

## IEEE Distribution Subcommittee

- Unapproved Meeting Minutes -

July 18, 2001, 1:00 to 3:00 PM  
Vancouver, British Columbia, Canada

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Chair Dan Ward called the IEEE Distribution Subcommittee meeting to order at 1:00 PM.

### **Administrative**

The meeting attendees were introduced. The minutes from the January 2001 meeting were read and approved.

### **Chair Report - Dan Ward**

As PES continues to unfold new procedures and new directions, it is certainly confusing to many of us.

For example, submitting an IEEE paper has changed. The latest rules are dated 6/1/2001 and are found on the PES homepage. The preferred format is now electronic. However, when you read the rules, you'll find that IEEE requires hard copies as well as electronic files. Having electronic copies available however will speed up the review process.

The PES meetings are changing. Plans are to hold the T&D Conference in the Fall every 2 years starting in 2003. This will take the place of one of the present General Meetings. In the even years, the PICA Conference will replace one of the General Meetings. Thus, we'll have one combined exhibition/technical meeting each year and another General Meeting. Presumably, the other General Meeting will be a Spring meeting. However, the 2003 Toronto meeting originally scheduled for May has just been announced for July. Since the 2003 T&D Conference is scheduled for September, this seems like bad planning on IEEE's part.

I've invited Naeem Ahmad from IEEE Standards to meet with us at the subcommittee meeting. Many of the procedures with PARs, standards and balloting involve much re-inventing the wheel for our working group and task force chairs. I'm hoping he can help de-mystify the entire process.

At the request of a Wisconsin utility, I reviewed the 5-wire distribution system and compared it to the more conventional 4-wire distribution. Joe Buch, Tom Kulas and Walt Ros helped review and revise the document. As a result of EPRI/ESEERCO studies of 5-wire distribution, several mid-West utilities have been asked why they are not providing 5-wire distribution. Copies of the report are available from me at [d.ward@ieee.org](mailto:d.ward@ieee.org).

We still need a few new members. If you know of any prospects, please invite them or let me know.

We also have an opening for a Standards Coordinator. This role is intended to expedite any standards-related work for our working group and task force chairs. Please contact me if you're interested.

As always, we're looking for a few good presentations. Contact me or any of the officers if you have one to suggest.

## **Vice Chair Report - Dan Sabin**

Between late February and mid June, the subcommittee was assigned a total of 69 papers to review, 44 of which were transactions grade papers and 25 were conference grade papers. A total of 86 different people participated in the review process. Since we try to get a minimum of three reviews for the transactions grade papers, and up to two for each conference the subcommittee processed a total of 216 individual reviews. The average reviewer was assigned 2 papers to review over the last six months, but some reviewed only 1 while a few took on 6, 7, or even 8 papers. We currently have 13 transactions grade papers for which we have not yet completed the review process, but based on some of the reviews received last week, we will have some of them completed next week as well.

The sea change in the paper review process that is unfolding right now is that the T&D Committee's transactions grade papers will now be reviewed via the World Wide Web using a database application known as Manuscript Central. Contact information for the entire subcommittee membership, plus many other people who assist in the review process, has been submitted to the Manuscript Central database. My understanding is that each one of you should have received an email with your user ID and password for accessing the system. The basic review process from the perspective of the subcommittee begins with the IEEE Transactions paper editor (i.e., me) being sent an email that a new paper has been assigned to the subcommittee. The subcommittee editor logs into the system using a web browser (e.g., Internet Explorer or Netscape Navigator). There the editor can guest a list of the subcommittee's papers, along with a status on whether the reviewers for each paper have returned their review. A list of the potential reviewers can also be viewed, which can be searched by interest category. I assign the reviewers for each paper online. The Manuscript Central database system handles the email

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notification for each reviewer, giving the name of a paper, a paper number, and the web site address for Manuscript Central. The reviewer can now log in to the database system and download the paper in Adobe Acrobat (PDF) format. The review needs to be submitted by the reviewer directly to the web system – not to me. After all of the individual reviews are submitted, then the Transactions Editor for the subcommittee is able to submit the subcommittee's decision to the IEEE T&D Committee.

