

1.0 Chair's Report

IEEE PES Transformers Committee

Spring 2011, San Diego Meeting

1.1 Transformers Committee Highlights

- 1.1.1** As everyone has noticed during your registration process for our Boston meeting, the Patent Disclosure requirement is now a permanent part of our registration process. We've made it part of both the "on-line" and "hard copy" registration. This new process change will allow us to significantly improve our IEEE-SA patent disclosure responsibilities. The new process allows us to make the overall patent disclosure process part of the individual's permanent registration record. It also eliminates the requirement for Task Force, Working Group and Subcommittee chairs making a request for patent disclosure claims at the beginning of each of their meetings. The new process will be stated as follows:

NOTE: All participants in this meeting have certain obligations under the IEEE-SA Patent Policy (See the Transformers Committee's website for additional information, refer to the IEEE Patent Policy "section"). Participants shall inform the IEEE of the identity of each "holder of any potential Essential Patent Claims of which they are personally aware" if the claims are owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents. "Personal awareness" means that the participant "is personally aware that the holder may have a potential Essential Patent Claim" even if the participant is not personally aware of the specific patents or patent claims

If anyone registering for this meeting is personally aware of the holder of any patent claims that are potentially essential to the implementation of any of the proposed standard(s) under consideration by any task Force, Working Group or Subcommittee that they will be participating in and that are not already the subject of an "Accepted Letter of Assurance" they are encouraged to disclose that information.

☐ NO, I am not aware of any potential Essential Patent Claims

☐ YES, I am aware of any potential Essential Patent Claims

(if YES describe in detail below)

(If you answered YES you will possibly be contacted by the Transformers Committee Secretary for additional information)

(Describe in detail and as a minimum, list the WG and/or SC that are affected, the affected document, the Essential Patent Claim, the Company and/or individual patent holder)

In conjunction with the new registration process, we are dedicating a section of our web site to Patent Disclosure information. A specific description of the requirement along with a link to the IEEE-SA web site that further defines the specific requirement will be provided. Also a link to the latest revision of the IEEE-SA's slide presentation is provided as an additional reference tool.

- 1.1.2** Another tool we are in the process of implementing since our San Diego meeting To help navigate through the IEEE-SA MyBallot process a little easier we have dedicated a section of our web site to providing a library of web links that should help simplify the process.

Several of you have expressed difficulty in remembering how to access various sections of the MyBallot process due to the infrequency of use. We made a decision to establish a library of "short cuts" to expedite navigating the MyBallot Process. We will be adding additional links to the library as we receive feedback from you as you access and use the feature.

- 1.2.0** 2011 PES General Meeting
Detroit, Michigan
24-28 July 2011

"The Electrification of Transportation & the Grid of the Future"

- 1.2.1** I was unable to attend the 2011 PES General Meeting due to personal issues. Therefore, I asked both Bill Chiu, Vice Chair and Don Platts, Secretary to represent the Transformers Committee Chair at the Technical Council meetings and make notes for inclusion in this Chair's report. Listed below are the unedited notes that were made.

- 1.2.2 Bill Chiu:** Here are the few highlights from the PES GM in Detroit that could be of interest to our membership.

1.2.2.1 Elimination of the reaffirmation process. (I believe Bill Bartley will go over these in detail)

1.2.2.2 Elimination of the "Interpretation" of standards. IEEE will no longer offer Interpretations through the technical committees. This was voted on and approved at the June, 2011 IEEE SA Board meeting. (I believe Bill Bartley will also go over these in detail as well)

1.2.2.3 Seeking volunteers for the Fellow's nomination process. Coordinator needs to be a Fellow, but can not nominate, nor second a nomination. The coordinator also can not serve as the source for letter of reference.

1.2.2.4 The other items on the quality of paper presented and a proposal to revise the acceptance criteria will be included in my report.

1.2.2.5 I've also attached the draft meeting minutes from the Tech Council meeting, but I just realized they didn't include a lot of the details (see "Attachment A").

1.2.3 Don Platts: During the PES Opening Session a call for nominations for IEEE Fellows. Also, it was noted that many of the available awards were not presented to anyone because of a lack of nominations.

