

IEEE-SA Standards Board Meeting Minutes – December 2014

IEEE-SA Standards Board Meeting Minutes
10 December 2014
IEEE Operations Center, Piscataway, New Jersey, USA

Attendees:

Chair:

John Kulick

Vice Chair:

Jon Rosdahl

Past Chair:

Rich Hulett

Secretary:

Konstantinos Karachalios

Members:

Peter Balma

Ted Burse

Clint Chaplin

Stephen Dukes [TAB Rep.]

Gary Hoffman

Mike Janezic

Jeffrey Katz

David Law

Hung Ling

Oleg Logvinov

Ted Olsen

Glenn Parsons

Ron Petersen

Adrian Stephens

Yatin Trivedi

Philip Winston

Don Wright

Yu Yuan

Joe Koepfinger, Member Emeritus

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Dick DeBlasio, DOE Liaison

Members Absent:

Farooq Bari
Jean-Philippe Faure
Peter Sutherland

IEEE Staff:

Melissa Aranzamendez
Christy Bahn
Kathryn Bennett
Catherine Berger
Christina Boyce
Kim Breitfelder
Georedna Brown
Justin Caso
Matthew Ceglia
Sri Chandrasekaran
Chirag Desai
Patricia Dominach
Karen Evangelista
Tricia Gerdon
Patrick Gibbons
Jonathan Goldberg
Lloyd Green
Jodi Haasz
Mary Ellen Hanntz
Yvette Ho Sang
Karen Kenney
Soo Kim
Mike Kipness
Juanita Lewis
Kelly Lorne
Brenda Mancuso
Greg Marchini
Don Messina
Luigi Napoli
Adam Newman
Mary Lynne Nielsen
Maira Patterson
Walter Pienciak
Dave Ringle, Recording Secretary
Rudi Schubert
Sam Sciacca
Alpesh Shah

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Norman Shaw
Erin Spiewak
Ravi Subramaniam
Susan Tatiner
Cherry Tom
Michelle Turner
Sue Vogel
Lisa Weisser
Joan Woolery
Malia Zaman
Meng Zhao

IEEE Outside Legal Counsel:

Michael Lindsay
Claire Topp

Guests:

Karen Bartleson
Alex Gelman (Part time via phone)
James Gilb
Travis Griffith
Ron Hotchkiss
Bruce Kraemer
Glen Kramer (Part time via phone)
Xiaohui Liu
Kevin Lu
Jim Matthews
Jim Moore
Paul Nikolich
Kishik Park
Matthew Rubenstein
Dorothy Stanley
Mehmet Ulema (Part time via phone)
Yingli Wen
Phil Wennblom
Howard Wolfman

1 Call to Order

Chair Kulick called meeting to order at 9:03 a.m. Chair Kulick welcomed all attendees to the meeting. There was a round of introductions by all present.

2 [Agenda](#)

2.1 Approval of 10 December 2014 SASB Meeting Agenda

There was a motion to approve the 10 December 2014 SASB meeting agenda. The motion was approved, as there was no objection to unanimous consent.

2.2 Consent Agenda

2.2.1 Approval of 20-21 August 2014 SASB Meeting [Minutes](#)

2.2.2 AudCom Recommendations

Accepted (standards work authorized):

- EMB/11073 Engineering in Medicine and Biology Society/IEEE 11073 Standards Committee
- MTT/SCC Microwave Theory and Techniques Society/Standards Coordinating Committee (Conditional, with minor editorial changes)
- SASB/SCC42 SASB Standards Coordinating Committee 42/Transportation

Visibly Under Development (standards work authorized):

- NTC/SC Nanotechnology Council/Standards Committee
- SASB/SCC14 SASB Standards Coordinating Committee 14/Quantities, Units, and Letter Symbols

2.2.3 ICom Recommendations

Revised Industry Connections Activity

Revised ICAID: IC12-003 Intercloud Testbed

<https://ieee-sa.centraldesktop.com/p/eAAAAAAAE-iUAAAAACFrBg>

Recommendation: APPROVE

P&P Baselines and Checklists:

