

DRAFT

Tuesday morning, January 24, 2012
San Antonio, TX

Members Present:	George Ballassi John Beatty Tom Carrier Suresh Channarasappa Tom Crawford Sharon Honecker Jim Liming (Chair)	Singh Matharu Kirk Melson Jim Parello Vish Patel Ted Riccio Rebecca Steinman Yvonne Williams (Vice Chair/Secretary)
Members Absent	Gopal Aravapalli Hamid Heidarisafa Dave Horvath Peter Kang Jacob Kulangara	Bob Lane Joe Napper Glen Schinzel John Stevens (corresponding) John Taylor (corresponding)
Guests	Dheya Shuja'a Al-Othmany Steve Hutchins	Zdenko Simic

1.0 Introduction

• **Opening Remarks and Meeting Agenda**

Jim thanked everyone for making the often quite significant effort for attending the meetings. After introductions, Jim went through proposed agenda. After discussion of two minor changes (Yvonne is Vice Chair, Operations Manual will be discussed by Tom Crawford), George made a motion that the agenda be approved as amended, seconded by Tom Crawford, and passed by acclamation.

2.0 Secretary's Report

• **Approval of SC-3 11-02 Meeting Minutes**

Minutes were sent out last week, so the minutes were quickly paged through on the screen. It was established that while we do have a quorum present for general business, we do not have a sufficient number for standards action. This accentuates that attendance at the meetings is important. The only correction noted was on the date in the header.

Motion was made by Tom Crawford to accept the minutes as amended, seconded by Ted, and passed by acclamation.

• **Action Item Status**

The status of the action items was reviewed; the action item list is attached.

IEEE NPEC Subcommittee SC-3
Operating, Maintenance, Aging, Testing & Reliability
Meeting 12-01 Minutes

The standards spreadsheet which Glen had started was shown and discussed. The spreadsheet has the advantage of showing more detail about the stages in standards maintenance. It was noted that the NPEC standards schedule (Paul Yanosy) also has to be maintained up to date and consistent with our schedule. The Vice-Chair will have the duty of updating and maintaining this schedule.

SC-3 name (11-2-C) – there was extensive discussion about how to establish / revise the name for this subcommittee. The change will be brought up again by Jim at AdCom to make sure what actions are needed, e.g. to add Reliability. Zdenko identified that the IEC terminology is Dependability, to cover all these issues.

- **SC-3 Membership**

The rolling attendance report attached to the minutes was reviewed for the attendance of SC-3 members.

- **Alligator Fund**

The status of the alligator fund was reviewed. The meeting fee will be \$20 again for this meeting. The NPEC meeting schedule was reviewed so that attendees understand the starting time. It was agreed that the vouchers could be used in the morning again. We will watch the costs and ensure that we are not drawing down the alligator fund appreciably.

3.0 Chair's Report

- **Leadership Review / Succession Planning**

The succession planning for SC-3 was reviewed by Jim. With the passing of Mansoor, Jim is the Chair now, and Yvonne is the Vice-Chair and acting Secretary. Typically the term is approximately two years, so Jim is expecting to run the 13-02 meeting and then turn over to Yvonne. We need a new Secretary; Tom Crawford volunteered.

- **Leadership Telecons**

Leaderships telecons have been held, but Jim noted that these should be more regular, to ensure proper coordination of the SC-3 activities. A suggestion is that a telecon is held every two months, i.e., two telecons between meetings. George re-emphasized that timeliness of support for NPEC is encouraged by these telecons. The consensus was that telecons in March and May make sense to support the July meeting, and telecons in Sept and Nov for the January meeting.

George also suggested that slides for presentation to NPEC should be provided to the SC-3 leadership ahead of time, rather than seeing them for the first time at the SC-3 meeting.

IEEE NPEC Subcommittee SC-3
Operating, Maintenance, Aging, Testing & Reliability
Meeting 12-01 Minutes

- **PAR Status**

338 – PAR will be satisfied by upcoming publication

336 – will be up to the WG and SC-3 on when to update the standard to support the new cycle

Jim Parello indicated that the NPEC expectation is that we are continuing to work to the same 5-year cycle; other NPEC members were not aware of this expectation. This needs to be clarified at AdCom. At the same time, WGs need to continue to produce work or the enthusiasm and membership will be difficult to maintain. Having several standards in the WG does allow more flexibility in scheduling the standards and producing meaningful revisions.

352 – PAR was approved by NPEC/AdCom, still needs approval by RevCom

577 – in the final stages for publication

692 – PAR for amendment was approved in Sept 2011 (NesCom), expires Dec 2014

933 – PAR expires Dec 2012; resolving comments now, going to recirculation ballot; may have to request an extension

1205 – PAR approved in 2011, expires Dec 2015; confident in meeting this schedule

1819 – PAR expires Dec 2014; not sure whether an extension will be required

These statuses were updated by Jim on the Paul Yanosy version of the standards spreadsheet (**attached**).

