

3.0 Administrative Subcommittee – Jin Sim

Chairman Jin Sim covered the key points of the Administrative Subcommittee Meeting held on October 5, 2003. 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 2:00 p.m., Sunday, October 5, 2003, in the Grand Station III Meeting Room of the Sheraton Station Square Hotel in Pittsburgh, Pennsylvania, USA. The meeting started with introductions of members and guests.

The following members of the Subcommittee were present:

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

The following guests were present:

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|--------------------|-------------|
| Savoula Amanatidis | Peter Balma |
| Dennis Blake | Jodi Haasz |

3.2 Approval of the Raleigh AdCom meeting minutes

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

3.3 Additions to and/or approval of the agenda

As there were no changes proposed, the Agenda provided by the Chair prior to the meeting was generally followed.

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 Pittsburgh meeting, was approximately \$10,385. This is after a deposit of \$3,500 had been provided for the San Diego meeting. This puts us roughly in the same good position we had been in prior to the Raleigh Spring '03 meeting, where the budget stood at \$13,787. For most of our recent meetings we have been able to keep the budget at a reasonable level to provide for appropriate financing of meeting preparations. Funds taken in and expended for each meeting are roughly \$70,000 - \$75,000.
- Pittsburgh Registration status – Dennis Blake of Pennsylvania Transformer Technology provided an update on the status of meeting plans and registration totals. At the start of the

Meeting, there were 306 registered attendees and 47 registered companions. Full attendance details are included in the Meetings Planning SC Minutes.

- Meeting planning modifications include:
 - Audio-visual recording (slides plus presentation audio) of the technical presentations will be attempted at this meeting. The intent is to make the presentations available in this format on the website. Because of the large anticipated size of the files, we may produce CD's to sell at cost if there is interest.
 - We're looking for candidate projects to use on-line technology (internet, phone, etc.) to hold working meetings between our regular meetings – allowing individuals to participate jointly, each from their own work location. Details have not been worked out; input from members whose employers have utilized such technology to facilitate project progress is requested. IEEE's "virtual community" may provide some of this capability, and Tom Fields (Southern Company volunteer to IEEE) may be available to present ideas to our Committee.
- Future Meetings (full details in the Meetings Planning SC Minutes):
 - March 7-11, 2004 – San Diego, CA; hosted by Ron Kirker for San Diego Gas & Electric, to be held at the Catamaran Resort Hotel on Mission Bay in San Diego. (Note - subsequent to this meeting Ron moved to other responsibilities, and another host from SDG&E will be named.)
 - Fall '04 – Edinburgh, Scotland; tentative dates September 19-23, 2004; hosted by Jim Fyvie for VATECH Peebles Transformers. As of our meeting time the hotel arrangements have not yet been finalized.
 - Jackson, MS, is being considered for the Spring '05 meeting, and also as a tentative back up for Fall '04 in the event Edinburgh plans can not be completed. (Note – subsequent to this meeting plans were finalized for Edinburgh in the Fall.)
- Break Sponsorship – HICO America Inc., On-Line Monitoring Inc., Weidmann-ACTI Inc., and VA Tech are sponsoring breaks during this meeting. This 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. Sponsorship costs run roughly \$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 / B.K. Patel

With the previously reported resolution of the IEEE NEMA MOU (Memorandum of Understanding) issue, Chairman Sim indicated that the ASC C57 Committee process has been terminated. No more meetings of the ASC C57 Committee will be required. IEEE developed standards will be accepted as ANSI National standards without the ASC C57 process.

Considerable time was spent at this time on discussion of concerns related to IEEE formatting and handling of reaffirmation documents, specifically as related to problems experienced with C57.21. This issue is covered in more detail in the Standards SC Report area.

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

Due to the termination of the ASC C57 balloting process, there was no report from the IEEE delegation. There will be no future reports.

3.7 Committee Service Awards – B. K. Patel

Bipin Patel presented his report, which is included in the Committee meeting minutes. Bipin appealed to Administrative SC members for input and suggestions for awards. Note was again made of the new award, for “Long-standing and Notable Contributions to the Transformers Committee”. This award is to recognize our retiring members after their years of active participation and contributions. The award, in the form of a plaque, has been presented on a selected basis in the recent past and now it is intended to become a regular practice of recognizing our worthy members.