P&P Baseline – Entity:

<https://ieee-sa.centraldesktop.com/p/eAAAAAADuB0AAAAACjyKmU>

P&P Baseline – Individual:

<https://ieee-sa.centraldesktop.com/p/eAAAAAADuBmAAAAAFIm7sg>

P&P Checklist – Entity:

<https://ieee-sa.centraldesktop.com/p/eAAAAAADuBIAAAAAGMX2kA>

P&P Checklist – Individual:

<https://ieee-sa.centraldesktop.com/p/eAAAAAADuBaAAAAAECK5Ls>

Recommendation: Approve

New Activities are required to use the baseline P&Ps, with modifications allowed by the baseline. Don't allow Activities to follow the P&Ps of the Sponsoring Committee unless the Sponsor P&Ps specifically call out IC activities.

Activities expected to terminate by Q2 2015 follow their current P&Ps.

Activities expected to continue beyond Q2 2015 switch to the new baseline P&Ps. Consider exceptions for activities with sound P&Ps and where switching would be disruptive, e.g., ICSG.

Recommendation: Approve

2.2.4 NesCom Recommendations

Withdrawal Requests

IEEE Engineering in Medicine and Biology Society/IEEE 11073TM Standards Committee

P11073-10201

Standard for Health Informatics – Point-of-Care Medical Device Communication – Domain Information Model

Recommendation: Approve PAR withdrawal

P11073-10413

Standard for Health Informatics – Personal Health Device Communication – Device Specialization – Respiration Rate Monitor

Recommendation: Approve PAR withdrawal

P11073-10417a

Health Informatics – Personal Health Device Communication Part 10417: Device Specialization – Glucose Meter Amendment 1

Recommendation: Approve PAR withdrawal

IEEE Industry Applications Society/Technical Books Coordinating Committee

P3005.3

Recommended Practice for the Application of Stored-Energy Systems for Use in Emergency and Stand-By Power Systems

Recommendation: Approve PAR withdrawal

IEEE Power and Energy Society/Transformers

PC57.13-2008/Cor 1

Standard Requirements for Instrument Transformers – Corrigendum 1: Figure 3 Correction

Recommendation: Approve PAR withdrawal

PC57.121a

Guide for Acceptance and Maintenance of Less Flammable Hydrocarbon Insulating Liquid in Transformers: Amendment a

Recommendation: Approve PAR withdrawal

PC57.136

Guide for Sound Level Abatement and Determination for Liquid-Immersed Power Transformers and Shunt Reactors Rated over 500 kVA

Recommendation: Approve PAR withdrawal

IEEE-SASB Coordinating Committees/SCC31 – Automatic Meter Reading and Energy Management

P1704

Standard for Utility Industry End Device Communications Module

Recommendation: Approve PAR withdrawal

PARs to be Administratively Withdrawn

P1817 (C/MSC)

Standard for Consumer-Owned Digital Personal Property
(New PAR)

P1828 (C/S2ESC)

Standard for Systems with Virtual Components
(New PAR)

P1680.5 (C/SAB)

Standard for Environmental Assessment of Mobile Devices
(New PAR)

P1149.1.1 (C/TT)

Standard for Test Access Port Interface for Connection to Test Data Registers
(New PAR)

P1820 (DEI/SC)

Guide on the Selection of Transmission and Distribution Insulators with Respect to Cold Weather Conditions
(New PAR)

P1451.5-2007/Cor 1 (IM/ST)

IEEE Standard for a Smart Transducer Interface for Sensors and Actuator – Wireless Communication Protocols and Transducer Electronic Data Sheet (TEDS) Formats – Corrigendum 1
(New PAR)

P1289 (PE/NPE)

Guide for the Application of Human Factors Engineering in the Design of Computer-Based Monitoring and Control Displays for Nuclear Power Generating Stations and Other Nuclear Facilities
(Revision PAR)

