

SC-3 WG 3.4 24-01 Meeting MINUTES January 8, 2024 4 PM to 6 PM EST WebEx

<https://ieeesa.webex.com/ieeesa/j.php?MTID=mf50810d7eb8f6e61b454e42f1495f665>

1. Call to Order – the meeting was called to order by Chair, Rebecca Steinman, at 3:05 pm EST.
2. Roll Call – in attendance 6, current quorum is 5.
3. Review agenda – Motion by George Kyle, seconded by Steve Graham, to approve the agenda as amended passed.
4. IEEE Patent and Copyright Policy Review, slides attached – the slides were verified current from [Patent Slides for Standards Development Meetings \(ieee.org\)](#)
5. Approve 23-09 and 23-10 Meeting Minutes
 - i. Six votes were received online to approve the 23-09 meeting minutes.
 - ii. Motion by Suresh Channarasappa, seconded by Jacob Kulangara to approve the 23-10 minutes. Unanimously approved.
 - iii. **George Kyle** – action to update the comment spreadsheet for changes to the standard.
6. Review Previous Action Items
 - i. **All**. Evaluate content of EPRI NP-1558 Rev 1 (3002018283), Activation Energy Use & Verification, activation energy may require changes to the standard. ALL team to consider the issues as we review the Annexes. This is a specific action for later this year. Will remain on agenda and minutes to retain awareness.
 - ii. **Rebecca**. Prepared the PAR revision, the need date for approval is when we go to balloting after the July meeting, so there's no rush for approval. The PAR is in the approval process.
 - iii. **All**. Consider change title from "...Facilities" to "...Nuclear Facilities." The PAR revision contains the title change. PAR process will track incorporation of the change. This item is complete.

Rebecca to prepare PAR revision ahead of the January NPEC meeting.
 - iv. **Chris Abernathy**. Compare the elastomer handbook and the Polymer table in Annex A to determine if any changes are needed. In progress:
 - a. The elastomer handbook sections 3 & 4 align quite well with Annex A. Section 6 deals with aging and aligns with A.1 in a general sense. While in progress, completion is expected by the March meeting. Chris will report out at the February meeting.
7. Review of Annex D
 - i. Line 3, revised to read "...aging assessment methodology"

- ii. D.2 addresses “pump motor” but Table D.1 only addresses pump components. Added motor winding to list of components, revise title to “Pump/motor...” Decided that it was not necessary to add discussion of EQ to the section.
 - iii. Figure D.1 title revised to “...typical medium voltage power cable construction”
 - iv. Added PVC (polyvinyl chloride) to Table D.4
 - v. **Rebecca** will reach out to Subcommittee 6 to determine if they have insight for Section D.3.4.2.2.
 - vi. Annex D review is complete.
8. New Information
 - i. **ALL** – be prepared to discuss Annex E and F at next meeting. Check formulae for typos. Members should be prepared to discuss issues with either Annex.
9. New Action Item Recap
 - i. **George Kyle** – action to update the comment spreadsheet for changes to the standard.
 - ii. **Chris Abernathy**. Report on progress in comparing the elastomer handbook and the Polymer table in Annex A. Completion expected by the March meeting.
 - iii. **Rebecca** – reach out to Subcommittee 6 to determine if they have insight for Section D.3.4.2.2 on PLCs.
 - iv. **All** – Be prepared for Annex E and F discussion.
10. Upcoming Meetings
 - i. Next regular monthly meeting 24-02 will be February 23, 2024, 2 PM EST, one hour.
11. Adjourn at 4:50 PM EST.

WG 3.4 February 23, 2024 Meeting Attendees Roster

Members:

Name	Affiliation	Voting?	Present
Rebecca Steinman	Self/Constellation	Y	Y
Suresh Channarasappa	Westinghouse	Y	Y
George Kyle	Self	Y	Y
Chris Abernathy	TVA	Y	Y
George Ballassi	Self	N	
James Gleason	Self	N	
Steven Graham	Duke Energy	Y	Y
John Kickhofel	Apollo+ Nuclear	N	
Robert Konnick	Marmon Innovation and Technology	Y	
Tom Koshy	DNSFB	Y	
Jacob Kulangara	DOE/NASA	Y	Y
G. Singh Matharu	Self	N	
Ed Mohtashemi	Self	Y	
Khoi Nguyen	NRC	N	
Eric Rasmussen	R-SCC	N	

Guests: Wendy Zumbo, Cindy Crosby FP&L

Voting Member Rules Approved in the August (23-07) Meeting

NPEC Policies and Procedures Manual/SC-3 Operations and Procedures

1. Non-voting member at the first meeting they attend.
2. Non-voting member must attend 2 out of the last 4 meetings before they may request membership from the Chair. They become a voting member at the next meeting.
3. A voting member must attend at least half of the meetings in a rolling 6 meeting window to remain a voting member (the Chair may grant continuing their voting status to members that did not meet this criteria under special circumstances).
4. The Secretary shall display or announce the voting and non-voting status of members at each meeting.
5. A quorum is a simple majority.

All members current at the August meeting should remain a WG 3.4 voting member. They will be changed to non-voting status at the end of the year if they haven't attended a meeting by then.

PARTICIPANTS HAVE A DUTY TO INFORM THE IEEE

- Participants shall inform the IEEE (or cause the IEEE to be informed) of the identity of each holder of any potential Essential Patent Claims of which they are personally aware if the claims are owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents
- Participants should inform the IEEE (or cause the IEEE to be informed) of the identity of any other holders of potential Essential Patent Claims

**Early identification of holders of potential
Essential Patent Claims is encouraged**

WAYS TO INFORM IEEE

- **Cause an LOA to be submitted to the IEEE SA (patcom@ieee.org); or**
- **Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or**
- **Speak up now and respond to this Call for Potentially Essential Patents**

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

OTHER GUIDELINES FOR IEEE WORKING GROUP MEETINGS

- **All IEEE SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.**
 - **Don't discuss the interpretation, validity, or essentiality of patents/patent claims.**
 - **Don't discuss specific license rates, terms, or conditions.**
 - **Relative costs of different technical approaches that include relative costs of patent licensing terms may be discussed in standards development meetings.**
 - **Technical considerations remain the primary focus.**
 - **Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.**
 - **Don't discuss the status or substance of ongoing or threatened litigation.**
 - **Don't be silent if inappropriate topics are discussed. Formally object to the discussion immediately.**

For more details, see *IEEE SA Standards Board Operations Manual*, clause 5.3.10 and *Antitrust and Competition Policy: What You Need to Know* at <http://standards.ieee.org/develop/policies/antitrust.pdf>

PATENT-RELATED INFORMATION

The patent policy and the procedures used to execute that policy are documented in the:

- *IEEE SA Standards Board Bylaws*
(<http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#6>)
- *IEEE SA Standards Board Operations Manual*
(<http://standards.ieee.org/develop/policies/opman/sect6.html#6.3>)

Material about the patent policy is available at
<http://standards.ieee.org/about/sasb/patcom/materials.html>

**If you have questions, contact the IEEE SA
Standards Board Patent Committee
Administrator at patcom@ieee.org**

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IEEE SA COPYRIGHT POLICY

- The IEEE SA Copyright Policy is described in the IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual
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<https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7>
 - Clause 6.1 of the IEEE SA Standards Board Operations Manual
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- Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)
 - <https://standards.ieee.org/about/policies/opman/sect6.html>