Tom Prevost also mentioned the “Standards Medallion” Award. Committees are encouraged to recommend individuals for this award. The IEEE-SA Standards Medallion is awarded for outstanding achievement in the development and implementation of standards within the technologies of the IEEE Standards Association.

Bipin noted the significant effort on the part of many of our members, particularly those in the Distribution Transformers SC and the Underground Transformers and Network Protectors SC, in working with IEEE to reach a resolution on metrification issues. He commented that this effort was worthy of recognition within the Committee. Through this work, IEEE came to recognize and accept our concerns for worker safety if strict application of only metric units would be applied to all of our product standards. It was agreed that verbal recognition and thanks would be provided at Thursday’s Main Committee meeting to all involved in this extended negotiation and interaction with IEEE. With apology for possible omission of other active participants in this work, the Committee will recognize all who participated, and will include in that list Ed Smith, Carl Niemann, Brian Klaponski, Dudley Galloway, Steve Shull, Ron Stahara, Glen Anderson, Don Duckett, Dan Mulkey, Malcolm Thaden, Jin Sim, Jim Harlow, and Tom Prevost.

3.8 Chair’s report – H. J. Sim

Jin presented his report, which is included in the Committee meeting minutes. Particular note was made of a Draft Policy Statement assembled with the Policy Development Coordinating Committee of the PES Technical Council, on “Environmental Issues Related to Energy Policy - Working Toward a Sustainable Energy Future”. As our work is so integral a part of the energy industry, we should maintain awareness and influence on such policy statements. Contact the Chair for a copy of this Draft Policy. We will also consider an appropriate method to post or link to PES policy statements on our website.

3.9 Vice Chair’s report – K. S. Hanus

Ken presented his report, which is included in the Committee meeting minutes. Note was made of several items: (1) Our Committee is scheduled to provide an article to the PES Power &

Energy magazine for the June edition. The article format and content is at the discretion of the Committee. This represents an opportunity for the Committee to highlight and promote activities in a manner that encourages greater participation. (2) Revision of our O&P Manual is scheduled by the end of 2003, with possible updates to include reference to revisions in Technical Council's O&P Manual for standards development procedures, and addition of definition and responsibilities of Corresponding Members within our Committee. (3) Eight papers were sponsored by our Committee for presentations at the PES General Meeting this past July in Toronto; and June 6-12, 2004 in Denver.

3.10 Secretary's report – D. J. Fallon

The Secretary's Report was submitted prior to the meeting, and is included here. The Addendum (Clause 3.10.5) reviews action taken at this meeting.

3.10.1 Membership Review

Voting Members – Four new members were added at the last meeting in Raleigh:

- Tommy P. Cooper, Public Works Commission, Fayetteville
- George J. Reitter, Delta Star, Inc. (retired)
- Waldemar Ziomek, Pauwels Canada, Inc.
- Alan Darwin, Alstom T&D Transformers

Welcoming letters have been sent to these new members. One additional submitted application remained incomplete at the time of the meeting. Sponsoring signatures had been included, but notation by those signers of participation in those groups for at least one full year was not yet available. Communication with several members indicated the applicant's active participation, leading to the conclusion that it was appropriate to consider him for membership, but in the absence of three signatures attesting to the minimum one year's apprenticeship by each sponsoring group, the application was deferred for future action. The Secretary pointed out a discrepancy in the O&P Manual, with participation in WG's/SC's indicated on the reverse of the application form, and participation and membership listed in the body of text. The inconsistency will be addressed in the upcoming revision, with intent to more clearly indicate both active participation and membership in the respective WG's and SC's as a pre-requisite for Committee membership. Contact will be made with the applicant, thanking him for his participation, and encouraging continuing participation as part of the process of attaining membership. Our aim is to encourage active participation in the work of the Committee, and encourage all participants to become members of the Committee.

Linden Pierce's status was changed to Emeritus membership, with the unanimous approval of the Administrative SC members present. A notification letter will be forwarded to Linden, expressing the Committee's appreciation for his outstanding service.

