

3.0 Administrative Subcommittee – Jin Sim

Chairman Jin Sim covered the key points of the Administrative Subcommittee Meeting held on October 20, 2002. Full details of the Minutes of the Administrative Subcommittee Meeting Minutes follow.

3.1 Introduction of members and guests

Chairman Sim called the meeting to order at 2:05 p.m., Sunday, October 20, 2002, in the Board Room of the Renaissance Hotel and Business Center in Oklahoma City, Oklahoma, USA.

The following members of the Subcommittee were present:

G. Anderson	R. F. Dudley
F. E. Elliott	D. J. Fallon
R. S. Girgis	F. Gryszkiewicz
E. G. Hager, Jr.	C. G. Niemann
B. K. Patel	D. W. Platts
T. A. Prevost	J. Puri
H. J. Sim	J. E. (Ed) Smith
J. E. (Jim) Smith	L. B. Wagenaar

The following guests were present:

Peter Balma	Joe Garza
Beverly Jenkins	Ray Nicholas

3.2 Approval of the Oklahoma City AdCom meeting minutes

The minutes of the previous Administrative Subcommittee meeting in Oklahoma City were approved as written.

3.3 Additions to and/or approval of the agenda

The previously communicated agenda was generally followed with no additions.

3.4 Meeting arrangements, host reports, and committee finances – G.W. Anderson

The Meetings Planning SC report is included in the Committee meeting minutes. Items discussed during the Admin. SC Meeting include:

- Financial – Committee budget, prior to the Oklahoma City Meeting, was approximately \$13,940, up from approximately \$8,114 prior to the start of the Vancouver Meeting. The budget is at a reasonable level to provide for appropriate financing of meeting preparations.
- Oklahoma City Registration status – Joe Garza of Southwest Electric provided an update on the status of meeting plans and registrations. Full details included in the Meetings Planning SC Minutes.
- Future Meetings (full details in the Meetings Planning SC Minutes:
 - March 16-20, 2003 – Raleigh, NC; hosted by ABB. Ray Nicholas and Beverly Jenkins provided an overview of the meeting arrangements, technical and companion tours, and the evening social planned for the Raleigh Museum of Art.

- October 5-9, 2003 – Pittsburgh, PA; hosted by Pennsylvania Transformer Technologies
- Spring '04 – San Diego, CA (under consideration at time of Admin SC Meeting)
- Fall'04 – Edinburgh, Scotland (under consideration at time of Admin SC Meeting)
- Break Sponsorship – Greg Anderson outlined the pilot program for break sponsorships at this meeting. The program is intended to help contain costs for attendees. Present schedule includes 13 breaks, and even with limited refreshments budget for these breaks is almost \$12,000. ABB, Pennsylvania Transformer, and Waukesha Electric are participating in the pilot program by each sponsoring one break at this meeting. The sponsors chose not to display technical or promotional material at this meeting. If all goes as well as anticipated, the program will be expanded to include sponsorships for at least six breaks for the Raleigh Meeting. Sponsorship costs run roughly \$500 for a beverage break, and approximately \$750 for a beverage/snack break. The Committee recognizes and appreciates the support provided by these sponsors. If you wish to investigate future sponsorship opportunities, please contact Joe Watson (joe_watson@fpl.com). Joe is coordinating this activity.

3.5 ASC C57 ISSUES – H. J. Sim

The Minutes of the Vancouver Spring '02 Administrative SC and Main Committee Meetings contain documentation and background on the plans (at that time) for termination of the Memorandum of Understanding (MOU) between NEMA and IEEE related to the ASC (Accredited Standards Committee) process for ANSI approval of C37, C57, and C62 documents. Chairman Sim initiated discussion on the present status of this issue by providing a historical perspective, as follows:

