# Administrative Subcommittee – Don Platts

Introduction of Members and Guestse

The attendees were asked to introduce themselves. The chair asked each attendee to state his/her affiliation. If the attendee is a consultant, the attendee must state if he is representing a company other than his own consulting interest. Introductions were made by members and guests.

Members Present:

Chair Donald Platts

Vice Chair Stephen Antosz

Secretary Susan McNelly

Treasurer/ Meetings Planning SC Gregory Anderson

Standards Coordinator William Bartley

Awards/Past Chair Bill Chiu

Bushings Eric Weatherbee for
Peter Zhao

Dielectric Tests Michael Franchek

Distribution Transformers Stephen Shull

Dry Type Transformers Robert “Casey” Ballard for
Chuck Johnson

HVDC Converter Transformers & Reactors Michael Sharp

Instrument Transformers Ross McTaggart

Insulating Fluids David Wallach

Insulation Life Bruce Forsyth

Performance Characteristics Ed teNyenhuis

Power Transformers Joe Watson

Underground Transformers & Network Protectors Dan Mulkey

Guests Erin Spiewak, Jodi Haasz, Anasthasie Sainvilus (IEEE SA), Juanita Lewis (IEEE SA), Tim Holdway

Approval of Previous Meeting Minutes

The Chair asked for comments from the Spring 2015 San Antonio Administrative Subcommittee meeting minutes. Hearing no comments or requests to change the draft minutes. Bill Bartley made a motion to approve the minutes and it was seconded by Steve Shull. There were no objections to approval, therefore the minutes were approved.

Additions to and/or Approval of the Agenda

The Chair reviewed the draft agenda with the attendees. The Standards Report was moved up in the Agenda for visitor Mike Thompson’s benefit. There were no other changes or additions.

**Approved Agenda**

1. Introduction of Members and Guests (:05) All
2. Approval of Spring 2015 Minutes from San Antonio (:03) D. Platts
3. Additions to and/or Approval of the Agenda (:02) D. Platts
4. Chair’s Report (:05) D. Platts
5. Vice Chair’s Report (:05) S. Antosz
6. Secretary’s Report & New Committee Membership Approval (:10) S. McNelly
7. Treasurer’s Report (:05) G. Anderson
8. Recognition & Awards Report (:05) B. Chiu
9. Standards Report (:30) B. Bartley
10. IEEE Staff Update (:10) E. Spiewak
11. Meeting Planning (:10) G. Anderson
	1. Memphis Meeting Update
	2. Future Meetings

***Break & Time Check – 3:30 pm***

1. Old Business
	1. WG Data – Confidentiality, Storage, Access, & Use (:10) S. McNelly/E. Spiewak
2. New Business
	1. Routine Working Group and Task Force Standards Development
	Reports D. Platts/P. Balma

***Time Check – 4:30 PM***

1. Subcommittee Reports – Roundtable (not intended to indicate order of reporting)

Bushings (:03) P. Zhao

Dielectric Test (:03) M. Franchek

Distribution Transformers (:03) S. Shull

Dry Type Transformers (:03) Robert “Casey” Ballard for C. Johnson

HVDC (:03) M. Sharp

Instrument Transformers (:03) R. McTaggart

Insulating Fluids (:03) D. Wallach

Insulation Life (:03) B. Forsyth

Performance Characteristics (:03) E. teNyenhuis

Power Transformers (:03) J. Watson

Underground Transformers & Network Protector (:03) D. Mulkey

1. Adjourn

Chair’s Report – Donald Platts

Refer to Section 5.0 for a complete “Chair’s Report.”

*Highlights:*

Don mentioned that we need to use the term submersible instead of underground transformers.

He asked for contact information for the changes to include solid state transformers into our Committee. No information from SA has yet been provided. Until more information is provided, no further actions for integration of these type transformers will be made.

Looking for opportunities to coordinate with DOE.

