)
4. Maintain current roster for the subcommittee and its working groups
5. Refer proposals for new work or revisions to the scope of old work to NPEC Chair
6. Accept assignment of work projects from the NPEC Chair
7. Provide appropriate liaison and make other arrangements for working groups and outside groups to contribute to the development of assigned standards
8. Coordinate jointly sponsored projects
9. Keep SC-1 and NPEC fully informed of the status of assigned projects
10. Keep work on standards projects up to schedule and strictly within bounds of the approved scope
11. Conduct assigned standards development work in conformance with established procedures
12. Review and develop recommendations on document referrals
13. Arrange for technical meeting presentations
14. Serve as member of the NPEC Administrative Committee (SC-1)
15. Provide NPEC with written subcommittee reports at each NPEC meeting.

The Subcommittee Chair shall be appointed annually.

Approved by SC-1 (Meeting/Date): A00-01/03-07-00

### **Section 3.8 Subcommittee Members**

Members of NPEC subcommittees are responsible for generation and maintenance of standards, technical papers and other activities to further the purposes of the subcommittee.

The requirements for membership are:

1. Subcommittee members shall be members in good standing of the IEEE or equivalent technical society or have equivalent professional qualifications in the field(s) of interest in the subcommittee.
2. Subcommittee members shall be technically competent in the fields of interest within the scope of the subcommittee.
3. Regular attendance and contribution to the subcommittee meetings.

Approved by SC-1 (Meeting/Date): A00-01/03-07-00

### **Section 3.9 Committee Members**

Members of NPEC are appointed yearly and are expected to demonstrate a continuing interest in and make tangible contributions to the work of the committee. This includes the following:

1. Being a member in good standing of both the IEEE Power Engineering Society and the Standards Association.
2. Technical competence in the fields of interest within the scope of NPEC
3. Regular attendance in person and contribution at meetings
4. Designation of an alternate for representation at main committee meetings that cannot be attended in person
5. Prompt ballot of all NPEC documents-
6. Membership on, or contribution to, a subcommittee or working group.

Approved by SC-1 (Meeting/Date): A03-02/07-29-03

### **Section 3.10 Non-Member Participation**

Non-Members may attend open meetings of the committee.

Non-Member visitors may be invited guests or members of the industry with a specific interest and competence in a committee activity. They may, at the invitation of the Chair, make technical presentations or raise technical issues for the committee's consideration.

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

### **Section 3.11 Alternate Members**

Each committee member designates an alternate member. If a committee member cannot attend a committee meeting, the designated alternate is expected to attend.

1. Alternate members should be members in good standing of the IEEE.
2. Alternate members do not need to be members of subcommittees or work groups; however, members are encouraged to select their alternates from the subcommittees or work groups.
3. When serving at a committee meeting as an alternate member, he/she shall have the voting right of the member for whom they are the designated alternate.
4. If a person is the designated alternate for more than one absent committee member, an alternate member can cast only one vote per motion.

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

## **4.0 Standards Development and Balloting**

NPEC is responsible for the development and ballot of the standards assigned to it. NPEC shall also address any appeals assigned to it as a result of this process. The process of development, ballot and addressing appeals shall comply with the procedures stated in the Technical Council Organization and Procedures Manual.

### **Section 4.1 Project Authorization Requests (PARs)**

#### NPEC Practice

PAR processing is in accordance with the IEEE-SA Standards Board Operations Manual and supplemented by PES and NPEC practices as follows:

1. SC-1 is responsible for review and approval of the PAR
2. The review may be conducted via electronic communications (e.g. e-mail) or a regularly scheduled meeting
3. The Standards Coordinator and submitting SC Chair (or designee) should establish a mutually agreed upon schedule for PAR review and approval
4. SC-1 may or may not make revisions to or approve the PAR.
5. Each PAR submittal shall include an action to reduce the burden of the affected standard by reducing unnecessary requirements within the standard.

Note: PARs are submitted electronically to NesCom. PAR forms are available on the Web (Ref. 3). The Scope and Purpose portions of the PAR Form are interpreted by the Standards Board as the Scope and Purpose stated in the document. Where deemed desirable to additionally include the Scope and Purpose of the revision this should be separately identified

Notification of approval of the PAR by the IEEE Standards Board (sometimes with additional liaison indicated) is provided electronically to the working group chair and NPEC Standards Coordinator.

Approved by SC-1 (Meeting/Date: A03-02/07-29-03

## Section 4.2 Standards Preparation

### NPEC Practice

Standards Preparation shall be in accordance with the Technical Council Operations and Procedures Manual (Ref. 1) and IEEE Standards Style Manual (Ref. 4) which generally cover the subject.

#### 1. Conformance with Approved Scope

The Chair of the Working Group with prime responsibility shall endeavor to hold the work project strictly to the approved scope. A modification to the Project Authorization Request shall be generated in the event a revision to the approved scope appears desirable during generation of a standard.