PC62.62a (PE/SPDLV)

IEEE Standard Test Specifications for Surge Protective Devices for Low Voltage AC Power Circuits Amendment: Annex C (Informative) – Temporary Overvoltage (TOV) Test
(New PAR)

PC37.2a (PE/SUB)

IEEE Standard Electrical Power System Device Function Numbers, Acronyms, and Contact Designations: Amendment to Device 7 Definition and to Device 16 Suffix Letter Usage, Revision of One and Addition of New Acronyms
(New PAR)

P519.1 (PE/T&D)

Guide for Applying Harmonic Limits on Power Systems
(New PAR)

Modified PARs

IEEE Industry Applications Society/Technical Books Coordinating Committee

P3005.4

Recommended Practice for Design and Operational Considerations for Improving the Reliability of Emergency and Stand-By Power Systems

Recommendation: Approve modified PAR

IEEE Nanotechnology Council/Standards Committee

P62659

Standard for Large Scale Manufacturing of Nanoelectronics

Recommendation: Approve modified PAR

IEEE Power and Energy Society/Substations

P1402

Guide for Physical Security of Electric Power Substations

Recommendation: Approve modified PAR

IEEE Power and Energy Society/Transformers

P60076-16

Power Transformers – Part 16: Transformers for Wind Turbine Application

Recommendation: Approve modified PAR

PC57.12.59

Guide for Dry-Type Transformer Through-Fault Current Duration

Recommendation: Approve modified PAR

PC57.153

Guide for Paralleling Regulating Transformers

Recommendation: Approve modified PAR

PC57.157

Conducting Functional Life Tests on Switch Contacts Used in Insulating Liquid Filled Transformers

Recommendation: Approve modified PAR

IEEE Reliability Society/IEEE Reliability

P61014

Standard for Programmes for Reliability Growth

Recommendation: Approve modified PAR

IEEE-SASB Coordinating Committees/SCC39 – International Committee on Electromagnetic Safety

P62704-3

Determining the Peak Spatial-Average Specific Absorption Rate (SAR) in the Human Body from Wireless Communications Devices, 30 MHz – 6 GHz Part 3: Specific Requirements for Using the Finite Difference Time Domain (FDTD) Method for SAR Calculations of Mobile Phones

Recommendation: Approve modified PAR

Extension Requests

IEEE Computer Society/Information Assurance

P1667

Standard for Discovery, Authentication, and Authorization in Host Attachments of Storage Devices

Recommendation: Approve request for an extension until December 2015

IEEE Computer Society/Learning Technology

P1484.13.6

Recommended Practice for Learning Technology – Open Archives Initiative Object Reuse and Exchange Abstract Model (OAI-ORE) – Mapping to the Conceptual Model for Resource Aggregation

Recommendation: Approve request for an extension until December 2015

IEEE Computer Society/Software & Systems Engineering Standards Committee

P1062

Recommended Practice for Software Acquisition

Recommendation: Approve request for an extension until December 2015

IEEE Computer Society/Simulation Interoperability Stds Organization/Stds Activities Committee

P1278.2

Standard for Distributed Interactive Simulation (DIS) – Communication Services and Profiles

Recommendation: Approve request for an extension until December 2015

IEEE Computer Society/Test Technology

P1804

Standard for Fault Accounting and Coverage Reporting to Digital Modules (FACR)

Recommendation: Approve request for an extension until December 2015

IEEE Engineering in Medicine and Biology Society/IEEE 11073TM Standards Committee

P11073-10101

Standard for ISO/11073-10101:2004, Health Informatics – Point-of-Care Medical Device Communication – Nomenclature

Recommendation: Approve request for an extension until December 2016

P11073-10419

Standard for Health Informatics – Personal Health Device Communication – Device Specialization – Insulin Pump

Recommendation: Approve request for an extension until December 2015

P11073-20101

Standard for ISO/11073-20101:2004, Health Informatics – Point-of-Care Medical Device Communication – Application Profile – Base Standard