Member Chuck Murray also recently forwarded a letter of resignation from the Committee, and expressed his appreciation to all he had worked with for their professionalism and friendship over the years. A letter of recognition and thanks will be forwarded to Chuck for his years of contribution to the Committee.

Committee Membership review is finally proceeding. Individually addressed letters were sent with the Raleigh Minutes Mailing to all Members, thanking them for their participation. Members who had not been in attendance at any Meeting within the past two years (or longer) were notified of the possibility that their membership might be reviewed at Pittsburgh. Corresponding, Life, and Emeritus Members are not required to attend, but Members with those classifications were asked to affirm their interest and confirm their contact information as part of this Membership review. Membership status recommendations will be made, for review by the Chair, based on responses received and contacts made prior to the Meeting; this review may continue for a few weeks after the Meeting. One response made it apparent that the non-attendance letters did not sufficiently recognize the possibility that non-attendees may be very active participants through correspondence. As reviewed at our last meeting, the classification Corresponding Member needs to be defined in the next update of the Committee O&P Manual, scheduled by year's end. This classification should hold the same status as that of regular Member.

Following changes made, but prior to any actions to be reviewed in Pittsburgh, membership stands at:

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|-------------------------|-----|
| Members - | 190 |
| Classifications: | |
| Producers - | 96 |
| Users - | 53 |
| General - | 41 |
| Life Members | 1 |
| Corresponding Members - | 1 |
| Emeritus Members - | 19 |

The invitation list has 615 names on it at this time. Several Guests who are no longer attending have been removed, and that review continues also.

3.10.2 New Member Applications

New applications for Committee Membership have been submitted for:

- Eric Davis, Burns & McDonnell
- Tim Olson, Manitoba Hydro
- Tim Raymond, Power Delivery Consultants, Inc.
- Dirk Russwurm, HV Technologies, Inc.

These applications will be reviewed at the Administrative Subcommittee meeting. The Committee welcomes and encourages active participants to become 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, and to communicate to applicants awareness that Membership is a privilege gained through active participation in Committee work at the WG and SC level. WG and SC Chairs are reminded also that signing an application sponsoring a new member signifies their understanding that the applicant has met the requirement of membership and active

participation for at least one year in the WG or SC they Chair. New member applications can be forwarded to the Secretary's attention at any time for review at the next AdsubCom meeting.

3.10.3 Committee and Subcommittee Directory Rosters

Subcommittee Chairs are requested to keep the rosters updated as they change constantly. 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 Raleigh NC Spring '03 meeting were mailed on September 11, 2003, with expected delivery to domestic US destinations by September 16, and to international destinations by September 22. The Minutes were reproduced at a cost of \$2,050.12 for 430 copies and postage costs were \$1,896.70 for 414 mailings (342 within the US and another 72 worldwide), which averages \$9.53 per mailing. The net cost of Minutes printing and mailing varies for each meeting.

Up to this time, printed Minutes have routinely been supplied to all Guests registered at a particular Meeting, and to all Members, regardless of attendance. Starting with the Pittsburgh Meeting printed Minutes will no longer routinely be supplied. Electronic posting on the Committee website (<http://www.transformerscommittee.org/>) will be the primary means of distribution. For the near future, at least, any Committee Member and any Meeting registrant will be able to pre-purchase a printed copy, if desired, through the on-line meeting registration process. These copies of the Minutes will be mailed prior to the subsequent meeting. Present purchase price has been set at \$15, as reduced printing volume is expected to increase per unit cost.

Moving to electronic posting as the primary means for communication of Minutes places greater emphasis on the need for timely submittal, assuring that all interested parties have access to Meeting information as soon as possible. Subcommittee Chairs are requested to submit their SC Minutes for the Pittsburgh Meeting by November 21, 2003. Minutes should be submitted via e-mail to the Secretary (donald.fallon@ieee.org), with a copy to Susan McNelly (sjmcnelly@ieee.org) for posting on the Committee website. The submittal should be 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 assembled Minutes, with numbering as indicated in the Pittsburgh Main Committee Meeting (10/9/03) 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 Vice-Chair, Secretary, or other SC member is preparing the SC Minutes, please let them know these details about Minutes submittals.

