| IEEE NPEC Subcommittee SC-3 |
| :-: |
| *Operations, Maintenance, Aging, Reliability, and Testing* |
| Meeting 08-2 Minutes |

## Tuesday, July 15, 2008
## Toronto, Canada

Members Present:    George Ballassi (Chair)        Mansoor Sanwarwalla
                          Dave Horvath                Glen Schinzel (Vice Chair)
                          Peter Kang                   Owen Scott
                          Jim Liming                    John Stevens
                          Hamid Heidarisafa       Yvonne Williams
                          Jim Parello                  Kiang Zee
                          Ted Riccio (Secretary)

Members Absent:    Tom Crawford             Jacob Kulangara
                          Ali Daneshpooy         Craig Sellers
                          Larry Gradin                John Taylor
                          Rachel Gunnett

### 1.0        Introduction

- **Opening Remarks and Meeting Agenda**

  Chairman George Ballassi called the meeting to order at 8:05 AM by welcoming all, especially guests. He gave a brief description of what we would be covering in the meeting.

  Introductions went around the table with several guests present. These were:
  Joe Napper from Washington Group
  Tom Worrell from Dominion Generation
  John Beatty from Westinghouse
  Sara Seamans from Advent Engineering
  Sharon Honeker from ReliaSoft Corp.

### 2.0        SC-3 Secretary's Report

- **Approval of SC3 08-1 Meeting Minutes**

  Monsoor noted that Kian Zee was missing from the list of guests. A motion was made by Ted and seconded by Glen to accept the minutes of the Aug, 2007 meeting in Monterey pending corrections. Motion passed unanimously.

- **Action Item Status**

  All open action were reviewed. All previous open items were closed. Current Action Items status can be found in  Attachment 1 (Action Items).

- **SC3 Membership**

Pending changes discussed at the 08-1 meeting on the subject of affiliation were reviewed to see if any changes were made since then.  At this time none were.

George suggested that we talk up IEEE with colleagues, coworkers and peers to increase our numbers a little more.  Ted suggested that we are a little short on utility representation so we should try to get more from utilities.

We discussed John Taylor's membership.  A consensus was to keep him on as an honorary member and not track his attendance.

MEETING ATTENDANCE (Rolling 8 meetings)

| Name | Bal | 05-1 Las Vegas | 05-2 San Francisco | 06-1 Phoenix | 06-2 Williamsburg | 07-1 Ft. Lauderdale | 07-2 Monterey | 08-1 San Antonio | 08-2 Toronto |
|---|---|---|---|---|---|---|---|---|---|
| George Ballassi | G | P | P | P | P | P | P | P | P |
| Tom Crawford | A | - | - | - | - | - | - | P | A |
| Ali Daneshpooy | A | - | - | - | - | - | P | P | A |
| Larry Gradin | A | - | Guest | - | - | P | P | A | A |
| Rachel Gunnett | A | - | - | - | - | P | P | P | A |
| Hamid Heidarisafa | U | A | P | P | A | A | A | A | P |
| David Horvath | A | P | P | P | A | P | P | A | P |
| Peter Kang | G | P | P | P | P | A | P | P | P |
| Jacob Kulangara | A | - | - | - | - | - | P | A | A |
| James Liming | A | P | P | P | P | P | P | P | P |
| Jim Parello | A | - | - | - | - | - | Guest | P | P |
| Ted Riccio | U | P | P | P | P | P | P | P | P |
| Mansoor | A | A | A | P | A | P | P | P | P |
| Glen Schinzel | U | P | P | P | P | P | P | P | P |
| Owen Scott | U | - | - | - | - | - | P | P | P |
| Craig Sellers | A | - | - | - | - | - | Guest | P | A |
| John Stevens | A | - | - | - | - | - | P | P | P |
| John Taylor | G | A | A | P | A | A | A | A | A |
| Yvonne Williams | O | - | - | - | - | - | - | P | P |
| Kiang Zee | U | - | - | - | - | - | - | P | P |

P means Present    A means Absent

The secretary pointed out that we could use more utility members in the balance of membership.  The current breakdown of SC 3 members by category is as follows:

| **Utility U** | **AE/Consultant A** | **Gov't/National Labs G** | **Other O** | **Total** |
|---|---|---|---|---|
| 5 | 11 | 3 | 1 | 20 |

Discussions were held on working group membership and the number of members required by IEEE for consensus standards. George reminded all present that we should work on increasing active membership and to ensure we follow up on all contacts.

The SC-3 roster is on Attachment 2. The current SC-3 and working group rosters are also on the IEEE/NPEC website at URL: http://grouper.ieee.org/groups/npec/private/sc3/sc-3.html: user name: ████   password: ██████.

- **Alligator Fund**

See Attachment 3

### 3.0    SC-3 Chair's Report

- **Succession plan for subcommittee and working groups**
  Chairman Ballassi talked about routine change in IEEE leadership and described the normal succession path in NPEC. This is 2 years as secretary, then 2 years as vice chair, then 2 years as chairman of NPEC. He then announced that he had been asked to step up to the NPEC secretary job which he accepted. In doing so, he also noted that he would have left the chair of SC3 after about 2 years anyway. He then explained that Vice Chair Glen Schinzel agreed to step up to SC3 chair and that Secretary Ted Riccio preferred to stay on as secretary. However, these would be subject to the subcommittee approval. We would then need to select a vice chair. Chairman Ballassi then asked members to consider the position of vice chair recognizing that it would require some additional involvement in SC3. The change of leadership would occur in January.