Recommendation: Approve request for an extension until December 2016

IEEE Industry Applications Society/Petroleum & Chemical Industry

P45.3

Recommended Practice for Shipboard Electrical Installations – Systems Engineering

Recommendation: Approve request for an extension until December 2015

P45.4

Recommended Practice for Electrical Installations on Shipboard – Marine Sectors and Mission Systems

Recommendation: Defer until January 2015 Continuous Process teleconference

P45.6

Recommended Practice for Electrical Installations on Shipboard – Electrical Testing

Recommendation: Approve request for an extension until December 2016

P1242

Guide for Specifying and Selecting Power, Control, and Special-Purpose Cable for Petroleum and Chemical Plants

Recommendation: Approve request for an extension until December 2016

P60079-30-1

Explosive Atmospheres – Part 30-1: Electrical Resistance Trace Heating – General and Testing Requirements

Recommendation: Approve request for an extension until December 2016

P60079-30-2

Explosive Atmospheres – Part 30-2: Electrical Resistance Trace Heating – Application Guide for Design, Installation, and Maintenance

Recommendation: Approve request for an extension until December 2016

IEEE Industry Applications Society/Technical Books Coordinating Committee

P3002.2

Recommended Practice for Conducting Load-Flow Studies of Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2015

P3002.3

Recommended Practice for Conducting Short-Circuit Studies of Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2015

P3002.7

Recommended Practice for Conducting Motor-Starting Studies in Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2015

P3002.8

Recommended Practice for Conducting Harmonic-Analysis Studies of Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2015

P3002.9

Recommended Practice for Conducting Switching-Transient Studies of Industrial and Commercial Power Systems

Recommendation: Disapprove request for an extension

P3003.1

Recommended Practice for the System Grounding of Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2016

P3004.3

Recommended Practice for the Application of Low-Voltage Fuses in Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2016

P3004.8

Recommended Practice for Motor Protection in Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2016

P3004.10

Recommended Practice for Generator Protection in Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2016

P3004.11

Recommended Practice for Bus and Switchgear Protection in Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2016

P3005.4

Recommended Practice for Improving the Reliability of Emergency and Stand-By Power Systems

Recommendation: Defer until January 2015 Continuous Process teleconference

P3005.7

Recommended Practice for the Application of Metering for Energy Management of Industrial and Commercial Power Systems

Recommendation: Defer until January 2015 Continuous Process teleconference

P3006.8

Recommended Practice for Analyzing Reliability Data for Equipment Used in Industrial and Commercial Power Systems

Recommendation: Approve request for an extension until December 2016

IEEE Instrumentation and Measurement Society/TC4 – High Frequency Measurement

P378

Recommended Practice for Scattering Parameter Measurements and Uncertainty Analysis Using Network Analyzers

Recommendation: Approve request for an extension until December 2016

IEEE Instrumentation and Measurement Society/TC9 – Sensor Technology

P1451.4a

IEEE Standard for a Smart Transducer Interface for Sensors and Actuators – Mixed-Mode Communication Protocols and Transducer Electronic Data Sheet (TEDS) Formats – Amendment

Recommendation: Approve request for an extension until December 2016

IEEE Power and Energy Society/Energy Development & Power Generation

P810

Standard for Hydraulic Turbine and Generator Shaft Couplings and Shaft Runout Tolerances

Recommendation: Approve request for an extension until December 2015

IEEE Power and Energy Society/Electric Machinery

P112

Standard Test Procedure for Polyphase Induction Motors and Generators

Recommendation: Approve request for an extension until December 2015

P117

Standard Test Procedure for Thermal Evaluation of Systems of Insulating Materials for Random-Wound AC Electric Machinery

Recommendation: Approve request for an extension until December 2015

IEEE Power and Energy Society/Insulated Conductors

P400.4

Guide for Field-Testing of Shielded Power Cable Systems Rated 5 kV and Above with Damped Alternating Current Voltage (DAC)