The subcommittee already has been assigned four papers to be reviewed via the web. Today, I will be attending a training session on using the system that is being provided for each subcommittee's Transactions Paper Editors. So, after the meeting, do not be surprised to start receiving emails asking you to complete a web-based review. However, do not be surprised also if the review process continues as it has for the last six months (i.e., by email with Adobe Acrobat and Microsoft Word attachments) while the kinks are worked out of this new system.

## **Working Group Reports - unapproved minutes**

### ***System Design - Cheri Warren - Chair***

68+ members and guests attended the meeting that began at 8 AM.

- We request a BIGGER room!

The minutes from the WPM 01 were approved with one minor change. The WG web site can be found at: <http://grouper.ieee.org/groups/td/dist/sd/>. We have asked for a secure area since we are using sensitive information in our analyses. These minutes will be posted there once the area is secure. You will be informed by e-mail when the site is ready.

### **TF on Outage Reporting Practices – Chair Dan Pearson - PGE**

This group met from 8:10 to 9:00. Dan was unable to attend this meeting due to the Californian power crisis. The TF paper was submitted in June 01 and hopefully will be presented at the WPM in NYC. Cheri Warren gave a quick introduction to key findings from Dan's survey. Denis Hansen from PacifiCorp gave a presentation on issues relating to outage reporting and issues when using benchmarking tools for comparison.

Dennis Hansen of Pacific Corp (Scottish Power) ([Dennis.Hansen@pacificcorp.com](mailto:Dennis.Hansen@pacificcorp.com)) made a presentation that gave a brief overview of Pacific Corp. The presentation then went into the elements of Reliability (Inherency/Redundancy/Recovery). Before Scottish Power bought Pacific Corp, the reliability performance was underreported. The reporting was manual and performed by field personnel filling out forms. After the Scottish Power purchase, the task was to determine the level of underreporting. There were (are) 3 parts to the process (input/process/reporting). In the end, they moved the reporting from the field personnel to the dispatchers. They pay customers for missed commitments. They figured they were under reported by 20% with the paper based system.

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It was suggested that the next version of the Guide (1366) include a short tutorial on this subject. Dan Ward suggested that we keep the Guide clean with what and how to calculate indices. How to handle the off/on/off should be in a separate Guide.

**TF for Reliability Indices P1366 - Chair Cheri Warren - Navigant Consulting**

Special thanks to John McDaniel of DTE and Betty Tobin of Seattle City Light for taking notes during the meeting.

As of 3/2001, 1366-1998 has been upgraded to a Full Use Guide. It is not yet available from IEEE. Dan Ward stated that it usually takes 3 to 4 months from approval until Guides are available from IEEE (which should be soon). A new PAR for 1366 has been submitted and is to be acted on by the Standards Board in September. This par will enable the group to continue to update 1366 and to change the major event definition.

Thanks to Roy Billinton ([Roy\\_Billinton@engr.USask.Ca](mailto:Roy_Billinton@engr.USask.Ca)) for making a presentation on the Canadian Electric Association (“CEA”) survey and data collection process. This survey has been on going for 39 years. A copy of the latest survey was passed around for review. US utilities are welcome to participate. To obtain a copy of the restricted results contact:

Canadian Electric Association  
1155 Metcalfe Street, Suite 1120  
Montreal, Quebec H3B 2V6  
Phone 514.866.6121 or fax 514.866.1880 or e-mail [filippelli@canelect.ca](mailto:filippelli@canelect.ca)

Ask for the 2000 Annual Service Continuity Report on Distribution System Performance on Electric Utilities.