- **NPEC Meeting Presentations**

Rebecca presented the work-in-progress presentation for 1205. This presentation will be provided on the SC-3 website.

4.0 Vice Chair's Report

- **Operations Manual**

The latest version of the SC-3 OPM manual was presented by Tom Crawford. The intent is to approve this manual for continued usage. The Gopal IEEE organization chart drilling to SC-3 and the WGs has been added. The subcommittee report is to be provided in writing to NPEC, for inclusion in the NPEC minutes. A standard format is not currently available for what NPEC wants, but this would be desirable. Jim Parello identified that action items are often not identified.

Voting – for general business, a 50% quorum is required, and a simple majority of votes cast (ignoring abstentions).

For standards actions, the percentage is 2/3 and based on the total active eligible voting membership (not just the attendees). Question is on abstentions. We need to plan ahead regarding attendees at the subcommittee meetings.

There was discussion again about whether the standards actions should be based on a quorum, or on the total number of voting members.

IEEE NPEC Subcommittee SC-3
Operating, Maintenance, Aging, Testing & Reliability
Meeting 12-01 Minutes

The standards spreadsheet discussed earlier is what is discussed in the OPM as the standards status tool. The hard requirement of reviewing for revision every two years was changed to identify the time on the spreadsheet. On the spreadsheet, it would be fairly easy to identify how we pick the time to review an issued standard, as well as the date for review. This information would be very desirable for people following later, and the two-year requirement seems to be based on the 5-year cycle.

Chairs of the WGs must be SA members. Other officers are not required to be SA members.

WG chair may grant voting rights to a corresponding member, under certain conditions; examples are provided. The definition for a corresponding member may end up being revised as time goes on. Jim Parello identified that in his WG, if a corresponding member is able to attend, he does not count the person in establishing the quorum, but the corresponding member is permitted to vote.

There was extensive discussion about what constitutes a WG meeting –wording is provided regarding meetings that are electronic constituting a meeting, and persons “attending” those electronic meetings on a regular basis are full members. Corresponding members who attend a meeting do not have a vote.

Sponsor for the WGs was identified by IEEE liaison as being NPEC.

Voting in WGs – for routine business, simple majority. For standards approval, 75% of the people voting (had to meet quorum), excluding abstentions. This is different than for the SC-3, partly to spark the discussion. Note that the record of the vote summary is to go in the minutes, where abstentions would be notes as well as yea and nay counts.

Motion to accept the OPM as amended today was made by Sharon and seconded by Jim; in the voting, there was one abstention; the motion passed.

Because membership needs some time to digest the OPM, it makes sense to send this out to the SC-3 membership; WG chairs should pass along to their members; the manual will be discussed further at the next meeting.

5.0 Membership Actions and Miscellaneous

Zdenko Simic and Steve Hutchins were asked whether they were interested in being members of SC-3 and fulfilling the responsibilities. This is the second meeting for both individuals. Both answered in the affirmative and were appointed as members of the subcommittee.

IEEE NPEC Subcommittee SC-3
Operating, Maintenance, Aging, Testing & Reliability
Meeting 12-01 Minutes

George asked for suggestions on where to have meetings. Suggestions included Hotel at Moody Gardens (Galveston), Mystic, Chicago, New Orleans, anywhere in Florida, major airport hubs (Atlanta, Charlotte, St. Louis).

IEEE Liaison (Malia) provided a presentation regarding some changes associated with IEEE standards. This presentation is provided on the SC-3 website. Changes are associated with Interpretations (will not be provided); balance of interest – blanket rule of 33% in each interest category; invited experts no longer allowed in ballots; match rule – match of standard to the approved PAR; and patent disclaimers.

6.0 Working Group Reports

- **3.1**

WG 3.1 met on Jan. 23, 2012. The meeting opened with remarks by the chairman and introductions. The 11-2 minutes were approved. Under membership, Steve Hutchins and Ralph Chakel were appointed as new members. Under standards status, Ted announced that 338 was approved by RevCom that very morning. Most of the meeting consisted of work with PAR 1819. The meeting broke into two subgroups. One subgroup worked on the categorization and the other on the rest of the document. Ted stepped down as Chair and Yvonne became the new Chairman. The subgroups then met again and adjourned on their own.

- **3.2**

The PAR to amend IEEE Std 692-2010 was approved by IEEE NESCOM at its September 2011 meeting. This PAR had been submitted based on a general comment from the NRC NSIR Branch Chief that the standard was inconsistent with the latest security regulations. Since that time the working group has been on hold waiting for the NRC to provide specific comments. On Friday, January 20, 2012, the working group chair was contacted by James Vaughn (NRC NSIR) that the NRC was ready to meet with the working group. A meeting will be scheduled for February or March to hear and resolve the new comments. Mr. Vaughn has asked to join the working group and will represent the NRC at future working group meetings to amend IEEE Std 692-2010.