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

In return correspondence to the membership review letters sent out, past members Tom Clark and Gene Kallaur, and past Emeritus Member Sam Foster indicated that they were no longer able to participate, and agree to the proposed removal of their membership status. The Committee

thanks these individuals for their contributions to our work; the Secretary will remove their names from our active roster. Roster review will continue.

The Secretary noted that Clause 4.2 of our O&P Manual states, “The Chair, with the concurrence of the Administrative Subcommittee, may designate members as Emeritus Members. The Emeritus Member classification is intended to apply to individuals who have made longstanding and notable contributions to the Committee, but because of a change of personal situations are unable to participate as Voting Members.” In correspondence within the Administrative SC prior to the meeting, there had been some discussion on whether members should nominate themselves for the honor of Emeritus Membership, or whether others could nominate. That discussion continued at the meeting, with the conclusion that it was consistent with the intent of the Manual and the Committee’s desire to recognize achievement that nominations could be made by any member of the Committee. The Secretary then made the following nominations for Emeritus Membership consideration, in each case for their longstanding contributions to the Committee’s work and the standards development process:

- Jim Templeton, former Subcommittee Chair, and still active in the industry, but unable to regularly attend,
- George Vaillancourt, in addition for his work in initiating the Committee’s website,
- Ray Allustiarti, still active as a Consultant, but unable to regularly attend.

The Chair accepted these nominations, and the Administrative SC concurred with the change. These members will be notified of this elevation in their membership status. The Secretary had also intended to nominate Frank Heinrichs, for his contributions to the work of the Insulating Fluids SC, but upon learning of Frank’s continuing active WG leadership through correspondence, despite his inability to attend regularly, the decision was made to defer this nomination at this time. We hope to have Frank continue his active work on C57.104, and upon completion of that work this nomination may be considered again.

Previously submitted membership applications were reviewed and approved for the new member applicants identified in Section 3.10.2 (Eric Davis, Tim Olson, Tim Raymond, Dirk Russwurm). In addition, Barry Beaster of Howard Industries submitted an application when he and the Secretary were surprised to learn in review of records that he was not yet a Member. Barry’s application was approved also.

3.11 Standards Subcommittee - T. A. Prevost

3.11.1 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:

- Each SC was requested to note those standards for which action would be required to avoid expiration of PAR’s or administrative withdrawal of standards. PAR’s were due to expire for C57.130, C57.12.01, and C57.141, and action must be taken to extend.
- Particular attention must be paid to resolution of issues resulting in C57.133 (Guide for Short Circuit Testing) possibly being withdrawn. Withdrawal of this Guide will be an unacceptable loss to the industry; The Performance Characteristics SC, the Standards SC, and the Committee officers will work with IEEE to resolve any outstanding issues.

- In the past 1-2 years, almost all Reaffirmation ballots have had to be recirculated due to negative ballots with comments suggesting minor changes to the document. As the reaffirmation process does not allow for any changes to be made to the document, holding up the process for “minor” issues is considered inappropriate, or a nuisance. Significant issues should result in a negative ballot on reaffirmation, but less significant issues should not. Due to this concern for nuisance negatives to Reaffirmation ballots creating unnecessary work and delaying the reaffirmation process, Jim Smith made a motion that we petition IEEE to change the process so that Reaffirmation ballots will not be subject to recirculation. The motion reads as follows:

For all Reaffirmation ballots, to hold one ballot only. To reaffirm, there must be 75% approval in the returned ballots. The balloting options to consist of:

- **Approval without comments**, meaning the standard continues to reflect the state of the art and contains no significant obsolete or erroneous information
- **Approval with comments**, meaning the standard continues to reflect the state of the art and contains some obsolete or erroneous information that requires updating at the next revision.
- **Negative with comments**, meaning the standard does not reflect the state of the art and contains significant obsolete or erroneous information.

Richard Dudley seconded the motion. After significant discussion, the motion carried with 11 in favor and 5 opposed. Although reservations were expressed that IEEE intent in providing for recirculation would not allow for this modification, Tom Prevost will take this motion to IEEE.