**Major Event or Abnormal/Normal Data Segmentation**

A special thanks to Charlie Williams, Jim Bouford, and Margaret Mackisack for profound contributions to the pre-meeting work, to Clay Doyle who provided data that can be publicly used and to all the members who provided anonymous data for further analysis (you know who you are!). A memo was sent to the working group pre meeting to describe one possible approach to classifying normal/abnormal days. Please see the web site to obtain a copy of that memo. The rest of the meeting was a discussion on how to define a Major Event. This discussion had 4 parts: Proposed Methodology, Observations, Concerns, questions & Answers, and finally an Open Discussion.

**Group Action Items:**

- Please send customer definition to Cheri Warren. She will compile and send to group.
- Please send definition of a momentary to Cheri Warren. Also any comments on the 5 minute. She will compile and send to group.
- Data Request. We’d like to further the efforts that have been started. If you can participate, please send us the following data for as many years as you have it in the format shown:

Date	#Interruptions/Day	CMI/Day (Million)	CI/Day (1000s)
1/1/1998	550	110.234	23.33

1/2/1998	302	22.167	13.78
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To get data like this, you can use an access summary query that summarizes number of interruptions (lines of outage history data) and customer minutes interrupted (CMI). Also, please provide the customers served per year. Let Cheri know if you are willing to share this data with the task force or only with her. When data comes to in, she will make it anonymous in name. Any questions – call her at 518.281.9648 or e-mail at cwarren@rcgroup.com  
We intend to convene the sub task force in between meetings to continue the work on abnormal/normal.

**TF on System Design from a Reliability Perspective - Chair Jim Bouford National Grid**

This task force abdicated their time for the major event discussion. They expect to meet during the next WPM meeting.

**Switching and Overcurrent Protection - Betty Tobin - Chair**

The Working Group on Switching and Overcurrent Protection met concurrent with its two Task Forces from 8:00 AM to 11:00 AM on Tuesday, July 17, 2001.

**Task Force on Distribution Networks - Betty Tobin - Chair**

The Task Force on Distribution Networks continued its work on the Network Tutorial. There is now a private page on the Working Group’s new web site where the most recent versions of Chapters 1-3, 5-10, 12 and 15 are posted, as well as Appendices 3 and 5. Tom Kulas volunteered to modify the Introduction and the Summary based upon our discussions. Charles Fijnvandratt will do the same for the chapter on Network Transformers. Chapters 13 and 14 need to be written.

**Task Force on the Application Guide for Faulted Circuit Indicators - John Banting - Chair**

The Task Force on faulted Circuit Indicators reported that the Single Phase Guide has been published. The Task Force reviewed Draft 1 of the Three-Phase Guide and decided that its title will be “Application of Faulted Circuit Indicators for 200/600A, Three-Phase Underground Distribution”. John Banting is completing the PAR submittal and will establish a private page for this Task Force on the Working Group’s IEEE web site. We reviewed Sections 1-4 of Draft 1, and made some revisions and writing assignments. All Task Force members will review Sections 5-7 before the next meeting. We will contact the ICC so they will have opportunities to participate in the development of the Three-Phase Guide. The Working Group will also be working concurrently on updating IEEE 495.

**Distribution Voltage Quality - Jim Burke - Chair**

All 3 of the Task Forces met. The following is a summary of their activities:

**Distribution Custom Power – Dan Sabin – Chair**

Dan reviewed the minutes from the previous meeting. Dan then discussed the progress on the Application Guide for Custom Power Devices and indicated that it may go to ballot in about a

year. Dan reviewed the minutes which were posted on the web site. Draft #6 is on the website at this time. He then reviewed the major changes that had been made to each section in the guide as a result of the previous meeting. Main portion of the meeting consisted in breakout sessions on each of the major sections.

#### **Task Force on Voltage Flicker – Larry Conrad – Chair**

Larry went through his efforts at IEC. It was suggested that the group adopt IEC61000-3-7. Mark McGranaghan discussed the tutorial being given on Thursday. IEEE is going to audio record this session for future sale. Group has decided they will not be giving it at the upcoming T&D Expo. The PAR for this group has been extended for 2 years. The group has been waiting for the international standards to be completed as well as put together a tutorial. The plan is to basically use the IEC standard on flicker almost directly with a number of minor alterations. The group will create a PAR for an Application Guide for Evaluating Voltage Flicker. This PAR will be created for the WPM 2002.