#### 2. Document Identification

Draft documents for IEEE sponsored projects shall be dated and further identified with a number assigned by the IEEE Standards Office.

The following information shall appear on every page of the draft document, preferably at the bottom of the page: Copyright <current year>IEEE. All rights reserved. This is an unapproved IEEE Standards Draft, subject to change.

The designation number assigned to each project is the IEEE number that will identify it up to final approval as an IEEE Standards Publication. The number should be used on all draft documents in all references to the project in committee minutes, reports, and ballots. Drafts of the document shall be identified by this number, followed by a fore-slash [/], the letter D, and the number 1 for the first draft, 2 for the second, etc. The date of preparation of the draft should be shown immediately below the number, where practicable.

Example: P627/D3  
October 3, 2000

IEEE should not be included in the title of the draft.

Example: Standard for Qualifying Instruments for  
Nuclear Power Stations

Do not begin titles of drafts with such phrases as IEEE Proposed Standard; IEEE Draft Standard; IEEE Trial-Use Method, etc.

IEEE identification on draft standards should be limited to statements such as:

Prepared by the Instrumentation Working Group of  
IEEE Subcommittee-2 of the Nuclear Power Engineering  
Committee

Or:

Approved by IEEE Subcommittee-2 of the Nuclear  
Power Engineering Committee for Submission to the  
IEEE Standards Board

3. Draft Preparation

Where practical, the outline and format should follow other IEEE Standards serving similar purposes. The "IEEE Standards Style Manual" shall be followed.

A clear distinction between requirements and guidance needs to be maintained. It is important to recognize the legal as well as the Regulatory Agency Enforceability aspects of the documents inasmuch as many of NPEC's documents may be used in a government's licensing process.

4. Comment Copies

Copies of draft documents may be sent outside of NPEC by the generating working group only for purposes of liaison coordination, implementing letter ballots, and to obtain a wider base for comments.

5. Requests for Drafts

A copy of each draft circulated for review and/or comment outside a writing group should be sent to the Secretary, IEEE Standards Board. All requests from outside of NPEC should be referred to the Secretary of the IEEE Standards Board.

6. Disclaimer

All draft standards should have copyright information and a disclaimer statement displayed on the title page as identified in the "Copyrights statements" section of the IEEE Standards Style Manual.

Approved by SC-1 (Meeting/Date): A03-02/07-29-03

## Section 4.3 Standards Balloting - NPEC Preview

### NPEC Practice

Balloting on NPEC standards is in accordance with the PES Technical Council Organization and Procedures Manual. NPEC permission to ballot is obtained in the following manner:

1. Revision to a document to incorporate a previously approved interpretation - Permission granted by the NPEC Standards Coordinator.
2. Reaffirmation or withdrawal of a document - Permission granted by the NPEC Standards Coordinator.
3. All other documents - Permission granted by vote of NPEC members following a preview of the document at an NPEC meeting. A preview is a presentation to NPEC by the Standards Project sponsor or Working Group Chair. The purpose of the preview is to inform NPEC members of the key technical issues in a proposed Standards Project and reach consensus sufficient to request an NPEC permission to ballot.
4. At the recommendation of the NPEC Standards Coordinator, preview may be waived or performed by electronic means, if the content of the preview is simple or if a rapid ballot is needed.

#### I. Preview Purpose

1. Ascertain that the document has progressed to a point where it is appropriate to ballot.
2. Identify concerns of significant magnitude that could cause negative ballot responses.
3. Determine if reasonable care has been taken to reduce the burden of the standard by reducing unnecessary requirements.

#### II. Procedure

1. A preview package consisting, as a minimum, of the approved PAR and the draft document shall be forwarded by the Ballot Sponsor or Sponsoring Working Group Chair to NPEC members six weeks prior to the NPEC meeting. It is recommended that revisions from previously issued documents be clearly indicated (example, cross out deleted words and indicate new wording in italics or longhand, etc.).
2. The Ballot Sponsor or Sponsoring Working Group Chair shall request the NPEC Secretary that a preview shall be included on the agenda for the meeting.
3. The Ballot Sponsor or Sponsoring Working Group Chair shall present the preview to NPEC. Previews shall include a brief (5-10 minutes) summary of the document (background, purpose, usefulness analysis, operations and maintenance impact assessment, results of subcommittee review, remaining unresolved issues, changes to the PAR, and other useful information) unless this is redundant to information transmitted in the preview package. The presentation will include the results of the document review

for unnecessary or over-restrictive requirements and those changes to the document to resolve these items.