Don indicated that the officers met this morning and topics from that meeting will be brought up during New Business.

Don mentioned that he needs some help with succession planning from the SC Chairs. He mentioned that we are also looking for a Vice Chair for Meetings Planning SC and as a back-up for the website.

Don mentioned that an email was sent to PES indicating that PES does not acknowledge the Transformers Committee Meeting. As a result, the technical committee meetings are now identified on the PES website.

Don announced that Bruce Forsyth will be taking on the role of Committee Secretary January 1, 2016 and Tim Holdway will take over the role of Standards Coordinator January 1, 2016.

Vice Chair’s Report – Stephen Antosz

Refer to Section 6.0 for a complete “Vice Chair’s Report.”

*Highlights:*

Steve mentioned that he is looking for reviewers of approximately 14 papers for the T&D Conference in May. He indicated that the deadline for paper submissions for the General Meeting is fast approaching and he will need reviewers for those as well.

A panel session will be sponsored at the 2016 General Meeting on Transformer Security.

Secretary’s Report – Susan McNelly

Refer to Section 7.0 for a complete “Secretary’s Report.”

*Highlights:*

There were eighteen applications for membership received. Sixteen had the required memberships and met the application requirements. Two were missing information or had missing memberships . The application from Vijay B. Tendulkar was discussed and Casey Ballard indicated that he has been active in the Dry-Type SC and that the missing SC Chair sign-off could be provided. There were a couple of applications listing less than the required 2 year participation. Administrative SC members came forward for each of these and verified that those people had been active in various WG for at least the required 2 year period. It was noted that the Secretary Report did not indicate a SC Chair signature for Sukhdev S. Walia. However, this had been verified and was not corrected prior to submittal of the report.

Therefore, only 1 application , that from Shamaun Hakim, will be rejected and will be re-reviewed once the required memberships have been provided. The remaining 17 applications were approved.

In addition to the above, a request for reinstatement to Committee Member from Past Committee Member, Scott Reed was received. There were no objections to this reinstatement.

There were six positive responses to the essential patent claim question on the registration form. Of those, only three provided any further detail and were noted in the full report.

Treasurer’s Report – Gregory Anderson

Refer to Section 8.0 for a complete “Treasurer’s Report.”

*Highlights:*

The balance was last reported was $93,166.09 . As of August 31, 2015, the balance was $53,501.

He mentioned that it is typical to have ups and downs in the balance and to have meetings that gain or lose money.

Recognition & Award’s Report – Bill Chiu

Refer to Section 9.0 for a complete “Recognition & Award’s Report.”

*Highlights:*

The Recognition & Awards Chair presented

There will be 2 Outstanding Contributors presented at the Memphis Meeting. There was a plan to award a Distinguished Service Award, but the recipient will not be in attendance, therefore it will be delayed to a future meeting.

There will be one standard (C57.163) that will be recognized.

Bill indicated that he will be initiating an “Oscars” type award that will be presented to the best SC meeting from the Spring 2015 meeting.

There will also be a short tribute to Active Participant, Martin Heathcote. Martin passed away September 23 at the age of 77.

Standard’s Report – William Bartley

Refer to Section 11.0 for a complete “Standards Report.”

*Highlights:*

The Standard Coordinator presented.

There were 3 new standards approved (C57.163, C57.130\*, and C57.157\*) \*Approved by REVCOM, but not SASB yet.

There was 1 new amendment approved (1538a, Guide for Determination of Max Winding Temp Rise in Liquid Transformers – Amendment 1) .

There were 5 revisions the transformer standards approved (C57.12.34, C57.12.37, C57.12.59, C57.125, and C57.637) .

There are 5 transformer standards on the December Standards Board RevCom Agenda (PC57.12.00, PC57.12.90, PC57.139, PC57.106, and PC57.32).

There was 1 new PAR request for a new standard (PC57.12.70-2011 Corrigendum 1).