#### **Task Force on Voltage Sag Indices – Mike Sheehan – Chair**

Randy Collins and Larry Morgan started the meeting by showing a device constructed for less than \$200 that will detect sags and swells. Math Bollen outlined the steps in evaluating sags (samples, characteristics, single event, single site, etc.). Dan Sabin discussed the methodology he has used over the years. Marek indicated that a SARFI of .7 is used at UI to determine levels of sags causing misoperation. Rao gave a presentation of energy sag indices.

Minutes for the Working Group on Distribution Voltage Quality are now being posted on the Internet at <http://grouper.ieee.org/groups/td/dist/vq/>.

#### **Separable Conductors**

No report was given.

#### **Distribution Automation - John Redmon - Chair**

#### **Distribution International Practices - Jim Grainger - Chair**

Jim Grainger is the new Chair for this Group. The next meeting will be in New York.

#### **Distribution Maintenance - Charlie Williams - Chair**

#### **Distribution Generation Effects on System Design - Reigh Walling - Chair**

The first meeting of the new working group was held on July 17, 2001 at the Summer Power Meeting in Vancouver, BC. The group is to be chaired by Reigh Walling ([reigh.walling@ps.ge.com](mailto:reigh.walling@ps.ge.com)). There were approximately 37 attendees.

Ray discussed the need to establish liaisons with the following DR-related working groups and task forces:

- P1547 Working Group of IEEE SCC21
- Distributed Resources: Modeling and Analysis WG under T&D General Systems Subcommittee

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- Working Group K10 of Power Systems Relaying Committee
- Task Force on DG Analysis of the Power System Analysis, Computations, and Economics Committee.

It was agreed to change the name of the working group from “Distributed Generation Impacts on Distribution” to “Distributed Resources Integration”.

Charles Perry ([cperry@epri-peac.com](mailto:cperry@epri-peac.com)) volunteered to be Vice Chair and Recorder. Dan Sabin ([dsabin@electrotek.com](mailto:dsabin@electrotek.com)) volunteered to be the temporary web master. The web site address will be <http://grouper.ieee.org/groups/td/dist/dri> .

The group worked on creating a scope for the working group. The following is the scope developed by the group:

Scope:

(For the purpose of this scope document, distributed resources will be defined as generation or electrical power storage connected to a circuit (radial or network) serving other customers as well as the DR facility.)

- Define the impact of distributed resources on planning, design, operation, protection, reliability, power quality, and safety of power distribution systems, and other customers' equipment.
- Investigate the changes needed to current system planning, design, operation, maintenance, and protection practices needed to integrate and accommodate distributed resources into existing and future distribution systems. This may include desirable communication practices between the utility and the DR facility.
- Sponsor panel presentations, develop working group papers, and possibly develop an application guide or set of recommended practices in the future as the technology evolves.

The group discussed possible divisions of DR impacts. The following are the categories identified:

- Network vs. Radial (network to be tabled at this time)
- Voltage & Reactive Management
  - Volt regulator and cap control
  - Voltage balance
  - Post-fault
- Protection
  - Reclosing
  - Fuse coordination
  - Fault currents

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- Safety and Overvoltage
  - Grounding
  - Surge protection
- Capacity and Planning
  - Market signals
  - Infrastructure capital recovery
- Misoperation
  - Inadvertant islanding
  - Equipment backup (DR breaker failure)
- Feeder Reconfiguration
  - SCADA Reconfiguration
  - Solid state transfer verses mechanical (open) transfer

The following members volunteered to prepare Working Group Presentations for Winter 2002 meeting:

- |                              |                 |
|------------------------------|-----------------|
| • Voltage Regulation         | Reigh Walling   |
| • Dynamic Performance        | Nick Miller     |
| • Microturbine Commissioning | Marek Waclawiak |

Our efforts between now and the next meeting will be to develop a laundry list of possible impacts to the distribution system caused by the installation and operation of DR. The goal is to turn this list into a Working Group Paper for the Summer 2002 Power Meeting in Chicago, IL. The group will attempt to organize a panel session for the Summer Meeting with this paper and others on voltage regulation, var control, and reclosing, etc.