Years ago, NEMA, IEEE, UL, and other organizations developed and maintained their own standards documents on an individual basis. In order to prevent duplication of effort and to make more effective use of volunteer's energy and talent, industry leaders developed methods to combine the work of some of these groups. One such method was the MOU between IEEE and NEMA for the work on transformer standards. NEMA previously had Working Groups (WG) for product related standards, and IEEE worked on standards related to ratings, testing, performance, and other issues. In the late 80's, this MOU turned over maintenance of all these transformer standards documents to IEEE, with joint copyright held by NEMA and IEEE. In the process, several NEMA sponsored WG's, specifically those related to distribution transformers, underground transformers and network protectors, and dry-type transformers, moved under the sponsorship of the Transformers Committee. In a parallel development, the ASC process was initiated to assure that inputs from sectors of the industry were appropriately included in the standards development and approval process, and to provide a means for approval of all these documents as ANSI standards. The ASC incorporated a delegation voting system, with 6 votes for the IEEE delegation, presently headed by Bipin Patel; 6 votes for the NEMA delegation; 6 votes for the Electric Light & Power delegation; and an additional 6 or 7 votes in a delegation of governmental agencies (WAPA, UL, USDA-REA, TVA, BPA, etc.). The ASC process for development and maintenance of transformer documents was outlined in another MOU between NEMA and IEEE.

In late 2001 the IEEE Standards Association Board of Governors (BoG) came to the conclusion that the present implementation of the ASC process was not continuing its effectiveness, and

voted to discontinue the ASC process for ANSI approval of IEEE standards documents. That MOU has been terminated by IEEE, effective June 20, 2002. In response, NEMA contacted IEEE, indicating that termination of the ASC MOU amounted to termination of the joint copyright MOU, and that NEMA intended to take back full responsibility for maintenance of the shared copyright documents. The present disagreement between NEMA and IEEE on the responsibility for these documents must be resolved. John Estey, currently a board member of NEMA and President of the IEEE Power Engineering Society (PES), invited a group of industry leaders and representatives of NEMA and IEEE to meet in Washington DC in July to discuss this problem. In general, conclusions were reached in the following areas:

- Standards development must continue, and there must be ways to improve the process
- Volunteer participation, required to maintain the quality of standards, is diminishing
- ANSI documents must continue to be consensus based documents, with inputs from producers and users
- A Task Force would be developed to make recommendations on the process.

That Task Force met in Chicago in September. The Industry recommendations are summarized on the following two communications forwarded by PES President John Estey to Committee Chair Jin Sim, and then forwarded to the Administrative SC.

September 18, 2002

Dear Industry Standards Participant:

As you know, earlier this year, the IEEE Standards Association (IEEE-SA) Board of Governors decided to terminate a Memorandum of Understanding with the National Electrical Manufacturers Association (NEMA) regarding the co-secretariat of ANSI Accredited Standards Committees C37, C57, and C62 (ASCs). As a result of this action, it became necessary to find new ways to develop and maintain the standards in the product areas of switchgear, transformers and surge arresters. To that end, on July 12, 2002 a group of about 25 gathered at NEMA's offices in Washington, including executives from manufacturers, electric utilities, and large power users plus the chairs of the ASC's, the chair of the IEEE PES Transformer Committee, the IEEE PES VP – Technical Activities, and staff members from NEMA and IEEE. That meeting produced some good basic direction and the decision was made to have a subset of that group meet to further define the direction for the future.

The subset group met in Chicago on September 13 and, after considerable deliberation, produced the attached recommendations for the future processes to develop and maintain standards in these product areas. During the deliberations, the group took strong note of the tremendous contribution made by the standards writers in our industry who make these contributions without much appreciation by the industry or their employers and who often need to do the work on nights and weekends. The group feels that there is a great deal that can be done to make this work easier and more enjoyable by simplifying and streamlining the process and by providing more support to the participants and more rigor to the management of standards projects. This theme runs throughout the recommendations. Since there is some urgency to getting on with the improvements to the process, this executive group remains committed to staying involved to help the

standards-writing participants set a plan in place and to ensure that resources are provided to implement this work. As a consequence, the group will work with the leadership of the NEMA Sections and the IEEE Technical Committees on the development and implementation of a transition plan, as outlined in the recommendations.