1.2.3.1 Technical Council O&P Committee: Aud Com rejected 3 new O&P manuals in July 2010. They were based on the Transformers Committees manual. Aud Com wants to remove all items that are not related to standards development. So each committee will need 2 documents, one for standards, and another for all other information.

The P&P, Policy and Procedures will be just Standards Development. Contents: membership, and officers; the organizations – Subcommittees; and the procedures for Standards Development. The procedures for other activities will not be in there. That goes into the O&P.

The deadline to get an approved P&P is December 2012. The P&P document will be posted on the SA webpage.

Motion made and voted approved -each committee shall revise their documents and get their P&P to Manni (Chair of O&P comm.)

Aud Comm mtg Submit by

Dec 11 Oct 11

Mar 12 Dec 11

Working Group Policy and Procedure

Should everyone work from a default procedure, or should each WG develop a specific document that must be approved by the Adcom of each technical committee? A group consisting of Lisa Yacomb, Bill Barley, Ted Olson, and Jeff Nelson (?) will draft a 'fill in the blanks' form as a start of the P&P. They will submit the draft to the technical committees for review and comment.

Each committee is requested to update their O&P manual and submit to Manni for review and ballot by Technical Council O&P Comm. by July 2012.

1.2.3.2 Technical Sessions Committee: Comments: "Supersessions" need to be organized faster. Too many tutorials, they conflict with the working group meetings. They also have too many conflicts between similar working groups, (particularly in the wind power area).

May decide to combine the PSCE with the Smart Grid conferences. Attendance has not been good.

TCPC and the O&P comm will meet in January in Anaheim. The JTCM is Jan 8 – 12th.

The 2012 T&D conference will have poster sessions and some panel sessions, but no paper sessions. The call for papers was out with a deadline of Aug. 8, 2011.

The next General Meeting will be in San Diego. By the January JTCM, all panel session information should be ready. The schedule spreadsheet layout of this year's meeting will be used again, with a default number of rooms for each comm. [So transformers should get 3 again]. Then based on the number of papers each group has, the schedule will be finalized at JTCM.

They noted that they need supersession chairs, and tutorials, the due date would be very soon. (Summer of 2011).

Meeting Agenda: (See "Attachment B")

1.2.3.3 Meetings and Marketing: Pat Ryan and Al Rotz attended to sell the merits of the PES Resources Center. The objective is to get the efforts of our work out to the world. When we donate our tutorials, or other information, we can restrict who can view it. Anyone / IEEE members / or only PES members. They noted that the transformers committee has agreed to offer our tutorials sessions.

If we want them to post something, we must provide a paper abstract and list of keywords. Since it is the transformers committee that is 'giving' the information, PES assumes that it has been reviewed and approved by the committee.

It was noted that other technical committees may want to use the AMS system from 123 that the transformers committee is already using. The hope is that it will eliminate some work for the smaller committees and may reduce the overall costs to each committee.

It was noted that the IEEE Press has several older books that are available in e format, that are free of charge. Also 40-50 old tutorials are also now available.

Meeting Minutes: (See "Attachment A")

1.2.3.4 Technical Council Meeting: Bill Chiu, Bill Bartley, and Tom Prevost also attended this meeting. By this Wednesday PM, the jet lag from my trip to Korea had kicked in. But my notes follow:

PES Policy Development -suggestions are due by 10/15/11

For each of the technical committee meetings, we should contact Malia Salet so that she can contact the local chapters to inform them of the opportunity to attend.

Bill Rosehart (IEEE PES involved with the foreign PES conferences) wants a technical review of all papers that are presented at these foreign conferences. That would establish a tie between the technical committees and these conferences. Now the local host arranges for paper reviewers. This was not well received, but no action was taken.

Switchgear website page for future meetings shows the new PES template. I think the intent was that all committees would have a similar appearance to their websites.

As we have already been warned and informed, in June, SA voted to eliminate reaffirmations, effective Jan 2012. Standards will have a 10 yr. life, and the only options we may choose from are to revise, amend/ issue corrigendum, or withdraw. They have also eliminated the opportunity for someone to request an interpretation.