- Frank Gryskiewicz mentioned that the PSIM developed IEEE 62 Field Diagnostic and Test Guide, particularly the Transformers sections, is proceeding towards reaffirmation, and that PSIM then wishes the Transformers Committee to take over the maintenance of this document. The Standards SC plans to suggest the Power Transformers SC as the appropriate home for revision and future maintenance.
- IEEE SA has notified members of increase of annual dues from \$10 to \$35. Discussion at the meeting reflected some dismay at the explanations forwarded for this increase, but the Officers continue to recognize the efforts of IEEE SA in supporting our activities, and continue to recommend SA membership to our participants.
- Note is made here also of an item brought up by Richard Dudley earlier in the course of the meeting, but felt by the Secretary to be relevant to the Standards section of this report. Richard repeated his warning to all SC Chairs, based on the serious problems in reaffirmation of C57.21 due to errors introduced in the balloted document through character recognition during scanning by IEEE. Document sponsors are urged to check the documents carefully. IEEE has indicated they will provide additional editorial overview. We have also changed the process to have a Draft forwarded back to the WG Chair, or other appropriate person guiding the reaffirmations, after any scanning – for final review prior to balloting. These changes should help address these problems, but the C57.21 reaffirmation process has been a continuing struggle. Questions were also raised on the Adobe Framemaker format IEEE is using, when most WG Chairs are comfortable working in Word format – and the difficulties presented by this mis-match. Richard and Peter Balma discussed the ongoing difficulties related to the translation errors in the C57.21 reaffirmation document. The continuing process of the C57.21 Reaffirmation will be followed, and the Committee will intervene with IEEE in an attempt to assist if problems persist.

3.11.2 Documents submitted to the Standards Board

See the standards status report in Attachment 1, presently posted on the website and planned for inclusion at the end of the assembled Committee Minutes.

3.12 Round-Table: Subcommittee Activities - Subcommittee Chairs

3.12.1 Distribution Transformers – Ron Stahara, for Ed Smith

The DTSC thanks all those who have worked towards resolution of two items that have weighed heavily on the SC's ability to work effectively – the IEEE/NEMA MOU, and the Metrification issue. With resolution of these issues, work on completion of several standards is back on track.

3.12.2 Bushings - F. E. Elliott

Fred reports a need for a new PAR for Corrigenda to C57.19.03, Standard Requirements, Terminology, and Test Code for Bushings for DC Applications.

3.12.3 HVDC Converter Transformers & Smoothing Reactors - Richard Dudley

- Richard reported that the current focus of the S.C. is the evaluation of and development of possible future revisions to IEEE C57.129 (converter transformers) and IEEE 1277, (smoothing reactors). The basis for the preliminary revision work is feedback from projects and input re developing HVDC technologies such as voltage source converters. To-date feedback and input has been significant and of high quality; currently there is a high level of activity in the area of converter transformers.

3.12.4 Dry-Type Transformers – Chuck Johnson

Chuck reported that review of leadership of the WG on Dry Type Thermal Evaluation due to the difficulty in Chair Richard Provost's regular attendance while residing in Korea. Work will proceed within the WG on reaffirmation of C57.12.56 and C57.12.60 before administrative withdrawal, and then consideration is being given to combining these documents as part of future revision.

3.12.5 Instrument Transformers - J. E. Smith

Jim reports that C57.13 has completed the reaffirmation process and has been forwarded to RevCom for approval; C.57.13.2 and C57.13.6 will be ready for balloting shortly.

3.12.6 Performance Characteristics – R. S. Girgis

Ramsis reminded the AdMin SC that PCS will be sponsoring a Panel Session on Transformer Excitation during this meeting.

3.12.7 Meetings & Planning - Greg Anderson

As indicated, Greg's report is included in the Committee meeting minutes. He also noted that three books, with authorship including members of our Committee, would be available for sale during this meeting. A percentage of proceeds of these sales returns to the Committee. In order to encourage attendance through the end of Thursday's meeting, copies of the books will be presented as door prizes here and will be planned for San Diego also. Winners must be present when the drawing is made during the latter part of the Main Committee meeting.