The next meeting will be held at the Winter Power Meeting in New York, NY in 2001. We will attempt to schedule a 2 hour meeting on Tuesday afternoon. A 2 to 4 PM time slot is preferred, but a 1 to 3 time slot will be accepted if 2 to 4 is not available.

The web site for this working group:  
<http://grouper.ieee.org/groups/td/dist/dri>

## **Liaison Reports**

### ***Insulated Conductors***

The Separable Connectors Working Group is moving to the Insulated Conductor Committee.

### ***Power System Relays***

### ***Regional Committees***

## **Surge Protection Devices**

### **Switchgear**

### **Transformers**

### **SCC 21**

## **Standards Activities**

### **ANSI C37.73**

### **ANSI C84.1**

There is discussion in California about lowering the service entrance voltage requirement. This would be done for conservation purposes.

### **ANSI C119.2**

Standard 386 has been reaffirmed.

### **NESC**

The 2002 edition of NESC will be published in August.

## **Open Discussion**

## **Presentation**

There were two presentations at this meeting. Harry Hayes presented information on standards for underground power cables. You can find Harry's presentation on our web site, <http://grouper.ieee.org/groups/td/dist/presentations/>.

Naeem Ahmad gave us the following overview of PARs, ballots and other IEEE processes.

### **Paper Balloting of Standards**

The IEEE Standards Department can assist you in conducting your sponsor level ballot. Following checklist will assist you in providing us with the complete package of materials. Please mail this package to your Standards Staff Liaison. **Working Group Chair must be same person whose name is on the PAR and he must be IEEE SA Member. Please check the PAR to verify. Also, Please do not send me draft as attached file.**

#### **I. Two copies of the draft on 8-1/2 x 11" paper.**

*(Copies of the draft are not required for reaffirmation ballot.)*

- Each page must be numbered in the proper order.
- Each page must have project # and draft #. ( Example: C57.12.00/D5)

- Each page must have current date.
- Complete IEEE copyright statement with current year on the first page is a must.
- Short IEEE copyright statement with current year in a “footer” on each page is a must.
- Title must be same as on approved PAR and must have the word “Draft” ( Draft: Title)
- Complete figures, tables and annexes at proper place.
- Only metric units are allowed in the normative portion of the standard. Inch-pound data may be included in footnotes/annexes. Submit necessary exception request to Bruce Barrow of SCC14 (301-493-4374; b.barrow@erols.com).

**II. A balloting letter addressed to the balloters explaining the purpose of the ballot.**

*(Refer to Annex A of the IEEE Standards Companion for sample correspondence. This document is also available on the Standards home page <http://standards.ieee.org>. Go to policies and procedures under Standards Development.)*

- The person who will receive the ballot summary upon completion of the ballot will write this letter. This is usually the Working Group Chair.
- This letter will include current address, telephone and fax numbers, and e-mail address.

***Upon receipt of the above, The Balloting center will:***

1. Conduct an invitation-to-ballot to form your balloting group.
2. Prepare an invitation form, which will be read by optical mark reader.
3. Enter names and Interest Categories into database for all balloters.
4. Duplicate your draft. Mail out the ballot form, cover letter and draft.
5. Approximately 10 days before the ballot closing, will provide you with contact information for those persons who have not returned their ballots.
6. Provide you ballot summary and comments received, after the ballot has closed.

**Conduct a recirculation ballot when necessary.**

### **Electronic balloting**

A directory called "drafts" has been created in the ftp/uploads area. You can use this for uploading files of the drafts/recirculation package. The instructions are below.