4. Previews are intended to last less than two hours. Members cooperation is encouraged by concisely stating major concerns and, where possible, suggested fixes. Members are encouraged to separately submit editorial and word engineering suggestions to the Working Group.
5. Permission to ballot is by a roll call vote of NPEC members and must reflect a 75% affirmative of those present (providing a quorum is present). Permission to ballot may be contingent on resolution of major concerns identified during the preview and incorporation of editorial suggestions.
6. The ballot shall be conducted using the IEEE Ballot Center. The Working Group Chair, in consultation with the Standards Coordinator, sends the draft Standard and a ballot cover letter (addressed to NPEC members and the ballot pool) to the IEEE Ballot Center with a proposed ballot pool. This proposed ballot pool should include NPEC members, as a minimum, and may include Working Group and Subcommittee members who are SA members. The IEEE Ballot Center will return the ballot pool list to the Standards Coordinator with a request for confirmation that the ballot pool is “balanced”. Once the Standards Coordinator confirms that the ballot pool is balanced, the IEEE Ballot Center will conduct the ballot. Coordination identified in the PAR should be conducted simultaneous with the ballot.
7. The Working Group shall address all comments received and resolve negative ballots to the extent possible. In the event a negative ballot is unresolvable, the Working Group shall document its position and conduct a recirculation ballot.

Approved by SC-1 (Meeting/Date): A03-02/07-29-03

## Section 4.4 Standards Submittal to IEEE Standards Board

### NPEC Practice

Document processing and transmittal to the IEEE Standards Board shall follow the guidance found on the IEEE Standards Development Online website (See Ref. 8). Additional assistance may be found in the IEEE Standards Companion. The transmittal shall utilize the most recent Form for Submittal of Proposed Standards.

The basic steps are as follows:

1. Revise the document to its final proposed form.
2. If substantive technical changes were made, transmit a copy of the final revision of the document, with substantive technical changes made to resolve comments, objections and negative votes clearly marked, to the IEEE Standards Office for recirculation. Also include any outstanding unresolved negatives and the WG's responses.

The following is quoted from the RevCom meeting of June 9, 1982.

"...the Sponsor or Balloting Committee must state that any substantial changes in a draft had been submitted to the members with the opportunity to accept the changes or change their vote." Please note that the term "members" includes the ballot pool and Coordinating Groups.

The transmittal letter to the ballot group and mandatory coordination groups should include:

- a. The document status: "Attached is P XYZ/DX incorporating changes from the ballot of ..."
- b. Opportunity to change a ballot. Suggested wording includes:

"Special emphasis is being placed on the consensus process by the IEEE and RevCom is charged with the responsibility of providing assurance that "proposals represent a consensus of parties having a significant interest in the subjects covered." Thus, in accordance with the RevCom procedure, you are hereby advised of the opportunity to change your ballot based on the changes to the document since the ballot or the attached unresolved negatives. Your ballot will be assumed to be unchanged unless otherwise notified by XX/YY/ZZ."

(You only need to give them 10 days, perhaps more if a large document or numerous changes have been made).

Further resolution efforts may be required if additional negative votes result. However, once 75% approval has been achieved, the IEEE has an obligation to the majority to review and publish the standard quickly. Therefore, once 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve negative ballots may continue for a brief period; however, should such resolution not be possible in a timely manner, forward the submittal to RevCom.

c. Prepare the ANSI Project Initiation Notification System (PINS) Input Form Supplement (Ref. 5) which shall be included with the submittal to the Standards Coordinator.

d. The schedule for Standards Board Submittal:

"The schedule for Standards Board Submittal is such that this document will be submitted to the Standards Board on (XX/YY/ZZ) for final review at the RevCom meeting (XX/YY/ZZ)."

3. Transmit the necessary copies or electronic version of the document and the completed IEEE Form for "Submittal of Proposed Standards to the IEEE" (at least 40 days prior to the Standards Board Meeting). The transmittal letter should summarize outstanding unresolved negatives and discuss the coordination performed. Appropriate correspondence and evidence (coordination transmittals, etc.) should be attached.

All transmittals to the IEEE Standards Board shall be done by the NPEC Standards Coordinator (or under his instructions) to assure proper compliance with the Submittal Form.

#### Discussion

General practices established over time. Coordination by/through NPEC Standards Coordinator assures more consistent approaches to transmittals.

Approved by SC-1 (Meeting/Date): A94-02/06-01-94

## **Section 4.5 Ballot Coordination - Liaison with Other IEEE Committees**

### NPEC Practice

The present method of insuring appropriate coordination is as follows:

The PAR will address the three mandatory coordination areas. Informal liaison between technical committees need not be shown.

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

## Section 4.6 Standards Balloting - Reaffirmation or Withdrawals

### NPEC Practice

Reaffirmation or Withdrawal of NPEC Standards will be done in accordance with the IEEE SA Standards Board Operations Manual. Additional guidance is provided by the IEEE Standards Development on Line website. All ballots will be performed by the IEEE Ballot Center. The membership should be apprised of document reviews through reporting at NPEC meetings. (In no instance will actions be entertained at an NPEC meeting unless clearly announced in the agenda (or otherwise) at least four weeks prior to scheduled meeting where the action would take place).