Recommendation: Approve request for an extension until December 2016

P442

Guide for Soil Thermal Resistivity Measurement

Recommendation: Approve request for an extension until December 2016

IEEE Power and Energy Society/Nuclear Power Engineering

P1290

Guide for Motor Operated Valve (MOV) Motor Application, Protection, Control, and Testing in Nuclear Power Generating Stations

Recommendation: Approve request for an extension until December 2015

IEEE Power and Energy Society/Power System Relaying

PC37.241

Guide for Application of Optical Instrument Transformers for Protective Relaying

Recommendation: Approve request for an extension until December 2016

PC37.243

Guide for Application of Digital Line Current Differential Relays Using Digital Communication

Recommendation: Approve request for an extension until December 2016

IEEE Power and Energy Society/Surge Protective Devices/High Voltage

PC62.82.2

Guide for the Application of Insulation Coordination

Recommendation: Approve request for an extension until December 2016

IEEE Power and Energy Society/Surge Protective Devices/Low Voltage

PC62.34

Standard for Test Methods and Performance of Low-Voltage (1000 V rms or less) Surge Protective Devices Used on Secondary Distribution Systems (Between the Transformer Low-Voltage Terminals and the Line Side of the Service Entrance Equipment)

Recommendation: Approve request for an extension until December 2016

PC62.44

Guide for the Application of Low-Voltage (1000 Volts rms or Less) Surge Protective Devices Used on Secondary Distribution Systems (Between the Transformer Low-Voltage Terminals and the Line Side of the Service Entrance Panel)

Recommendation: Approve request for an extension until December 2016

IEEE Power and Energy Society/Substations

P1267

Guide for Development of Specification for Turnkey Substation Projects

Recommendation: Approve request for an extension until December 2016

P1402

Standard for Physical Security of Electric Power Substations

Recommendation: Approve request for an extension until December 2017

P1527

Recommended Practice for the Design of Buswork Located in Seismically Active Areas

Recommendation: Approve request for an extension until December 2016

P1821

Guide for Usage of Design Tools for Power Electronic Building Blocks (PEBB) and PEBB Based Systems

Recommendation: Defer until January 2015 Continuous Process teleconference

PC37.122.4

Application and User Guide for Gas-Insulated Transmission Lines (GIL), Rated 72.5 kV and Above

Recommendation: Approve request for an extension until December 2015

PC37.123

Guide for Specifications for High Voltage Gas-Insulated Substations Rated 52 kV and Above

Recommendation: Approve request for an extension until December 2015

IEEE Power and Energy Society/Switchgear

P62271-37-013

High-Voltage Switchgear and Controlgear – Part 37-013: Alternating-Current Generator Circuit-Breakers

Recommendation: Approve request for an extension until December 2015

PC37.20.2

Standard for Metal-Clad Switchgear

Recommendation: Approve request for an extension until December 2015

PC37.66

Standard Requirements for Capacitor Switches for AC Systems (1 kV to 38 kV)

Recommendation: Approve request for an extension until December 2016

PC37.100.2

Standard for Common Requirements for Testing of AC Capacitance Current Switching Devices Over 1000 V

Recommendation: Approve request for an extension until December 2016

IEEE Power and Energy Society/Transmission and Distribution

P430

Standard Procedures for the Measurement of Radio Noise from Overhead Power Lines and Substations

Recommendation: Approve request for an extension until December 2016

P1048

Guide for Protective Grounding of Power Lines

Recommendation: Defer until January 2015 Continuous Process teleconference

P1829

Guide for Conducting Corona Tests on Hardware for Overhead Transmission Lines and Substations

Recommendation: Approve request for an extension until December 2016

IEEE Power and Energy Society/Transformers

PC57.13

Standard Requirements for Instrument Transformers

Recommendation: Approve request for an extension until December 2016

PC57.13.7

Standard for Current Transformers with a Maximum mA Secondary Current of 250 mA

Recommendation: Approve request for an extension until December 2016 – note: additional year per NesCom