3.12.8 Dielectric Tests - L. B. Wagenaar

Loren reports that C57.38 is now out for reaffirmation. He also asked the Chair for approval of formation of a new TF on PD measurement systems within the WG on Low Frequency Tests, to pick up on the work Georges Vaillancourt pioneered 10-15 years back with C57.113. Mark Perkins recommends Dr. Eberhard Lemke of the Technical University at Dresden, and Lemke Diagnostics, to head this TF. The Chair concurred.

3.12.9 Audible Sound and Vibration - Jeewan Puri

Jeewan reported that the SC is making progress with the sound level measurement guide, but that there are continuing difficulties in gaining adequate participation to keep this progress moving. The concept of changing from SC to WG status was discussed, but regardless it appears that more participation from interested parties is necessary. Committee officers will appeal to the membership at the Main meeting, during Jeewan's report, for additional volunteers to work within the AS&V SC.

3.12.10 Underground Transformers and Network Protectors – C. Niemann

Carl reported that the SC feels that C57.12.57, the standard for Ventilated Dry-Type Network Transformers, successfully balloted earlier by NEMA and scheduled for review here, should be allowed to die a natural death and be administratively withdrawn. The Chair's questions confirmed that this standard was not in use and that very few, if any, such transformers had been in production in recent years. With no objections expressed within the group, the Chair advised Carl to poll the membership at the Main meeting for acceptance of withdrawal of this standard.

3.12.11 Insulating Fluids – F. J. Gryszkiewicz

Frank advised that the SC was sponsoring a presentation on Natural Based Ester Insulating Fluids at this meeting. Patrick McShane participate in this presentation, and has agreed to Chair a new WG related to use of these fluids.

3.12.12 Insulation Life – D. W. Platts

Don advised that the SC will be sponsoring a presentation on Temperature Indicating Devices at this meeting, and that the SC has lost its Secretary due to his inability to attend meetings and will be appealing for a replacement.

3.12.13 Power Transformers - E.G. Hager

No items to report to the Administrative SC.

3.13 IEEE Standards Activities – Naeem Ahmad

Naeem did not attend; there was no report to the Administrative SC. Jodi Haasz and Savoula Amanatidis of IEEE were present for a planned discussion of the IEEE/IEC Dual Logo publication process during the New Business section of the meeting.

3.14 Old Business

3.14.1 Thursday Morning Main Meeting Format, Function, and Value

As this subject had been brought up at the previous two meeting, the Chair had asked Administrative SC members, to provide specific recommendations on improvement of the Thursday meeting structure and content – to be forwarded for review at this Meeting. All Committee members had been invited to supply input as well. Unfortunately there still was very little input provided prior to this meeting. Bipin Patel and Don Fallon provided suggestions. Discussion continued at the meeting, and Don was asked to review his suggestion.

Don presented his view that time spent during the Main Committee meeting in review of SC and WG activities has lost a good bit of its value with the increasing use of the Committee website to promptly post all SC Minutes upon submittal. As a result, and as many have suggested, discussion of those activities at the Main meeting can be eliminated. There still is value in gathering all attendees to update them on items discussed during the Administrative SC meeting – items of interest, and items requiring action or response within WG's and SC's or by the membership as a whole. The idea for consideration involves moving the Main meeting from Thursday to either Monday or Tuesday morning (Tuesday preferred as some attendees travel Monday morning), limiting it to no more than two hours, scheduling no other meetings at this time, and encouraging attendance by all. The meeting will primarily consist of presentation to members and attendees of information they need to know related to Committee activities. A brief segment on awards and recognition will still be included, as that can help motivate participants if done properly, but WG and SC activity reports would be left to the posted Minutes. The timeslots taken from WG activities would have to be replaced either by moving all WG and SC activities back, or perhaps extension of the working days to see if all activities could be completed by Wednesday. With the present amount of work being done, Don was not certain that shortening the meeting to end on Wednesday was the correct approach, but some members have expressed difficulty with the time away from work required to attend the full meeting, and might be interested in concluding on Wednesday. This revised scheduling concept was presented merely as one suggestion, open for discussion, and meant to solicit additional ideas and suggestions.

Don will discuss with the Meetings Planning SC Chair, as there are many impacts that SC will have to review in making any change to our schedule. Administrative SC Members are

requested by the Chair to review this idea, comment, suggest other ideas, and be prepared to discuss and act on suggestions for improvement at the next Administrative SC meeting.