### Procedure

1. NPEC permission to ballot shall be obtained by a Roll Call vote of NPEC once the sub-committee has approved the document for ballot. The vote to obtain NPEC permission to ballot may be conducted at a NPEC meeting or electronically. The NPEC Secretary shall record the results of the ballot in the Minutes of Meeting. If the ballot is conducted electronically, the Secretary shall include the results in the Minutes of the next scheduled meeting. The Working Group Chairman shall forward the document for ballot to the NPEC Secretary who shall distribute the document to the NPEC members prior the meeting or electronic ballot period. Upon completion of the NPEC vote, the Secretary shall notify the Standards Coordinator and Working Group Chair or Sub-Committee Chair of the vote results. If permission to ballot is granted, the Working Group Chair shall prepare the ballot package and submit it to the IEEE Ballot Center. The Working Chair shall notify the NPEC Standards Coordinator when the ballot package has been submitted. See the IEEE Standards Development Online website.
2. The ballot for Reaffirmation is based on a document being still useful and containing no significant obsolete or erroneous information.
3. A ballot for reaffirmation may also be made to maintain a standard in effect pending the completion of a revision.
4. A ballot for Withdrawal is based on the document being no longer useful or of any value.
5. The ballot transmittal letter accompanying the document to the IEEE Ballot Center should include the appropriate WG/SC recommendation and rationale.
6. The Subcommittee (or its Working Group) shall review the ballots received, particularly the negatives and determine whether to proceed with their original recommendation.
7. Transmit the results of the ballot to the IEEE SA Standards Board. Refer to the IEEE Standards Development Online website for information on the format of the submittal. The transmittal letter should summarize the ballot results and include the rationale (above item 5).

All transmittals to the IEEE SA Standards Board shall be done by the NPEC Standards Coordinator (or under his instructions) to assure proper procedural compliance.

Discussion

Coordination by/through NPEC Standards Coordinator assures more consistent approach to transmittals.

Approved by SC-1 (Meeting/Date) 6/30/88 via Bauer letter dated 3/30/88

## Section 4.7 Coordination Role in Specific Nuclear Topics

### NPEC Practice

Various coordination agreements both within IEEE and external to IEEE have been established to facilitate overall coordination within industry of nuclear standards related matters. These are recognized by ANSI/NSB. Generally these confirm the lead SDO (in this case IEEE/NPEC) in coordinating related standards with other groups and not that other SDO's are excluded from such development. Those involving NPEC are listed below along with the NPEC SC having the primary responsibility.

<u>Subject</u>	<u>Agreement Between</u>	<u>Date</u>	<u>Reference/ SC</u>
o Equipment Qualification and Quality Assurance	IEEE & ASME	NSMB370 7/9/75	SC-2 SC-8
o Computer Applications	NPEC & IEEE Computer Society	12/1/88	SC-6
o Human Factors	NPEC & NSB	NSMB715 12/23/88	SC-7
o Computer Applications	NPEC & NSB	NSMB718 4/10/91	SC-6

### Discussion

Standards Developing Organizations with Assigned Coordination Roles in Specific Nuclear Topics. (Reference ANSI Ex Com 30 dated March 28, 1989).

Approved by SC-1 (Meeting/Date): A89-01/03-13-89

## **Section 4.8 Standards Interpretations and Appeals**

### NPEC Practice

The NPEC procedure for interpretation is provided in Appendix A-5.

Standards appeals shall follow the requirements of The IEEE Power Engineering Society Technical Council Organization and Procedures Manual (Ref. 1), Section 6.11.

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

## **5.0 External Communications**

### **Section 5.1 Regulatory Guides**

#### NPEC Practice

Regulatory Guides (and sometimes other documents) applicable to the scope of NPEC activities are issued by the U.S. Nuclear Regulatory Commission (USNRC). NPEC will prepare appropriate comments on these documents. Timing is generally critical in that public comment periods are usually 60 days. Therefore, it is prudent to anticipate what is forthcoming from NRC to establish who should distribute the document, collect comments and consolidate them so a timely response can be prepared.

It may be prudent to review any input documents, such as NUREGs or other contractors' reports that will be used as a basis for developing/revising regulatory positions or guidance. This often can be achieved before the public review period has elapsed on an important regulatory document. Timely reviews of basis material can improve the regulator's understanding of industry perspective before positions become firm.

#### Discussion

#### Subcommittee Responsibility

The subcommittee Chair is responsible for initiating and supervising review and preparation of comments on new and revised regulatory guides within the subcommittee's interest. Appropriate subcommittee, working group, etc. personnel shall provide input to the comments being submitted.

#### Correspondence to USNRC

All correspondence with USNRC, as well as other (Non-IEEE) agencies or groups, which may be construed to represent an official communication from the IEEE, shall be over the signature of the NPEC Chair. This includes transmittal of comments on regulatory guides. The most expeditious approach is to draft the letter as it should be sent to NRC and forward the original to the NPEC Chair for signature, mailing and distribution.

All correspondence external to the IEEE shall be approved by a majority of NPEC or by a two thirds affirmative ballot of AdCom.

#### Format

The NPEC Chair will provide specific format requirements at the time of writing.

#### Distribution

Distribution shall include the NPEC Secretary who will distribute copies to the NPEC members and to the IEEE Executive Director.