PC57.104

Guide for the Interpretation of Gases Generated in Oil-Immersed Transformers

Recommendation: Approve request for an extension until December 2017

PC57.153

Guide for Paralleling Regulating Transformers

Recommendation: Approve request for an extension until December 2015

IEEE Power Electronics Society/Standards Committee

P1789

Recommended Practices of Modulating Current in High Brightness LEDs for Mitigating Health Risks to Viewers

Recommendation: Approve request for an extension until December 2015

IEEE-SASB Coordinating Committees/SCC20 – Test and Diagnosis for Electronic Systems

P1671.5

Standard for Automatic Test Markup Language (ATML) Test Adaptor Description

Recommendation: Approve request for an extension until December 2015

P1671.6

Standard for Automatic Test Markup Language (ATML) Test Station Description

Recommendation: Approve request for an extension until December 2015

IEEE-SASB Coordinating Committees/SCC21 – Fuel Cells, Photovoltaics, Dispersed Generation, and Energy Storage

P1547.8

Recommended Practice for Establishing Methods and Procedures that Provide Supplemental Support for Implementation Strategies for Expanded Use of IEEE Standard 1547

Recommendation: Approve request for an extension until December 2015

P2030.2

Guide for the Interoperability of Energy Storage Systems Integrated with the Electric Power Infrastructure

Recommendation: Approve request for an extension until December 2015

IEEE-SASB Coordinating Committees/SCC39 – International Committee on Electromagnetic Safety

PC95.1

Standard for Safety Levels with Respect to Human Exposure to Electric, Magnetic and Electromagnetic Fields, 0 Hz to 300 GHz

Recommendation: Approve request for an extension until December 2016

NEW PARs

IEEE Computer Society/Design Automation

P1800.2

Standard for Universal Verification Methodology Language Reference Manual

Recommendation: Approve new PAR until December 2018

IEEE Computer Society/LAN/MAN Standards Committee

P802.1AS-2011/Cor 2

Standard for Local and Metropolitan Area Networks – Timing and Synchronization for Time-Sensitive Applications in Bridged Local Area Networks – Corrigendum 2: Technical and Editorial Corrections

Recommendation: Approve new PAR until December 2018

P802.3bv

Standard for Ethernet Amendment: Physical Layer Specifications and Management Parameters for 1000 Mb/s Operation over Plastic Optical Fiber

Recommendation: Approve new PAR until December 2018

P802.3by

Standard for Ethernet Amendment: Media Access Control Parameters, Physical Layers and Management Parameters for 25 Gb/s Operation

Recommendation: Approve new PAR until December 2018

IEEE Computer Society/Microprocessor Standards Committee

P1363.3-2013/Cor 1

Standard for Identity-Based Cryptographic Techniques Using Pairings – Corrigendum 1: Corrections to Citations

Recommendation: Approve new PAR until December 2018

IEEE Computer Society/Software & Systems Engineering Standards Committee

P15026-3

Adoption of Systems and Software Engineering – Systems and Software Assurance – Part 3: Systems Integrity Levels

Recommendation: Approve new PAR until December 2018

IEEE Computer Society/Standards Activities Board

P1680.6

Standard for Environmental Assessment of Complex Set Top Boxes

Recommendation: Approve new PAR until December 2018

P1857.7

Standard for Adaptive Streaming

Recommendation: Approve new PAR until December 2018

IEEE Communications Society/Standards Development Board

~~**P1904.3**~~

~~Standard for Radio over Ethernet Encapsulations and Mappings~~

~~***Recommendation: Approve new PAR until December 2018***~~

P1911.1

HDBaseT Specification Version 1.1.0

Recommendation: Approve new PAR until December 2018

P1911.2

HDBaseT Specification Version 2.0

Recommendation: Approve new PAR until December 2018

P1911.3

Standard for HDBaseT 5Play

Recommendation: Approve new PAR until December 2018

IEEE Engineering in Medicine and Biology Society/IEEE 11073 Standards Committee

P11073-10702

Standard for Domain Information & Service Model for Service-Oriented Point-of-Care Medical Device Communication