There were 3 PARs requested for revisions (approved in 2015, expire Dec 31, 2019) (PC57.12.32, PC57.12.60, and PC57.12.58).

There were no PAR modifications requested.

There were 2 PAR extensions approved (PC57.140 and PC57.138\*) \*Approved by REVCOM, but not SASB yet.

There was 1 PAR for revision that was deferred until Dec 2015 (PC57.12.38)

There were 4 requests for PAR extension that are on the Dec 2015 agenda ( PC57.156, PC57.12.24, PC57.19.04, and PC57.12.36)

The deadline for submittal to REVCOM for Standards expiring in 2016 will be October 17, 2016.

*Discussion:*

A question was asked whether withdrawn standards and guides needed to be left on the lists for each SC. It was commented that this is useful as a reference of when a document was withdrawn and there have been instances where the document has been brought back after withdrawal.

IEEE Staff Update – Erin Spiewak

Erin introduced Anasthasie Sainvilus (IEEE SA Contracts Licensing Manager) and Juanita Lewis (IEEE SA Finance Group) who were attending and observing the meeting.

**Public Review**

–Monday Standards Luncheon presentation

–Go live: July 6th

Public Review process is up and running.

**IEEE/IEC Update – Transformers Committee (report presented by Haasz)**

This report is an update on the activities taking place under the IEC/IEEE Dual Logo Agreement. Jodi announced that she will no longer be attending the meetings but will still be coordinating with Erin on the Transformers Committee work with IEC.

Adoption of IEEE Transformer Committee Standards under the IEC/IEEE Dual Logo Agreement

* IEEE C57.15™-2009 (IEC 60076-16:2011-12) – Guide for the Application, Specification and Testing of Phase-Shifting Transformers
* IEEE C57.135™-2011 (IEC 62032 Ed.2:2012-06) – Guide for the Application, Specification and Testing of Phase-Shifting Transformers

Maintenance of IEEE Transformer Committee Standards adopted under the IEC/IEEE Dual Logo Agreement

* IEEE PC57.15/IEC 60076-57-15 (previously IEC 60076-21), Guide for the Application, Specification and Testing of Phase-Shifting Transformers

Status – The PAR to revise the standard was approved on 27 March 2014. Currently undergoing draft development.

Joint Development of standards with IEC

Published Standards

* IEC/IEEE 65700-19-03:2014, Standard Requirements, Terminology, and Test Code for Bushings for DC Applications Rated 110 kV BIL and Above

Standards Under Development

* IEC/IEEE 60076-16, Standard Requirements for Wind Turbine Generator Transformers

Status – The IEEE sponsor ballot completed on 27 February 2015. The IEC Committee Draft and the IEC Committee Draft closed on 3 July 2015. Currently undergoing comment resolution.

* IEC/IEEE 60076-57-1202, Standard Requirements for Liquid Immersed Phase-Shifting Transformers

Status – The IEEE sponsor ballot recirculation closed on 28 June 2015 and the IEC Committee Draft Vote (CDV) closed on 17 July. Currently undergoing comment resolution.

* IEC/IEEE 60214-2, Tap-Changers - Part 2: Application Guide

Status – The IEEE PAR was approved on 12 June 2014. The document is undergoing draft development.

* IEC/IEEE 60076-57-129 (previously IEC/IEEE 61378-2), Convertor transformers - Part 2: Transformers for HVDC applications

Status – The IEEE PAR was approved on 10 December 2014. The document is undergoing draft development.

Meeting Planning Report – Gregory Anderson

No written report provided.

*Highlights:*

Greg asked that SC/WG/TF minutes include the date and time of the meeting (not just time), number of attendees (members & guests), and whether or not the group will be meeting at the next meeting.