Greg Coulter GE Industrial Systems	John Estey S&C Electric Company	Robin Hurst Southern Company
Ben Johnson IEEE-SA	Brian Keys Commonwealth Edison Co.	Clive Kimblin Eaton Cutler Hammer
Frank Kitzantides NEMA	Daleep Mohla Dow Chemical Company	Doug Mader Entergy Services, Inc.
Frank Navratil Eaton Cutler Hammer	Jim Pauley Square D/Schneider Electric	Wanda Reder Commonwealth Edison Co.
Al Scolnik NEMA	David Stone Cooper Power Systems	Sue Vogel IEEE

**Electric Power Industry Executives Meeting
On Development of Standards for ANSI Adoption
September 13, 2002**

Recommendations

- ❖ Accredited Standards Committees C37, C57 and C62 are to be terminated
- ❖ As a beginning, IEEE and NEMA will pursue their respective standards with coordination between the two organizations to avoid overlap, duplication and conflicts
- ❖ The NEMA process for NEMA standards covering these products should to be altered to achieve balance, with users having an equal opportunity to participate fully throughout the process, including balloting. Users and general interest categories should be encouraged to participate.
- ❖ The separate NEMA and IEEE processes are for transition only. In the long term, the goal is to have the best process that makes the most efficient use of participant time and resources and produces the best standards, recognizing that the optimal process may be different for different product categories in the low-voltage, medium-voltage and high-voltage ranges. An implementation plan should be developed and presented to this body jointly by each IEEE Technical Committee and its NEMA Section counterpart by March 31, 2003. This should include a timeline and an analysis of how to simplify the structure of the standards and standards-writing entities and to make it more accountable to the industry.

- ❖ Meetings involving related NEMA and IEEE standards should be held in a common venue with a well-organized agenda and efficient schedule to minimize travel cost and maximize utilization of participant time.
- ❖ The standards process should be made more efficient by:
 - Assigning firm schedules to projects that are enforced and with their progress reported publicly
 - Using electronic tools to cut travel and cycle time
 - Having employers engaged in the process, providing resources and time to their employees and monitoring progress
 - Having participants provide input at the beginning of the process and participating actively from beginning to end
 - Ensuring that Working Groups and Task Forces should all have sunset provisions and reporting accountability
- ❖ All participants are to be indemnified by the sponsoring organization.
- ❖ NEMA to remain the administrator for all TAGs involved in these products. The joint technical committees should make recommendations to this body on how to effectively develop the U.S. position on regional and international standards.

Subsequently, Sue Vogel of IEEE provided IEEE's perspective on their role, processes and scope, and suggestions on next steps needed. That perspective was also distributed to the Administrative SC prior to the Meeting, and is included following:

IEEE Process Improvements

- The IEEE-SA has new programs in place and under development to speed the process
 - IEEE Standards Development Online: automated web-based standards development process—24/7 access to all information and forms needed in order to develop their standards in an effective and timely way
 - Optimized Standards Services (OSS): under development for 2003. Will provide targeted service and support for standards development, based on a project's need

IEEE Structure is Available

- The IEEE-SA is prepared to process any standard previously approved solely through the ASC
 - A PAR is required
 - An invitation to ballot will be issued to Transformers ballot pool to form ballot group
 - Anyone (individual or organization) can join the ballot pool; IEEE-SA membership or appropriate fee is required
- All IEEE Standards are submitted to ANSI for approval

IEEE Scope

- IEEE is not limited to nor can be obligated from developing only certain kinds of standards (e.g., application guides vs. preferred ratings)
 - Traditional roles need to be evaluated

- Scope of Transformers Committee can accommodate different kinds of standards

The Path Forward: How We Can Help

- Recommend that the Transformers project inventory be reviewed and a spreadsheet for all projects be prepared indicating priority and short/long term plans
- What's under development/revision, when scheduled for review, reaffirmation, etc.
- Develop a simple project plan
- Include timeline and analysis

The Next Step

- Recommend assigning a Task Force to work with IEEE staff to develop what's needed for Industry Executive Group
- Get input from NEMA Section
- The joint technical committees should include recommendations on how to effectively develop the U.S. position on regional and international standards
- Industry Executive Group will meet in April 2003 to review transition plan

Discussion proceeded on the ASC process and how it was intended to work, and how it was actually performing. Concern was expressed that in several recent cases involving documents developed by the Transformers Committee one or more of the delegations did not respond at all to requests for ballots. General consensus in our meeting was that the ASC process added unnecessary and non-productive steps to the approval process.

Indemnification for those working, under the authority of the Transformers Committee, on documents for which NEMA now claims sole copyright, is another issue of concern. Until such time as implementation recommendations have been made and accepted, the Committee advises to continue Committee business as usual by continuing work on all documents and projects which have PAR's approved through normal IEEE procedures, on the understanding that IEEE indemnification prevails for work done under IEEE procedures.