As we know the deadline for submissions for any reaffirmations (or other standards submissions) is Oct 17, 2011.

A request was issued for volunteers for the Standards Board.

Attachment "A"

MINUTES
Meetings & Marketing Committee
Detroit, Michigan USA
Tuesday, 26 July 2011
2:30 - 4:00 PM

1. The meeting was called to order by the Chair, Jeffrey Nelson, at approximately 2:30 pm.
2. See Appendix A for attendance.
3. The minutes for 2010 GM meeting were approved.
4. PES Resource Center - Pat Ryan and Al Rotz

PES President, Al Rotz, and PES Executive Director, Pat Ryan, met with the committee to discuss and clarify the objectives of the new PES Resource Center.

To summarize, many of the Technical Committees had the impression that the primary goal was a revenue stream for PES and the committees were reluctant to turn over technical material, which they currently have for free download on their committee web page, to PES and then have to pay for it. Al and Pat did an excellent job of explaining that when a committee provides technical output (white paper, tutorial, etc.) to the PES Resource Center the committees themselves would have the freedom to set the pricing structure, if any, for the material. (For example, a committee could provide an applications paper to put on the PES Resource Center and specify that PES members could get it for free, charge IEEE only members \$5 and charge non-members \$10.)

The Technical Committees were asked to try and identify two things (paper, power point presentations, videos, etc.) that they could put on the PES Resource Center within the next 3 months.

See Appendix C for short presentation on PES Resource Center.

5. Review scope/charter for Meetings & Marketing Committee - Jeff Nelson

Original draft charter assumed the Technical Sessions scope of responsibilities would be included in a Meetings & Marketing Committee. It was decided at the 2011GM Technical Council meeting to keep the two committees separate. The original charter and objectives were discussed and revised to develop a scope for the committee. (See Appendix B)

6. Roundtable

No additional topics were brought up for discussion.

7. Next meeting:

IF NEEDED: 2012 JTCM - Jan 2012 in Garden Grove (Anaheim), California

2012 General Meeting - 24 July 2012, San Diego, California

8. Meeting adjourned at 4:50 pm.
Minutes submitted by Jeffrey Nelson, Chair - Meetings & Marketing Committee

Attachment “B”

AGENDA
Technical Sessions Committee
Detroit, Michigan USA
Tuesday, 26 July 2011
12:00 - 2:00 PM

1. Introductions
2. Approval of minutes for 2010 GM, 2011 JTCM and 10 March 2011 conference call.
3. Review process for GM session scheduling (Jeff Nelson)
4. Feedback from 2011GM Technical Program Chair (TPC - Van Wagner)
5. Detroit GM 2011 Late Breaking News Session (Juan Castaneda)
6. Review of 2011 Power Systems Conference & Expo (TPC - Rao Thallam)
7. Update on planning for T&D Conference & Expo (TPC - Ernst Camm)
 - Theme: Making Innovations Work For Tomorrow
 - Deadlines for T&D Sessions and conference papers (See Appendix A)
 - Technical Committees encouraged to sponsor sessions
 - Need for session scheduling meeting at JTCM?
8. Update on planning for San Diego 2012 General Meeting (TPC - Nick Abi-Sambra)
 - Theme: New Energy Horizons - Opportunities and Challenges
 - Preliminary scheduling of technical sessions will be done at the 2012 JTCM
 - Final scheduling will be done by conference call after final decision on conference papers
 - Call for papers (See Appendix B)
 - Deadlines for GM sessions and conference papers (See Appendix C)
 - Nominations for Super Session Chairs
 - Follow up conference call to discuss super session plans
 - Planned tutorials
9. Review Guidelines for Planning GM Super Sessions (See Appendix D)
10. 2013 General Meeting - Vancouver, British Columbia Canada
 - Nominations requested for Technical Program Chair
11. Paper Statistics for 2011 General Meeting (See Appendix E)
12. Old Business and Action Items
 - A. Improve quality and consistency of papers, reviews and presentations
 - Approval/Rejection of conference papers
 - Struggles with use of English language in papers from various authors and with understanding people during technical sessions
 - Emphasis that proper use of English grammar must be used (Suggest that they have the paper reviewed for English grammar prior to submittal)