- 1. Working Group Chair must be same person whose name is on the PAR. Please check the PAR to verify.**
- 2. Please check your draft for the following:**
  - Each page must be numbered in the proper order.
  - Each page must have project # and draft #. (Example: C57.12.00/D5)
  - Each page must have current date.
  - Complete IEEE copyright statement with current year on the first page is a must.
  - Short IEEE copyright statement with current year in a “footer” on each page is a must.
  - Title must be same as on approved PAR and must have the word “Draft” (Draft: Title)

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- Complete figures, tables and annexes at proper place.
- Only metric units are allowed in the normative portion of the standard. Inch-pound data may be included in footnotes/annexes. Submit necessary exception request to Bruce Barrow of SCC14 (301-493-4374) or (b.barrow@erols.com).

**3. Convert draft file to PDF. Other files may be Word/Excel.**

**4. Send files via anonymous ftp to [stdsbbs.ieee.org/uploads/drafts](http://stdsbbs.ieee.org/uploads/drafts)**

*Note 1: Please **do NOT** put spaces or special characters, such as; (@#%&\*()/? ,etc.) in the filenames.*

*Note 2: If you have many files or directories/subdirectories to upload, please zip them into one file (following the naming convention of Note 1).*

*Note 3: The uploads/drafts directory is not readable, so you will not be able to see the contents.*

**5. Send an email to [spa-admin@ieee.org](mailto:spa-admin@ieee.org) and a copy to your staff liaison ([n.ahmad@ieee.org](mailto:n.ahmad@ieee.org)) specifying the names of the files(do not send draft as attached file). Please provide current phone and fax numbers of Working Group Chair in this e-mail.**

*Note 1: Uploaded and where they belong, i.e., for balloting use.*

*Note 2: When spa-admin gets the email he will transfer the files to a directory on the home server. He will specify the directory name at transfer time.*

**General Information**

1. If you are not familiar with ftp, software is available at <http://cws.internet.com/ftp-price.html>  
Netscape version 4.0 and greater also has ftp capability.
2. Most ftp software requires the following information:  
Host: [stdsbbs.ieee.org](http://stdsbbs.ieee.org)  
Username: anonymous  
Password: <put your email address here>  
Directory: /uploads/drafts
3. If using Netscape browser, the URL is  
<ftp://stdsbbs.ieee.org/uploads/drafts/>

**Then click on "File", "Upload file" from the menu items**

**Project Authorization Request (PAR)**

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The Project Authorization Request (PAR) can now be submitted on-line. The PAR form is located on our website at <http://standards.ieee.org/guides/par/ePARform.html>. This web-based form contains links to the Working Guide for the Project Authorization Request (PAR) Form to assist the submitter in filling out the PAR Form.

Once the form has been submitted, a confirmation screen will appear for the submitter to confirm and print out their submittal. Once the submittal has been confirmed, an e-mail will be sent to the Sponsor Chair (and/or Sponsor Liaison) and Working Group Chair confirming that the submittal has been received. Please note that the signature page, located on our website at <http://standards.ieee.org/guides/par/parsgn2000.txt>, still needs to be downloaded, filled out, signed by the Official Reporter (usually the Working Group Chair) and faxed to me (the NesCom Administrator) at 732-562-1571.

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Appendix 1: Attendance List

The following tables list the attendees of the IEEE Distribution Subcommittee meeting on January 31, 2001. The attendance list from July, 2001 is missing!