Per the recommendations adopted at the Industry Executives Meeting, as indicated above, the Accredited Standards Committees (ASC) for C37, C57, and C62 are to be terminated, and the Transformers Committee is required to present implementation recommendations for ongoing development and maintenance of C57 standards by March 31, 2003. Chairman Sim made the following assignments:

- Tom Prevost was asked to coordinate a project inventory of Transformer document projects, including timelines, and specifically noting those projects affected by the NEMA copyright issue
- Task Force assigned to work with IEEE on implementation plans for future maintenance and development of Transformer documents, including Greg Anderson as TF Chair, and TF members Tom Prevost, Ken Hanus, Don Fallon, and Jin Sim. Other AdSubComm members are welcome to join also. Bipin Patel, Carl Niemann, and Ed Smith expressed interest in subsequent discussion.
- Bipin Patel was asked to coordinate input and communication with NEMA on these issues.

3.6 IEEE delegation report ANSI C57 Committee – B. K. Patel

3.6.1 Ballots

The Delegation has responded to nine ballots since the meeting in Vancouver, Canada.

Eight affirmative ballots were returned as follows:

C57.12.32/D4.3	IEEE Draft Standard Requirements for Submersible Equipment - Enclosure Integrity"
C57.12.31/D1.4	Standard for Pole Mounted Equipment - Enclosure Integrity
C57.104/D10	Guide for the Interpretation of Gases in Oil Immersed Transformers
Std. 637-1985 Reaffirm	IEEE Guide for the Reclamation of Insulating Oil and Criteria for its Use
PC57.13.5/D.14.04	Draft: Trial-use Standard of Test Requirements for Instrument Transformers of a Nominal System Voltage of 115kV and above.
C57.19.03-1996 Reaffirm	IEEE Standard requirements, Terminology, and Test Code for Bushings for DC Application
PC57.12.00/D2	Revision: Draft Standard General Requirements for Liquid-Immersed Distribution, Power, and Regulating Transformers
PC57.12.90/D2	Revision: Draft Standard Test Code for Liquid-Immersed Distribution, Power, and Regulating Transformers

One ballot was returned disapproved as follows:

C57.12.34/D8	Rev.: "Draft: Requirements for Pad Mounted, Compartmental-Type, Self-Cooled, Three-Phase Distribution Transformers, 2500 kVA and Smaller: High Voltage, 34 500 GrdY/19 920 Volts and Below; Low Voltage, 480 Volts and Below"
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3.6.2 IEEE/NEMA Copyright Issue for C57 Documents

An Industry Advisory meeting was held in Washington, D.C. on July 12, 2002 and subsequent to this meeting, various task forces were set-up to discuss the termination of MOU between IEEE and NEMA as co-secretariat of ASC C37, C57 and C62. The termination is effective as of June 10, 2002. (Reference Section 3.5, above)

3.6.3 Present Roster

The roster of the IEEE Delegation to ANSI ASC C57 **effective January 1, 2002** is as follows:

- Patel, B. K., Birmingham, AL - Chair, IEEE Delegation
- Borst, J. D., Jefferson City, MO
- Fallon, D. J., Newark, NJ
- Hanus, K. S. (alternate), Fort Worth, TX
- Prevost, T. A., St. Johnsbury, VT
- Sim, H. J., Goldsboro, NC
- Smith, H. D., Bluefield, VA

Bipin K. Patel, Chair
IEEE Delegation to ANSI ASC C57 Committee

3.7 Committee Service Awards – B. K. Patel

Bipin Patel presented his report, which is included in the Committee meeting minutes. Tom Prevost commented that in addition to the recognition provided to Robert Olen for Chairing work on C57.12.31, he should also be recognized similarly for C57.12.32. Both enclosure integrity documents represented significant work effort. Comment was also made that Jerry Smith, recognized as Co-Chair of the WG on IEEE Standard 1388, has recently retired and will not be attending future meetings. The intent is to mention this at the Main Meeting so that members are made aware of Jerry's status.

In addition, Bipin noted receipt of a letter from Fred Willett's wife, expressing her pride at his dedication and accomplishments in working with Southwest Electric for over 30 years. Southwest Electric has agreed to recognize Fred at the Main Committee Meeting. The recognition will be a surprise to Bob.