[Individuals, companies, and any organization acting on their own behalf can, of course, submit their own comments].

Approved by SC-1 (Meeting/Date): A00-02/11-16-00

## **Section 5.2 Use of NPEC Letterhead and Address Lists**

IEEE/PES/NPEC letterhead is obtained by the Chair from the IEEE Service Center either on an as-needed basis or when NPEC officers are changed. If possible, it should be obtained electronically. It is distributed by the secretary to the working group chairs and may be duplicated at any level for the purposes of carrying out NPEC activities and business. This includes correspondence with other technical society and/or committee persons for such purposes as liaison and/or coordination of ballots.

Correspondence with outside agencies, organizations or publishers, which transmits what can be interpreted as official IEEE/PES/NPEC positions, comments, interpretations or doctrine, may be prepared by members, chairs or NPEC officers, but it must go out over the signature of the NPEC Chair.

Address lists, in the context of this procedure, are those prepared for and issued by NPEC or any of its subcommittees and working groups for the purposes expressed above. The subcommittees and work groups should keep them accurate and up-to-date. Any changes should be sent to the NPEC Secretary who maintains the official NPEC address database.

Neither letterhead nor address lists shall be used for non-IEEE business, solicitations or quasi-commercial communications or advertisements.

Approved by ADCOM (Meeting/Date): A00-02/11-16-00

IEEE POWER ENGINEERING SOCIETY  
NUCLEAR POWER ENGINEERING COMMITTEE  
ORGANIZATION AND PROCEDURES MANUAL

APPENDICES

Forms and Procedures

**REQUEST FOR  
NPEC CERTIFICATE OF APPRECIATION**

NAME TO APPEAR ON CERTIFICATE: \_\_\_\_\_

FOR: \_\_\_\_\_

INVALUABLE SERVICES: \_\_\_\_\_

SIGNATURE(S) TO APPEAR ON CERTIFICATE - NAME AND TITLE - (usually NPEC Chair):  
\_\_\_\_\_

NAME AND ADDRESS TO WHICH CERTIFICATE SHALL BE MAILED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: (    ) \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ PHONE: (    ) \_\_\_\_\_

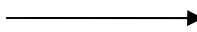
REPRESENTING NPEC SUBCOMMITTEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Mail this Form to:**

Daniel F. Brosnan  
Pacific Gas & Electric Company.  
Diablo Canyon Power Plant  
P.O. Box 56, Building 201  
Avila Beach, CA 93424  
E-mail: dfb4@pge.com  
Phone: 805 545-6646  
Fax: 805 545-6775

SAMPLE CERTIFICATE  
(Finished Size 8 1/2" x 11")



<b>NUCLEAR POWER ENGINEERING COMMITTEE</b>	
<i>Certificate of Appreciation</i>	
PRESENTED TO	
FOR	
invaluable services	
in testimony of the Committee's appreciation for contributions in advancing the arts and sciences related to the development, design, construction and operation of Nuclear Power Generating Stations	
<b>Power Engineering Society of the Institute of Electrical and Electronic Engineers</b>	_____ chairman      date

# REQUEST FOR PES CERTIFICATE OF APPRECIATION

NAME TO APPEAR ON CERTIFICATE: \_\_\_\_\_

FOR SERVICES RENDERED AS: \_\_\_\_\_

SIGNATURE(S) TO APPEAR ON CERTIFICATE - NAME AND TITLE - (usually PES President):  
\_\_\_\_\_

NAME AND ADDRESS TO WHICH CERTIFICATE SHALL BE MAILED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: (    ) \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ PHONE: (    ) \_\_\_\_\_

REPRESENTING PES COMMITTEE OR CHAPTER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Mail this Form to:**

Edward A. Guro  
Pennsylvania Power & Light Co.  
Two North Ninth St., Genn-4  
Allentown, PA 18101  
E-mail: eaguro@pplweb.com  
Phone: 610-774-4550  
Fax: 610-774-4116

SAMPLE CERTIFICATE  
(Finished Size 8 1/2" x 11")

I can provide the signature of the PES  
President. Any other signatures will be  
the responsibility of the submitter.



Certificate of Appreciation
(PES Logo here)
<i>Sincere Appreciation is hereby expressed</i>
<i>to</i>
<b><u>B. BOZOKI</u></b>
<b>Chairman, Solar Magnetic Disturbance Working Group</b>
Power System Relaying Committee
_____
J. C. Appleyard Chairman, Relay Committee

## TECHNICAL COUNCIL AWARDS NOMINATION

### Technical Committee Prize Paper Award

Title / author(s):

(enclose one copy of paper)

Please check if you have nominated this paper for the PES Prize Paper.

### Technical Committee Distinguished Service Award

Name:

### Technical Committee Working Group Recognition Award

Working Group Name:

Chair:

Members:

Please check if you have nominated this working group for the PES Working Group Award.