There was considerable discussion regarding recording attendance at each SC/WG/TF. There is a list of everyone that registered for the meeting with their affiliations at the beginning of the main meeting minutes. Further information and direction will be provided on what will be required to be included in the minutes for each group and what can be provided in AMS. Keeping attendance information in the AMS will be required and SC Chairs should make sure that WGs and TFs under their SC are doing so.

Craig Swinderman, from Mitsubishi , host for the Memphis meeting talked about the meeting so far.

Alan Traut from Power Parners, Inc. gave a brief synopsis of the meeting that will be held in Atlanta in March of 2016.

Greg indicated he is still working on the Fall 2016 meeting location and date.

Greg also did a demo of the RFID technology that will be in place for the Memphis meeting and discussed the plan for expanding this at future meetings to provide real time quorum information.

Old Business

### WG Data Confidentiality – E. Spiewak

Erin indicated that she talked to Rick Ladroga and the spreadsheet for data information that was previously provided was still valid. Erin indicated that they would need to know what queries would be needed and what fields could under no circumstances could not be included in any of the queries.

The non-disclosure agreement will still be used, and depending on what information is requested, a second non-disclosure may be necessary.

The database will likely be done using Microsoft Access.

New Business

### Draft Transformers Committee Operation Manual – Peter Balma

Don indicated that a draft of this was sent out recently. After review of this, Don indicated he felt there were several items within the document that need to be updated and for the AdCom members to review the entire document and review the SC Scope at their SC meeting if needed.

Don indicated the process of building a standard needs to be included in the P&P and eliminate the overlap. This may mean that reapproval of the documents in the next year will be necessary. The documents will then be posted on the website as reference to the members.

### Topics from Officers Meeting

1. Documenting what goes into our standards and why it is there or why it was changed.

Don indicated that documentation of why something was changed, what options were looked at and why it was changed be provided. This companion document /report of this information would then be provided with the document sent to ballot and for future reference. Don indicated that he would be making this recommendation at the Monday General Session. This information would be provided to the SC when the document is brought forward for approval at the SC and to be included in information provided with ballot.

1. Ballot Resolution Groups (BRG)

Is the appointment of a BRG different from the process of appointing a TF to look at an issue. Does or should the WG have an opportunity to review the resolution to ballot comments? Erin indicated that the proper procedure would be for the ballot resolution to be reviewed and approved by the WG prior to recirculation. Also, the BRG should be a balanced representation of the WG to avoid any appearance of collusion.

Erin indicated that the meeting minutes need to document the people that will make up the BRG and that it be open to anyone that is interested in participating.

Don indicated that based on the discussion, there appears to be a procedural issue that needs to be resolved on how this process should be done.

There were comments that some of the SCs schedule documents to go out to ballot a year prior to it expiring so that they have at least two meetings for ballot resolution.

A question was asked of Erin on whether it is a requirement that only a clean copy be provided on the first ballot of a document. The concern is that with limited time available to review documents, knowing what was changed in a document would be very helpful to balloters.

1. WG Editorial Review

Don indicated it would be helpful to clean up many of the editorial issues prior to a document going out to ballot. It would help reduce the number of editorial comments that need to be resolved after a document goes out for ballot if this review is done by the WG ahead of time.

Another option raised would be to have a group responsible for an Editorial review. Erin indicated the MEC is not a grammatical review, it is a style and legal review only.

Erin indicated that IEEE follows the Chicago Manuals Style, which dictates things like the use of dashes, etc.

There was considerable discussion the best way to have a better grammatical/punctuation/ sentence structure review done on documents prior to them going out to ballot.

It was suggested that we make the WGs aware that the MEC does not do this type of document review and that they are responsible for looking at the grammatical, spelling, etc.

1. Transformers Committee CD of Standards

A question was asked whether a new CD would be made available. Don indicated that one was made available this year, but at a much higher cost than what had previously been provided. It was discussed that maybe a compiled CD could be provided with the recently approved Standard at the Spring 2016 Meeting.