3.8 Chair's report – H. J. Sim

Jin presented his report, which is included in the Committee meeting minutes. Particular note was made during the Administrative SC Meeting of the agreement between IEEE and IEC for the publication of dual logo documents. Any IEEE Standards which have no counterpart in IEC can be submitted for consideration for publishing under this agreement.

3.9 Vice Chair's report – K. S. Hanus

Ken was unable to attend this meeting. His report was submitted prior to the meeting, and is included in the Committee meeting minutes.

3.10 Secretary's report – D. J. Fallon

3.10.1 Membership Review

Voting Members – Two new members, Craig Colopy of Cooper Power Systems, and Jim Fyvie, Consultant, recently retired from VA TECH Peebles Transformers, were added at the last meeting in Vancouver. Review of the membership is proceeding with contacts to members who have not been in attendance at any of the four most recent meetings. Based on those contacts, two members have indicated they can be removed from the roster due to changes in responsibility. These are Steve Smith of Kuhlman and Mark Loveless of Oklahoma Gas and Electric. In addition, information from the Dry-Type SC indicates that Tim Holdway is no longer involved in the industry. The Committee notes with appreciation the past contributions of these members, and removes their names from the roster. Several additional members who have not attended recently have communicated their desire to maintain membership. The status of those who have responded will be reviewed at the Administrative SC Meeting. Phone/mail contact will be attempted with those non-attending members who have not been accessible by e-mail, and membership status recommendations will subsequently be made to the Chair.

The Committee also notes with deep regret the passing of Emeritus Members Sal Bennon and Chuck McMillen. Both gentlemen contributed significantly to the Committee and to the Industry, and they leave behind many friends within our ranks. Though their names have been removed from the membership roster, they will be remembered.

Following these changes, and prior to the addition of new members at this meeting, membership stands at:

Voting Members -	185
Classifications:	
Producers -	92
Users -	50
General -	43
Life Members	1
Corresponding Members -	1
Emeritus Members -	18

The invitation list has approximately 555 names on it at this time. Review is also proceeding to remove Guests who have not attended recent meetings from the invitation list.

3.10.2 New Member Applications

Applications for Committee Membership have been submitted for:

- James M. Gardner, Delaware Electric

- George E. Henry III, Central Moloney, Inc.
- Paul E. Millward, Instrument Transformer Equipment Corp.
- Robert Thompson, Duke Energy – Energy Delivery Services

These applications will be reviewed at the Administrative Subcommittee meeting. The Committee welcomes and encourages active participants to become Voting Members of the Committee. Requirements and application forms can be found in the Organization and Procedures (O&P) Manual, accessible on the Committee website. Subcommittee Chairs are encouraged to recommend new members. New member applications can be forwarded to my attention at any time for review at the next AdsubCom meeting.

3.10.3 PES Directory Rosters

Subcommittee Chairs are requested to keep the rosters updated as they change constantly. Updated SC Rosters must be submitted to PES in November for inclusion in the 2003 PES Directory. SC Chairs should forward updated SC Roster information to me by November 4. This information should be in the format prescribed by PES, per the PES message recently forwarded by Chairman Jin Sim. Discussions will continue on movement towards eventual use of a single database of Committee roster information, so that when a member or guest registers, any corrections to contact information can be used to automatically update Subcommittee and Working Group rosters.

3.10.4 Meeting Minutes

The Minutes of the Vancouver meeting were reproduced at a cost of \$1,883.58 for 390 copies and postage costs were \$1,875.15 for 368 mailings (279 within the US and another 79 worldwide), which averages \$10.21 per mailing. While the net cost of Minutes printing and mailing varies for each meeting, the \$10 portion of the registration fee remains a valid nominal fee. Vancouver Minutes were mailed on October 1, with expected delivery to domestic US destinations by 10/4, and to international destinations by October 11.

Discussion will continue on plans to eventually eliminate printing and mailing of Minutes in favor of complete, timely, and user friendly availability on the Committee website. I note with appreciation that Webmaster Susan McNelly and Site Creator Georges Vaillancourt have done an excellent job in providing an accessible and useful website and in posting the Minutes.