- **3.3**

(get report from Sharon)

- **3.4**

The 1205 standard is being reviewed as a work-in-progress at NPEC tomorrow; work is progressing.

(Rebecca to add/revise as desired)

IEEE NPEC Subcommittee SC-3
Operating, Maintenance, Aging, Testing & Reliability
Meeting 12-01 Minutes

7.0 Liaison Reports

Liaison reports will be attached to the final minutes as available. (out of time)

8.0 Old and New Business

None

Motion for adjournment was made by Ted, seconded by Tom Crawford and passed by acclamation.

Prepared by Yvonne Williams, SC-3 Acting Secretary.

SC-3 Website information:

<http://grouper.ieee.org/groups/npec/private/sc3/sc-3.html>

login name: [REDACTED] password: [REDACTED]

IEEE NPEC Subcommittee SC-3
Operating, Maintenance, Aging, Testing & Reliability
Meeting 12-01 Minutes

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ATTACHMENTS

Attachment 1 Agenda	Attachment 2 Rolling Attendance	Attachment 3 Alligator Fund
Attachment 4 Action Items	Attachment 5 ASME Liaison Report	Attachment 6 NRC Liaison Report
Attachment 7 NRMCC Liaison Report	Attachment 8 SC-3 Standards Status Spreadsheet	

Agenda – Meeting 12-01

NPEC Subcommittee SC-3, *Operating, Maintenance, Aging, Testing and Reliability*

Meeting Date/Time:	Tuesday, 1/24/12 0800-1200 CT	Chairman :	James Liming
		Secretary:	Yvonne Williams

Desired Outcomes:	<ol style="list-style-type: none"> 1. Review status/activities of each SC Working Group 2. Update SC3 Std master schedule 3. Understand proposed changes for revision to IEEE Standards
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WHAT (content)	WHO	WHEN (minutes)
Welcome, Review Desired Outcomes <ul style="list-style-type: none"> • Meeting logistics • Introductions 	J. Liming All	0800-1815
Chairman's Introduction <ul style="list-style-type: none"> • Opening remarks • Review/approve agenda 	J. Liming	0815-0830
Secretary's Report <ul style="list-style-type: none"> • Approval of SC3 11-02 Meeting Minutes • Action Item review/status • SC3 membership review • Alligator fund report 	Y. Williams	0830-0900
Chairman's Report <ul style="list-style-type: none"> • SC3 Leadership review – succession planning • Leadership telecons • PAR status • NPEC meeting preparations 	J. Liming	0900-0915
Vice Chairman's Report <ul style="list-style-type: none"> • Operations Manual (Tom Crawford) 	Y. Williams	0915-1000
BREAK	All	1000-1010
Working Group Reports <ul style="list-style-type: none"> • WG-3.1 (Testing) • WG-3.2 (Security) • WG-3.3 (Reliability) • WG-3.4 (Aging) 	T. Riccio D. Horvath S. Honecker R. Steinman	1010-1020 1020-1030 1030-1040 1040-1050
Liaison Reports <ul style="list-style-type: none"> • NRC Report • ASME Report • NRMCC Report 	P Kang J. Liming	1050-1110
Old Business <ul style="list-style-type: none"> • Master schedule for Std review/updates 	All	1110-1135
New Business <ul style="list-style-type: none"> • As identified during this meeting 	All	1135-1145
Review of Action Items	Y. Williams	1145-1155
Next meeting date/location	J. Liming	1155-1200
Meeting closeout/adjournment	J. Liming	1200

Attendance at SC-3 Meetings

Last	First	2010-01	2010-02	2011-01	2011-02	2012-01
Aravapalli	Gopal	x	x	x	x	
Ballassi	George	x	x	x	x	x
Beatty	John	x	x	x	x	x
Carrier	Tom			x	x	x
Channarasappa	Suresh	x	x	x	x	x
Crawford	Tom		x	x	x	x
Fitzpatrick	Bob				x	
Goedeke	Scott				x	x
Heidarisafa	Hamid	x				
Honecker	Sharon	x	x	x	x	x
Horvath	Dave	x		x	x	
Hutchins	Steve				x	x
Kang	Peter	x	x		x	
Koshy	Tom	x				
Kulangara	Jacob	x		x		
Lane	Bob	x		x	x	
Liming	Jim	x	x	x	x	x
Matharu	Singh	x	x	x	x	x
McClure	Phil			dnp		
Melson	Kirk	x	x	x	x	x
Napper	Joe	x	x	x		
Parello	Jim	x	x	x	x	x
Patel	Vish				x	x
Phan	Hanh		x			
Riccio	Ted	x	x	x	x	x
Rusaw	Richard	x				
Sanwarwalla	Mansoor	x		x		
Schinzal	Glen	x	x	x		
Simic	Zdenko				half	x
Steinmann	Rebecca			x	x	x
Williams	Yvonne	x	x	x	x	x
members in bold and colored as of end of 12-01 meeting						
TOTAL PAYING ATTENDEES		22	17	20	21	17