Subcommittee Reports

| **Subcommittee** | **Report/Hot Topic** |
| --- | --- |
| Bushings – P. Zhao, reported by Eric Weatherbee | The recently formed Task Force that was assigned to look at Composite Bushings, with the help of Doble Engineering sent out a survey to determine what the current definition of composite bushing is within the industry. The results will be discussed during the Tuesday morning. The TF is also looking at all the bushing standards to see if they adequately address the recent technologies that have been brought to the marketplace.  |
| Dielectric Test – M. Franchek | * New task force on limits for winding insulation power factor and resistance will be meeting in Memphis.
* WG C57.138 Revision of impulse test for distribution transformers will not meet, document is in ballot.
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| Distribution Transformers – S. Shull | Nothing to report. |
| Dry Type Transformers – R. Ballard for C. Johnson | * C57.12.60 is starting up as a WG to revise the dry-type insulation system thermal aging document
* C57.12.50/51 are being combined to reduce future maintenance as they were both old ANSI documents that had the copyright given to IEEE.
* C57.124 –technical experts in partial discharge are needed to help us out on this dry-type transformer partial discharge guide.  Relevant experience with the testing equipment is where there is a severe lacking of information with the current SC participation.  A WG chair for this activity is also being sought.
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| HVDC – M. Sharp | The only active working group reporting to the HVDC Converter Transformers and Smoothing Reactors subcommittee has created a first draft for a dual logo standard, 60076-57-129, for HVDC converter reactors. The details will be reviewed at the SC meeting. A volunteer to chair a working group to update IEEE 1277 for HVDC Smoothing Reactors is needed. |
| Instrument Transformers – R. McTaggart | C57.13 has not yet been submitted, C57. 13.7 is ready to go to ballot after SC approval, and at least one standard will be discussed to start a new WG for revision (C57.13.5). |
| Insulating Fluids – D. Wallach | There are four WG documents wrapping up this year and are either published or on the December REVCOM agenda.  A look ahead will be done to see which documents might need to begin revision cycle.  Also David brought up a question about a gentleman from Uruguay seeking opinions on transformer DGAs.  ADCOM members confirmed that we cannot provide any sort of consulting.  If volunteers were asked to comment back rather than IEEE, it could be seen as commercial activity.  David will send a reply noting we cannot support his request and suggest he refer to IEEE C57.104  |
| Insulation Life – B. Forsyth | * The WG for PC57.162 is meeting to continue development of the new Guide for Moisture in Insulation Systems.  There are currently nine task forces working and a tenth will be introduced at this week’s meeting.
* At the last meeting a task force was established to prepare a scope for a guide for Winding Temperature Indicators.  After several meetings, the TF is recommending expanding the scope to cover the more general topic of temperature measurements.  The TF Chair (David Wallach) will present the proposal during the SC meeting on Wednesday.
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| Performance Characteristics – E. teNyenhuis | * New WG chair for C57.120 is Rogerio Verdolin
* 2015 PAR is C57.32 and this is now with Revcom
* 2016 PAR’s are C58.158, P600076-16, C57.120 and C57.159 – they are on track
* Sheldon Kennedy will be Chair to restart C57.18.10 (first meeting is in Memphis)
* New TF on Short circuit current criteria – Chair will be David Buckmaster
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| Power Transformers – J. Watson | Nothing new to report. |
| Standards SC – W. Bartley | The C57.12.00 and C57.12.90 have been submitted to REVCOM. C57.12.70 will need a corrigenda to correct an issue found. The GMD guide C57.160 was approved. The comparison between IEC and IEEE has been moved to the protected portion of the web. |
| Underground Transformers & Network Protector – D. Mulkey | Some interest has been expressed in reactivating C57.12.57 – Dry Type Network Transformer working group, however the people most interested could not get approval to attend this meeting. |

Adjournment

The meeting was adjourned at 5:25pm.

Submitted by:

TR Committee Secretary

Susan McNelly

November 3, 2015