**Sponsoring Committee:** Nuclear Power Engineering

**Submitted by:** \_\_\_\_\_

**Position:** Awards Chair

**Phone:**

**Date:**

**(Deadline for Submitting: November 1.)**

**Return to Technical Council Awards Chair:**

**Dr. Gerald B. Sheble**

**Iowa State University**

**1129 Coover Hall**

**Ames, IA 50011**

**Phone: 515/294-3046**

**Fax: 515/294-4263**

**Email: gsheble@iastate.edu**

## IEEE Standards Medallion

*The IEEE Standards Medallion is awarded for outstanding achievement in the development and implementation of standards within the technologies of the IEEE. Recipients are selected solely on the basis of their accomplishments in standards work. They need not be members of IEEE, and their contributions may be to standards of other national and international standardizing bodies, providing such standards are in the technical fields covered by the IEEE and constitute a significant contribution to the profession.*

*Send completed nomination forms to:*

Secretary, Awards & Recognition Committee  
IEEE Standards Board  
445 Hoes Lane  
Piscataway, NJ 08854

*For further information, telephone:*

(732) 562-3807

## IEEE STANDARDS MEDALLION

*Nomination Form*

NOMINEE \_\_\_\_\_

*(Last, First, Middle)*

Present Occupation \_\_\_\_\_

*(Position, Organization)*

Business Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

If an IEEE Member, indicate member number and grade \_\_\_\_\_

\_\_\_\_\_

## TECHNICAL EDUCATION

College or University \_\_\_\_\_ Degree \_\_\_\_\_

Other Technical Education \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SUBMITTOR INFORMATION

*Nominations may be submitted to the Standards Awards & Recognition Committee of the IEEE Standards Board by individuals or technical committees. Due consideration will be given to those nominations that have been subject to formal voting action in standards-development committees.*SUBMITTOR *(Give name of nominating group or committee, unless nomination is submitted by an individual).*

Was nomination the result of a voting action? \_\_\_\_\_

Total votes \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstentions \_\_\_\_\_

Name and Address &amp; Phone # of individual to be contacted regarding Standards Board action on nomination

In what relevant Society/Committee Periodical(s) should this action be noted?

*(Be specific. If possible, provide a contact person along with a telephone/fax # of the periodical.)*Date and place of presentation: *(Recommended places include a major Society meeting, annual technical symposium, IEEE Sections Awards banquet, etc.)*PROFESSIONAL AFFILIATIONS *List professional, technical, and honorary societies of nominee.*

**PROPOSED CITATION** *(Briefly state why the person is being nominated. This wording will appear on the certificate that is given with the medallion.)*

**NOMINEE'S STANDARDS-MAKING AFFILIATIONS**

*List below up to five of the most significant standards-developing committees on which the nominee has served. Be sure to clearly indicate whether these are IEEE, ANSI, IEC, EIA, NEMA, CSA, etc. Show whether nominee served as officer, member, or alternate, with dates.*

**STANDARDS**

*Provide a listing of up to three standards of major importance in which the nominee made a significant contribution.*

**NOTABLE TECHNICAL ACHIEVEMENTS**

*Describe the nominee's contributions to standards development and explain why they are significant.*

## **NPEC Procedure for Processing Requests for Interpretations**

### BACKGROUND

IEEE NPEC has a considerable number of published standards and guides in use in the nuclear power industry and elsewhere. Occasionally, there are requests from users of these standards for official interpretations of the requirements contained therein. NPEC wishes to serve the users of its standards by providing timely responses to these requests. It is a reasonable target to expect a response within 30 days in this age of instantaneous global communications. After due deliberations, NPEC's SCI, in accordance with the bylaws, adopted the following procedure at its A91-1 meeting to help the organization respond to these requests which usually arise in the course of a real job in the real-time world.

NPEC is the "consensus organization" which incorporates all the "interested parties". Thus, a minimum, NPEC members are to be given an opportunity to be aware of the request, to provide input (if desired) to the response, and to see the official response before it goes out. NPEC members do not need to vote on an interpretation, so long as they have input and opportunity to object to the final version.

Any request which goes beyond clarification of the document wording and represents effectively a revision of the requirements of the document is subject to the procedures for establishing consensus on revisions and is an exception to the target of a maximum 30 days from receipt of request by the Standards Office to delivery of the official response to the Requestor. In such a case the NPEC Chair should provide the Requestor with a reply explaining the situation and the status of his request.