NPEC Subcommittee SC-3

Operating, Maintenance, Aging, Testing and Reliability

Alligator Fund

The Alligator Fund is made up of voluntary contributions from SC-3 members to defray the cost of meeting rooms, refreshments, etc.

Meeting	Beginning Balance	Meeting Contributions	Expenses	Ending Balance
S05-1	\$312.14	\$207.18	\$359.82	\$159.50
S05-2	\$159.50	\$240.00	\$0.00	\$399.50
S06-1	\$399.50	\$220.00	\$178.67	\$440.83
S06-2	\$440.83	\$160.00	\$335.00	\$265.83
S07-1	\$265.83	\$200.00	\$201.70	\$264.13
S07-2	\$264.13	\$600.00	\$340.87	\$523.26
S08-1	\$523.26	\$300.00	\$347.80	\$475.46
S08-2	\$475.46	\$320.00	\$386.26	\$409.20
S09-1	\$409.20	\$180.00	\$12.00	\$577.20
S09-2	\$577.20	\$210.00	\$92.54	\$694.66
S10-1	\$694.66	\$220.00	\$380.90	\$533.76
S10-2	\$533.76	\$425.00	\$474.90	\$483.86
S11-1	\$483.86	\$200.00	\$14.00	\$669.86
S11-2	\$669.86	\$430.00	\$480.50	\$619.36
S12-1	\$619.36	\$340.00	\$203.00	\$756.36

NPEC Subcommittee SC-3
Operating, Maintenance, Aging, Testing and Reliability
Action Items List

Item No.	Subcommittee 3.0 Actions	Owner	Due Date	Closure Comments
10-2-E	Operations Manual A. Get current version out to SC3 membership, leaving Rev 1 changes available in document thru "track changes", for more comments and suggestions B. Update for conformance with IEEE guides and policies (e.g. WG requirements, SA Baseline Operating Procedures) C. Form subgroup to get to Rev 2 for discussion at 11-1 meeting (J. Parelo + others) - see item 10 in 10-2 minutes also D. Consider adding Gopal's NPEC / SC-3 chart as an appendix	Mansoor -- changed to Jim Liming (all to review Rev 1 for more comments and suggestions when sent out)	Ongoing effort	A. Rev 1 clean and track changes pdf files sent to membership 10/26/10 by Mansoor - completed B /C /D. Action reassigned to Jim Liming as incoming Vice Chair, needs to happen before 11-2 meeting. Committee was formed to assist Jim (Tom, Yvonne, Jim Parelo). Need to re-baseline against new documents. Gopal's chart included in Jan 2012 draft Closed with opening of 12-1-C
10-2-F	Standards status / schedule - update for meeting minutes and send to all SC3 members -- ensure 1819 is included in list	Yvonne	initial update 12-02, then ongoing	Mansoor to update spreadsheet based on discussions in 11-01 meeting and to include 1819 -- action was against status sheets with dates, 11-02 meeting - discussed the Paul Yanosy spreadsheet 12-01 Spreadsheet was discussed, with result that is useful as a more detailed version of Yanosy spreadsheet, update it to current status and provide to SC prior to meetings bring up at AdCom meeting 11-2
11-2-C	SC-3 name in NPEC needs to reflect reliability	Jim Liming	AdCom mtg	12-1 mtg: more complicated - Jim to bring up at 12-01 AdCom meeting to make sure what is required and then get those actions started
12-1-A	Send a formal thank-you letter to Bob Lane from SC-3 for the projector donation	Jim L / Yvonne	shortly after 12-1 mtg	
12-1-B	Track distribution of IEEE 338-2012 to working group members	Yvonne	after publishing of 338	
12-1-C	Send out SC-3 OPM out to SC-3 members for review for potential changes	Yvonne / Tom Cr	approx Mar 2012	OPM was approved at 12-1 meeting to meet organizational demands. Because of the extensive changes, the OPM should be provided to the membership to identify issues and comments. The WG chairs should provide to the WG members since the appendix covers the WG operational procedures. All should review, with further discussion at the 12-2 meeting.
12-1-D	Send out updated roster, WG officer updates to Rebecca for website update	WG chairs, Yvonne	approx April 2012	Need to pay attention to keeping the website up-to-date, so leaders should ensure that appropriate information is provided to Rebecca.