We will strive for completion of the Oklahoma City Meeting Minutes at least 6-8 weeks prior to the next Meeting in Raleigh NC. Subcommittee Chairs are requested to submit their SC Minutes by December 9, 2002 for this Meeting. The submittal should be an electronic file via e-mail, formatted in Word 2000 (or earlier versions) and it would be appreciated if the minutes were put in the format as shown in the present Minutes, with numbering as indicated in the Main Committee Meeting (10/24/02) Agenda. Please indicate total attendance count for each subcommittee, working group, and task force meeting in your minutes. Please do not send a copy of the attendance listing for this attendance count. If a SC Secretary, or another SC member is preparing the SC Minutes, please let them know these details about submitting the minutes for publication. Individual SC Minutes will be posted on the Committee website as soon as they are available.

3.10.5 Addendum to Secretary's Report – Action Taken During Admin. SC Meeting

Membership applications were reviewed and approved for the new member applicants identified in Section 3.10.2 (above). In addition completed applications were submitted during the meeting for Ron Daubert of Finley Engineering, and for Paul Orehek of Richards Engineering. These applications were reviewed and approved also. The Committee welcomes all these new members; Mr. Orehek is welcomed back in a renewal of his prior membership, with appreciation for his prior years of service as Chair of the Underground Transformers and Network Protectors SC.

The Secretary had contacted Bill Kennedy regarding a change in his membership status to Emeritus Membership. Bill's contributions to the Committee and the industry have been exceptional during his career with several manufacturers and have been highlighted by his service to the Committee as Chair of the HVDC Converter Transformers and Smoothing Reactors SC. Bill responded affirmatively to this recognition, and the Administrative SC unanimously approved and acclaimed his Emeritus status. Bill will be notified by letter, with appreciation for his years of dedicated service.

3.11 IEEE Standards Activities – Naeem Ahmad

There was no report of IEEE Standards activities presented at the meeting.

3.12 Standards Subcommittee - T. A. Prevost

3.12.1 Standards and coordination activities

Tom Prevost reviewed his report, which is included in the Committee meeting minutes. In addition, items of note during this section of the meeting include:

- SC and WG Chairs are advised to pay particular attention to the listing of PAR's (Project Approval Requests) that are nearing expiration, and to take appropriate action to either complete or request extensions, if necessary, through the on-line process available through IEEE.
- Concern was expressed for difficulties in reaffirmation of C57.21 (IEEE Standard Requirements, Terminology, and Test Code for Shunt Reactors Rated Over 500 kVA) stemming primarily from errors introduced by the scanning performed by IEEE.
- During the last meeting Tom had asked for suggestions for Committee Standards projects to use the fast-tracking process involving use of web-based tools and other IEEE facilities to accelerate standards development. The On-Line Monitoring Guide, under sponsorship of the Power Transformers SC and WG Chairs Donald Chu and Andre Lux, is proposed as the Committee's flagship project in fast-tracking.

Tom also discussed concerns related to metrification of IEEE standards at this time. Notes on this discussion are included in Section 14 (Old Business).

3.12.2 Documents submitted to the Standards Board

See the status reports in Attachments 1 and 2 at the end of the assembled Committee Minutes.

3.13 Round-Table: Subcommittee Activities - Subcommittee Chairs

3.13.1 Audible Sound and Vibration - Jeewan Puri

No items to report to the Administrative SC.

3.13.2 Bushings - F. E. Elliott

Fred reported that Russ Nordman has changed jobs and may have to be replaced as TF Chair for the TF on Draw Lead Bushings.

In addition, Fred noted the potential need to reactivate the C57.19.01 WG on Dimensional Requirements for Bushings. The Standard will be up for reaffirmation shortly, and there is sufficient indication that a revision will be required in some areas and that a reaffirmation will not be approved. Chairman Sim agreed reactivation of the WG was a good idea.

3.13.3 Dielectric Tests - L. B. Wagenaar

Loren reported on three status changes for ongoing projects:

- The TF reviewing the Impulse Test Guide had been working under the authority of the WG on Revision of Transient Overvoltage Tests. The scope of this work has grown such that Loren recommends it be elevated to a separate WG. Art Molden, present TF Chair, will continue as WG Chair.
- Bertrand Poulin has resigned as Chair of the WG on Revision of Transient Overvoltage Tests. Pierre Riffon will take over the role as Chair.
- The TF work led by Phil Hopkinson on revision of the dielectric test values in the tables of C57.12.90 has grown such that Loren recommends elevation to WG status also. Phil will continue as Chair.