### THE PROCEDURE

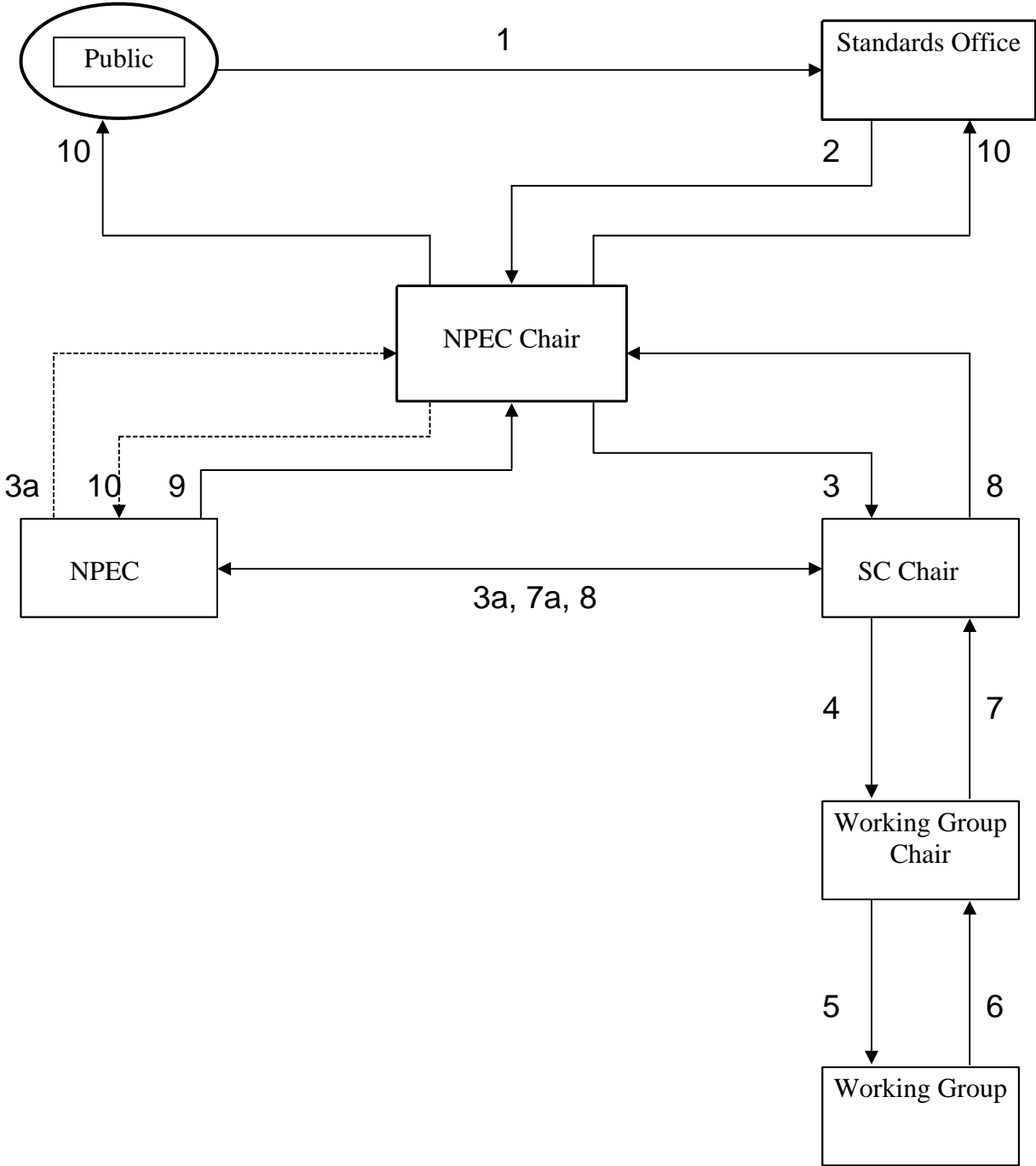
The procedure is delineated on the following pages, as is the Target Interpretation Timetable. It contains two key features that should assist in meeting our obligations to the user community.

These Features are:

1. Use of email or fax transmission at nearly all steps of the process to avoid mailing delays.
2. Reliance on NPEC members' initiative to contact the cognizant SC chairmen, in response to the distribution of the request, where there is interest in the response. This permits swift consensus.

# IEEE PES NPEC Procedure for Processing Interpretations

## 30 Day Response Time



## **IEEE NPEC Interpretations Procedure**

1. Standards Office receives request.
2. Standards Office forwards by email / fax to NPEC Chairman.
3. NPEC Chair forward by email/fax to appropriate SC Chair.
- 3a. NPEC Chair sends info copy to NPEC. Interested NPEC Members inform SC Chair.
4. SC Chair forward for action to appropriate WG Chair
5. & 6. WG Chair consults WG (and interested NPEC members) to develop consensus response.
7. WG Chair forwards consensus response to SC Chair for approval.
- 7a. SC Chair polls Subcommittee and NPEC as he deems necessary to avoid potential consensus issues.
8. SC Chair forward approved response to NPEC Chair and all Members for review.
9. Any dissenting NPEC Member advises NPEC Chair within 5 days.
10. NPEC Chair forwards response to requestor and to Standards Office following resolution of any dissent. INFO copy to NPEC Members (minimum 5 days)

Email/Fax transmission on all steps. If requestor does not have email/fax, steps 1 and 10 may be completed with conventional mail.

SC and WG Chairs may contact requestor directly for clarification, but not with response.