  In response to George's discussion on routine leadership change, Ted asked if time in office should be incorporated into the SC3 Operating Manual. Hamid noted that this was discussed when we developed it and the subcommittee decided not to address it.

- **Future Meeting Locations and Frequency**
  The next SC-3 meeting (09-1) is scheduled to be held on January 27, 2009-January 28, 2009 (Monday-Wednesday) at Hilton Cocoa Beach Oceanfront Hotel, 1550 North Atlantic Av., Cocoa Beach, Florida 32931 (nearest airport: Orlando, Florida). The negotiated room rate is $ 105 per night (single/double). Hilton Cocoa Beach will provide the group rate three days before and after the meeting.

  The cut-off date for reservation is January 5, 2009. Reservations can be made by calling 1-800-526-2609 or 321-799-0003 or 1-800-HILTONS or on the internet at www.hiltoncocoabeach.com. Code or identifier for the group rate is: IEEE.

Working Groups 3.1 and 3.3 are scheduled to be held on Jan 26 in the same location and may continue on Jan 27.  NPEC will meet on Jan 28 and all are invited to attend.
If you need assistance, such as an invitation letter for attending this series of meetings, please contact me ASAP and an invitation letter will be provided.

**4.0      Presentations**

NPEC/SA standards creation/ballot process overview (George)
For the benefit of new members, George explained the ballot process from working group approval to publication.  This was somewhat lengthy so these minutes will not record the whole process.  The links below will provide information on the ballot process:
>    http://standards.ieee.org/announcements/bkgnd_stdsprocess.html
>    http://standards.ieee.org/resources/index.html

**5.0      Working Group Reports**

WG 3.1   The working group met on July 14 in Toronto in conjunction with SC3 and NPEC.  Standard 336 should go to AdCom today through SC3 Chairman Ballassi.   Std 338 PAR is planned for 1 year from now (Meeting 09-1). Ted will send it out before hand to get input for the PAR.  There was some discussion on Option 3 plans. The meeting will continue after lunch this day.

WG 3.2   Chairman Dave Horvath presented the preview for STD 692 which he planned to preview at the NPEC meeting.  He described the organization of the preview as well as the standard and explained that the working group needs to be diversified.  He described the history of the standard and how we got to the current revision.  He explained the changes and reconciled them against the PAR

WG 3.3   The working group met on July 14 in Toronto in conjunction with SC3 and NPEC.  The working group discussed the current 5 year plan.  Each standard under revision was discussed individually (352, 577, and 933).  All 3 standards are scheduled to be previewed at the next meeting in January.  PARs are before AdCom for approval but we haven't heard anything yet.  The working group plans to have all drafts complete by mid September.  There was additional discussion on WG 3.3 input to Option 3. The meeting will continue after lunch this day with plans to make assignments to get the standard work done in the planned timeframe.

WG 3.4   Working Group 3.4 (Standard 1205) has no work to do at this time.   The standard is current and won't need revision until 2012.  The working group will be reconstituted in 2009 or 2010 to work on STD 1205 revision.

**6.0      Liaison Reports**

- NRC Liaison Report – Peter Kang with the Office of New Reactors presented the NRC report. See Attachment 4

- ASME Liaison Report – Glen Schinzel gave the ASME report.  See Attachment 5

- NEI/EPRI Liaison Report  – Glen Schinzel gave the NEI report.  See Attachment 6

**7.0      Old Business**

- **Operations Manual Status**
  Chairman Ballassi noted that the SC3 Operating Guide was developed and agreed upon by the subcommittee but was never voted on.  He also reminded us that we should consider time in office as discussed earlier in these minutes.  The document (Attachment 8) should be reviewed by all members and any suggestions for changes should be sent to Mansoor to compile.  We will then vote on a final document and we should have a page showing approval by the subcommittee.

**8.0      New Business**

Sharon Honeker offered possible use of her company to provide a database to use for keeping track of SC3 business.  She will look into it.

Ted suggested considering guests as members of SC3.  George noted that those who come to the next meeting will be appointed.

Glen moved to adjourn.  Monsoor seconded.  Motion passed.  Meeting adjourned at 12:15 PM.

Current standard status is included for reference in Attachment 7

Meeting adjourned at 12:05 PM.

Prepared by Ted Riccio  SC-3 Secretary.

ATTACHMENTS

| Attachment 1<br>Double click below | Attachment 2<br>Double click below | Attachment 3<br>Double click below | Attachment 4<br>Double click below |
|---|---|---|---|
| SC3 Action Items | SC3 roster | SC3 ALLIGATOR FUND | NRC Liaison Report |
| Attachment 5<br>Double click below | Attachment 6<br>Double click below | Attachment 7<br>Double click below | Attachment 8<br>Double click below |
| ASME Liason Report | NEI/EPRI Liaison Report | Standards Status | SC 3 Operating Procedure |