**Table 1: IEEE Distribution Subcommittee Members**

Name	Company
Dick H. Arndt	Consultant
Ernest E Baker	Florida Power Corporation
John F Banting	Cooper Power Systems
James L. Burke	ABB/ESC
Ray L. Capra	Consultant
K. Clinard	KC Associates
Dick Hensel	Consumer Energy M-462
Tom Kulas	Northern States Power Co.
John M. Makal	Cooper Power Systems
John McDaniel	Detroit Edison Company
Tom McDermott	Electrotek Concepts, Inc.
John R. Redmon	John R. Redmon, Inc
Walter J. Ros	General Electric Company
Dan Sabin	Electrotek Concepts, Inc.
Frank Stepniak	ElastNameimold/T&B
Elisabeth A Tobin	Seattle City Light
Reigh A. Walling	GE Power Systems Energy Consulting
Cheri Warren	Navigant Consulting, Inc.
Art Westrom	Westrom Technologies
Charlie Williams	Florida Power Corp
<b>Total</b>	<b>20</b>

**Table 2: Guests**

Name	Company
Greg Ardrey	Alliant Energy
Jerry L. Baston	Alliant Energy
Roger Bergeron	Hydro Québec
Vesna Borozan	University Ss. Kiril and Metodis
Jim Bouford	National Grid
Jim Cheney	Arizona Public Service
Ali Chowdhury	Midamerican Energy Company
Carey Cook	S&C Electric Company
Donald F. Hall	CES International
Harry Hayes	Ameren Services
Kevin Jones	Stoner Associates
Thomas S. Key	EPRI PEAC
Jerry Murray	Oregon PUC
Gary Rackliffe	ABB Power T&D Company
John Spare	KEMA Consulting
Val Warner	Wisconsin Electric

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James Wikston	Hatch Associates Ltd.
Rich Zinger	Sicame Corp
<b>Total</b>	<b>18</b>

## **Appendix 2: Panel Session Requests**

There were no panel sessions requested for the 2002 WPM.

## Appendix 4: Current Membership Roster

The following list presents the 46 current members of the IEEE Distribution Subcommittee.

Chair: Ward, D.J., Richmond, VA  
Vice Chair: Sabin, D., Knoxville, TN  
Secretary: Tobin, E.A., Seattle, WA

Arndt, D.H., Waukesha, WI  
Baker, E.E., Maitland, FL  
Banting, J.F., Pewaukee, WI  
Barker, P., Schenectady, NY  
Buch, J.F., Madison, WI  
Burke, J.L., Raleigh, NC  
Capra, R.L., Lafayette, CA  
Chebli, E.A., New York, NY  
Clemons, L.G., Detroit, MI  
Clinard, K., Sammashi, WA  
Conrad, L., Plainsfield, IN  
Ehrlich, R., Kennett SQ, PA  
El-Keib, A.A., Tuscaloosa, AL  
Gentile, T., Westboro, MA  
Gilmer, D., Steamboat Springs, CO  
Grainger, J.J., Raleigh, NC  
Hensel, D., Jackson, MI  
Horman, D.B., Salt Lake City, UT  
Kulas, T., Minneapolis, MN  
Landman, B., North Hampton, NH  
Makal, J.M., Pewaukee, WI  
Mancao, R., Lusby, MD

McDaniel, J., Belleville, MI  
McDermott, T., Jefferson Hills, PA  
Mejdrich, R.E., Citrus Heights, CA  
Mukherji, R., Houston, TX  
Oedemann, R.J., Philadelphia, PA  
Owen, B., Franksville, WI  
Pearson, D., San Francisco, CA  
Redmon, J.R., West Orange, NJ  
Ros, W.J., Schenectady, NY  
Sheehan, M.T., Seattle, WA  
Short, T., Schenectady, NY  
Smith, D.R., Wilmerding, PA  
Stepniak, F., Hackettstown, NJ  
Tengdin, J.T., San Clemente, CA  
Vogel, S., New York, NY  
Vollkommer, H., Columbus, OH  
Walling, R.A., Schenectady, NY  
Warren, C., Albany, NY  
Welch, G., Raleigh, NC  
Westrom, A., Stone Mountain, GA  
Williams, C., Maitland, FL

#### **Appendix 4: Logistical Notes**

The following are logistical notes from the meeting:

- Request a smaller room for the Distribution Maintenance Group for the next meeting.
- Request a larger room for the System Design Group.