The Committee Chair accepted these recommendations.

3.13.4 Distribution Transformers – E. Smith

Ed noted his SC's process of requiring Co-Chairs for each WG, with one user and one manufacturer sharing the responsibility. John Lazar's work responsibilities have changed, and he has asked to be replaced as Co-Chair of the WG on single-phase pad mounted transformers. Jerry Smith must also be replaced as Co-Chair of the WG on Electronic Reporting on Test Data. Ed will review to find replacements for these Co-Chairs.

3.13.5 Dry-Type Transformers – Richard Dudley reporting for Chuck Johnson and Wes Patterson)

No items to report to the Administrative SC. Wes' difficulty in attending recent meetings due to his work responsibilities was noted. Chuck has been attending regularly, but was unable to make this meeting. Richard indicated further that Paulette Payne will be Chairing the SC Meeting this week.

3.13.6 HVDC Converter Transformers & Smoothing Reactors - Richard Dudley

Data and feedback is starting to come in on the project documents in publication, and the SC is initiating discussion on needs and process for future revisions.

3.13.7 Instrument Transformers - J. E. Smith

No items to report to the Administrative SC.

3.13.8 Insulating Fluids – F. J. Gryszkiewicz

Frank indicated interest and discussion of two possible subjects for new IEEE guides:

- Patrick McShane has suggested development of an IEEE Guide for Esther based, or vegetable based, fluids, and it may be appropriate to do so. Frank noted further that ASTM is proceeding with investigation of these fluids also, and that our work would be related to maintenance and use of such fluids.
- Need was noted for development of a Guide for the analysis of furanic compounds in insulating oils. Furanic compounds are released into the oil as cellulosic insulation ages and deteriorates.

Discussion will proceed with recommendation to follow if specific projects and WG's are needed.

3.13.9 Insulation Life – D. W. Platts

No items to report to the Administrative SC.

3.13.10 Performance Characteristics – R. S. Girgis

Ramsis noted to the group that there will be a PCS sponsored tutorial on Tuesday presenting material on a newly discovered phenomenon involving generation of hydrogen and methane from core hot spots related to core overexcitation.

Also under the sponsorship of PCS, Peter Balma reported that Bob Degeneff had met with representatives of the Switchgear Committee on the subject of common interest in PCS work on transient voltages due to transformer/breaker interaction. There is common understanding that a potential for problem exists, and there will be continuing dialogue between Committees as the PCS work proceeds. Greg Anderson noted that the topic of this work is under consideration for a future Tutorial session.

3.13.11 Power Transformers - E.G. Hager

Red Hager requested change of Tom Lundquist's status from Vice-Chair to Co-Chair of the Power Transformers SC. Chairman Sim accepted this recommendation.

3.13.12 Underground Transformers and Network Protectors – C. Niemann

Carl noted in the material he provided to update the PES Roster listing for the Transformers Committee that Brian Klaponski is the Chair for work on C57.12.40, having taken over from past Chair Leon Plaster.

3.13.13 Meetings & Planning - Greg Anderson

As indicated, Greg's report is included in the Committee meeting minutes. No other items to report to the Administrative SC.

3.14 Old Business

3.14.1 Metrification Policy

This item was discussed during Tom Prevost's review of the Standards Report. The Transformer Committee remains concerned related to the safety impact of IEEE's Metrification Policy on some specific distribution product standards. In particular, many negative ballots were cast for C57.12.34, due to concern that the exclusive use of metric units would have a negative impact on safety during field handling of transformer equipment. The Committee felt that a waiver would reasonably be granted to add imperial of English units in parentheses, but that did not meet IEEE requirements. Tom went to the IEEE Standards Board Meeting in June to present the Committee's case. There was general agreement during discussion that the safety concerns were real, but at this point it appears that a blanket exception, even for safety concerns, is not a realistic expectation. Bruce Barrow, a dedicated volunteer and a strong proponent of metrification, indicated at the meeting that he would be willing to review the document to modify it to address the safety concerns and at the same time meet the IEEE metrification guidelines. Tom left with the understanding that such a review would be performed, and that the appropriately modified document could then be re-submitted for ballot. Hopefully that ballot will be acceptable; if not there would be better justification for requesting a waiver from IEEE. . Steve Shull, the WG Chair for C57.12.34, was to be in contact with Bruce Barrow for this review. Status is uncertain at this time. Chairman Sim asked for assistance of other Committee members to work with Steve in moving this issue to resolution. There are additional documents following close on the heels of C57.12.34 that will have the same concerns.