**IEEE NPEC  
TARGET  
INTERPRETATION TIMETABLE**

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>ELAPSED TIME</b>
2	Standards Office	1 day
3 & 3a	NPEC Chair	1 day
4	SC Chair	1 day
5 & 6	WG Chair & WG	16 days
7 & 7a	SC Chair	5 days
8	SC Chair	1 day
9 & 10	NPEC Chair	<u>5 days</u>
<b>TOTAL</b>		<b>30 DAYS</b>

NPEC Members have opportunity to provide input between steps 3a and 9.

## SELECTION OF OFFICERS

The NPEC officers are selected in accordance with the Technical Council Organization and Procedures Manual as follows:

- 7.1.2 The (NPEC) Chairman, Vice-Chairman and Secretary ... are recommended by the incumbent Chairman ... with the concurrence of the immediate Past Chairman and are approved by the Chairman of the Technical Council.
- 7.1.3 The Chairman's term of office is one year with reappointment for a maximum of two years, except under extraordinary conditions identified by the Chairman of the Technical Council to be in the best interests of ... (NPEC).
- 7.1.4 The Vice-Chairman's term of office is one year with reappointment for a maximum of two years.

In many committees, there is an automatic progression from Secretary to Vice-Chairman to Chairman in a six year time span, unless the current Chairman has reason (or extraordinary circumstances demand) to deviate from this sequence.”

To afford Committee members a measure of participation in the selection process, the following procedure may be used:

1. The Chair will prepare the slate of officers for the coming year and give it to the Secretary for inclusion with the Draft Agenda for the last meeting of the year.
2. Members may submit write-in suggestions, returning them to the Chair no later than the upcoming AdCom meeting.
3. The Chair will consider any recommendations received prior to submitting the slate to the Past Chair for approval.
4. The Chair will submit the approved list of appointees to NPEC for an advisory vote.
5. The NPEC voted list of appointees will be submitted to Technical Council Chair for approval.
6. Upon receipt of Technical Council approval, the Chair will have new stationery with the new officers' names and contact information ordered for the new year.

**PES WORKING GROUP RECOGNITION AWARD  
(STANDARD OR GUIDE)  
NOMINATION**

**Title of Working Group (be precise):**

**Title of W. G. Report and Publication Data (IEEE Pub., Vol., Date):**

**Chair of Working Group:**

**Address:**

**Members of Working Group:**

**Most Significant Contribution(s) of the Standard or Guide:**

**Revisions of Standards and Guides cannot be considered for this award. Please indicate:**

- A. This is a new standard authored by this working group; all new material.**
- B. This was an existing standard, but it has been rewritten with a majority of new material.**

**Sponsoring Committee:** Nuclear Power Engineering

**Submitted by:  
Committee**

**Return to PES Technical Paper Awards**

**Chair:  
Edward A. Guro  
Pennsylvania Power & Light Co.  
Two North Ninth Street, Genn4  
Allentown, PA 18101  
Phone: 610/774-4550  
Fax: 610/774-4116  
Email: eaguro@pplweb.com**

**Position:** Awards Chair

**Phone:**

**Date:**

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**SIGNATURE OF COMMITTEE CHAIR OR AWARDS CHAIR**

**(21 copies of the standard or guide must be attached. Sponsoring technical committee should request 21 copies of the standard or guide from the IEEE Standards Office, to be forwarded to the PES Awards Committee Chair. Deadline for Submitting: October 25.)**

- Check if this standard/guide is to receive the Technical Council Award**

## **Responsibilities and Duties of NPEC Project Coordinators**

### Introduction

Within the Power Engineering Society of the IEEE, NPEC has responsibility for the approvals, scopes and development of system and equipment standards related to the electrical aspects of nuclear engineering. NPEC participates in these standards activities of committees other than NPEC by circulation of drafts to NPEC, liaison membership by NPEC on the sponsoring committee or working group, or common membership among NPEC and the other working groups.

### Responsibilities of Project Coordinator

The role of the NPEC Project Coordinator is to implement the circulation-of-drafts of standards sponsored by groups other than NPEC. An NPEC Project Coordinator is assigned to each Standards Project for which an NPEC arrangement with the other committee has been established. The coordinator is delegated by NPEC to receive all drafts of the document from the sponsoring organization and to act as the NPEC point of contact. Project Coordinators may be selected from the subcommittee within whose scope the subject of the document lies or from NPEC directly. The Project Coordinator is responsible to periodically report on progress and to identify problems to his subcommittee chair and to the NPEC Standards Coordinator.

### Duties

The Project Coordinator is responsible for the following activities as are applicable at any given point in the process:

1. Receive and review each draft of the document
2. Identify conflicts or overlaps among the document, other documents or NPEC sponsored documents
3. Promptly advise the NPEC Standards Coordinator of conflicts and overlaps
4. When the document is ready for ballot, transmit the names of the designated NPEC balloters to the other organization's standards coordinator for addition to the ballot pool of the document

Note: It is not the responsibility of the NPEC Project Coordinator to resolve any comments.