There were no other items of old business.

3.15 New Business

3.15.1 Committee Officer Succession

Chairman Sim announced that, effective January 1, 2004, Ken Hanus will assume responsibility as Committee Chair, Don Fallon will move to Vice-Chair. Bipin Patel and Jin Sim, as past and present Chairs, have also concurred in appointing Tom Prevost to be the new Committee Secretary. Members of the Administrative SC applauded Jin for his leadership, and welcomed the officers to their new scheduled positions.

3.15.2 IEEE/IEC Dual Logo Publication.

Jodi Haasz and Savoula Amanatidis of IEEE presented information on cooperative efforts between IEEE and IEC in this area. An agreement has been reached allowing for IEEE documents, specifically those with no counterpart in IEC, to be nominated for dual IEEE/IEC logo publication. Upon nomination, IEC will perform a technical review of the document for consideration as an acceptable IEC document. No changes whatsoever in the content of the document will be allowed, it can either be accepted as is, or not accepted. Upon completion and approval of the IEC technical review, the document is then published with the dual IEEE/IEC logo. Two IEEE standards from the Instrumentation and Measurement Society have been nominated to date for this consideration. Future candidates being discussed include documents from the Computer Society and the Power Engineering Society (Switchgear Committee, and hopefully the Transformers Committee). Suggestions for candidate documents are welcome.

It is our understanding that, while negotiations are proceeding, at present there is no agreement on a reverse path for IEC documents to be reviewed and accepted by IEEE for dual logo publication. IEEE will continue to work for such harmonization.

Jodi's presentation materials will be made available on the Committee website.

3.15.3 Coordination of Oil Characteristic Requirements in Several IEEE Documents

Peter Balma pointed out that there are tables with suggested transformer oil characteristic requirements in tables in several IEEE documents, and that these tables are not in agreement with each other. Different values can be found in tables and text in C57.106, IEEE637, and IEEE62. There is a need to for coordination to avoid confusion to users. In discussion there was general concurrence that this was an issue that should be addressed. Possible methods to address could include having characteristic requirement tables and information in one document, possibly C57.106, with the other documents referring to C57.106. Additional similar issues were brought up by Don Platts, who asked where we can find authority for technical content when balloting on different standards with overlapping content, such at the C62 field testing and diagnostics guide, when compared in certain sections with the installation guides and application guides. Without

resolving specifics of these questions, the Chair indicated that this group, our Administrative SC, had the responsibility to respond to specific questions in this area and delegate specific tasks for review and response. The Insulating Fluids SC is asked to review the questions related to coordination of oil tables.

3.15.4 Transformer Modeling for Use with EMTP/ATP Studies

Wally Binder pointed out that the Switchgear Committee and the Surge Protective Devices Committee are both working on system modeling and requirements for EMTP and ATP transient analysis programs. He questions whether we should have some involvement, at least in liaison capacity, as these groups are including discussion of model requirements and characteristics for transformer equipment. There are several of our members who are qualified to participate or at least comment based on their experience. The Chair suggested that several of our members discuss and possibly present actions for liaison or other activity, starting first perhaps with a presentation on transformer modeling and relation to system study methods. Bipin Patel was asked to coordinate this discussion, with possible input from Fred Elliott, Tom Lundquist, Bob Degeneff, Ramsis Girgis, Richard Dudley, and any other interested parties.

3.15.5 Distribution Transformer Thermal Performance and Loading Issues

Carl Niemann advised that several utilities had done some work with NEETRAC on thermal performance, loading, and overloading of distribution transformers. This work included thermal test procedures to demonstrate dynamic overload performance per specification requirements, and determination of optimal size of transformer equipment based on load requirements. A lot of data and information was developed, and Carl asked if any of this material might be useful in relation to existing or planned Committee documents. The Chair asked Carl to be in touch with Insulation Life SC Chair Don Platts and Distribution Transformers SC Chair Ed Smith to assess interest in incorporating consideration of this work within our scope of activities.

There were no other items of New Business for the Administrative SC.

3.16 Adjournment

Chairman Sim adjourned the meeting at 5:40 p.m.

Respectfully submitted,
D. J. Fallon, Secretary