3.14.2 Need for Continuation of WG Activities

Chairman Sim noted with concern that there have been several instances recently where WG activities were cancelled relatively close to meeting time, well after several revisions of planned

schedules had been distributed. The first concern relates to the need to keep Committee activities on schedule and progressing. To that end, SC and WG Chairs are urged again to make sure the Co-Chairs and/or Secretaries are established so that meetings can continue even in the absence of the Chair. Most SC's and WG's do have this depth of leadership; the recommendation is for all to do so. Chairman Sim further directed that when personal or work circumstances dictate that WG leadership cannot attend, the SC Chair shall take over to lead the WG meeting. Chairs are again reminded that this concern is a measure of the respect afforded our work, and that many attendees, and their supporting employers, budget time and expense to attend our meetings based on the expectation that scheduled WG meetings will take place. Addressing a second concern, in the event it will not be productive to convene a WG session at a particular meeting (document completed, ballot approved, and in process for final approval and publication, for example), notice of that WG meeting should be withdrawn from the schedule at the first opportunity for schedule review, well prior to the meeting. This courtesy will help alleviate concerns expressed by several attendees. The Chair thanks all SC and WG Chairs for their cooperation.

There were no other items of old business.

3.15 New Business

3.15.1 Thursday Morning Main Meeting Function and Value – Don Platts

Don brought up a concern for the value of the Thursday morning Main Committee Meeting as presently structured. He questions whether the time and expense our companies make in providing for attendance on Thursday is bringing sufficient return. A good portion of the meeting is spent in announcements of future meeting plans and various recognitions, and then SC Chairs are encouraged to rapidly recount activities with sometimes only sketchy details. As our meetings are intended to be technical in nature, and as the status and capability of the website and electronic communications can easily do a better job of posting and transmitting the information usually dispensed on Thursday, Don questions whether the Thursday meeting should be reviewed for possible changes in focus. There was general agreement that this concern is valid. Discussion also moved to the effectiveness of the extension of the schedule to incorporate an extra day of meetings to minimize conflicts. Chairman Sim supported the need for more technical content. Administrative SC members were asked to provide specific recommendations on improvement of the Thursday meeting structure and content – to be forwarded to Chairman Sim for review at the next Administrative SC Meeting. Peter Balma commented on the value of recognition, and suggested that this function be moved to the Tuesday Luncheon, taking advantage of the larger audience available earlier in the week.

3.15.2 Single Database of Committee Roster and Contact Information

The Chair brought up the need to incorporate or unify the Committee roster information into one database. The Secretary maintains the Roster used for invitations and mailings; there is a separate meeting registration database administered with assistance from IEEE at present, and each SC Chair and WG maintains their own information as well. The Chair asked Greg Anderson and Don Fallon to review and report back on plans for combining at least some of

these functions into a single database. Tom Prevost requested to be kept in the loop, as he hopes eventually to include the Standards Association roster in this unification.

3.15.3 Printing of Committee Minutes

Continuing the practice of printing and distributing hardcopy of the Minutes, as opposed to moving to exclusive or primary availability on-line and through electronic transmission, remains an item of discussion. Several members have expressed a desire to continue the practice of printing. Even with options for publicly available web access for those without personal capability, personally printing Minutes can be difficult and costly. Chairman Sim also points out that some members indicate their preference for having a printed copy for review at the subsequent meeting. The Chair asked whether we should make a decision now, or consider further and plan to make a decision in Raleigh. Printing and mailing costs average about \$9-10 per copy, and recent printings included just under 400 copies. Printing at cost is one item considered. We do need to consider that our O&P Manual requires distribution of Minutes to all members, and although the format is not specified, changes from printed format may create problems for some. At Thursday's Main Meeting, the Secretary will assess the interest of attendees present in continuation of printing or moving to electronic format as the primary medium for distribution.

There were no other items of New Business.

3.16 Adjournment

Chairman Sim adjourned the meeting at 5:41 p.m.

Respectfully submitted,
D. J. Fallon, Secretary