Recommendation: Approve new PAR until December 2018

P11073-20601-2014/Cor 1

Health Informatics - Personal Health Device Communication – Part 20601: Application Profile- Optimized Exchange Protocol – Corrigendum 1

Recommendation: Approve new PAR until December 2018

P11073-20701

Standard for Service-Oriented Medical Device Exchange Architecture & Protocol Binding

Recommendation: Approve new PAR until December 2018

P11073-20702

Standard for Medical Devices Communication Profile for Web Services

Recommendation: Approve new PAR until December 2018

IEEE Engineering in Medicine and Biology Society/Standards Committee

P1847

Recommended Practice for Common Framework of Location-Based Services (LBS) for Healthcare

Recommendation: Approve new PAR until December 2018

IEEE-SASB Coordinating Committees/SCC20 – Test and Diagnosis for Electronic Systems

P1514

Recommended Practice for the Design and Integration of Fixtures Applied to Generic Test Interfaces of Automatic Test Systems

Recommendation: Approve new PAR until December 2018

IEEE Vehicular Technology Society/Rail Transportation Standards Committee

P1653.5

Recommended Practice for Controlled Rectifiers for Traction Power Substation Applications

Recommendation: Defer until January 2015 Continuous Process teleconference

PARs for the Revision of Standards

IEEE Computer Society/LAN/MAN Standards Committee

P802.1AB

Standard for Local and Metropolitan Area Networks – Station and Media Access Control Connectivity Discovery

Recommendation: Approve PAR for the revision of a standard until December 2018

P802.15.7

Standard for Short-Range Wireless Optical Communication

Recommendation: Approve PAR for the revision of a standard until December 2018

IEEE Engineering in Medicine and Biology Society/IEEE 11073 Standards Committee

P11073-10417

Health Informatics – Personal Health Device Communication Part 10417: Device Specialization – Glucose Meter

Recommendation: Approve PAR for the revision of a standard until December 2018

IEEE Power and Energy Society/Insulated Conductors

P1202

Standard for Testing Flame-Propagation and Smoke Generation of Cable or Splices/Connectors

Recommendation: Approve PAR for the revision of a standard until December 2018

IEEE Power and Energy Society/Substations

P1613.1

Standard Environmental and Electromagnetic Compatibility (EMC) Testing Requirements for Intelligent Electronic Devices (IEDs) Installed in Transmission and Distribution Facilities

Recommendation: Conditionally approve PAR for the revision of a standard until December 2018; contingent upon staff making one minor edit to the PAR to spell out IED in the scope

PC37.2

Standard Electrical Power System Device Function Numbers, Acronyms, and Contact Designations

Recommendation: Approve PAR for the revision of a standard until December 2018

IEEE Power and Energy Society/Switchgear

PC37.12

Guide for Specifications of High-Voltage Circuit Breakers (Over 1000 Volts)

Recommendation: Approve PAR for the revision of a standard until December 2018

PC37.13.1

Standard for Definite-Purpose Switching Devices for Use in Metal-Enclosed Low-Voltage (1000 Vac and Below) Power Circuit Breaker Switchgear

Recommendation: Approve PAR for the revision of a standard until December 2018

IEEE Power and Energy Society/Transformers

PC57.129

Converter Transformers for HVDC Applications

Recommendation: Approve PAR for the revision of a standard until December 2018

IEEE-SASB Coordinating Committees/SCC21 – Fuel Cells, Photovoltaics, Dispersed Generation, and Energy Storage

P1547.1

Standard Conformance Test Procedures for Equipment Interconnecting Distributed Energy Resources with Electric Power Systems and Associated Interfaces

Recommendation: Approve PAR for the revision of a standard until December 2018

IEEE Vehicular Technology Society/Intelligent Transportation Systems

P1609.2

Standard for Wireless Access in Vehicular Environments – Security Services for Applications and Management Messages

Recommendation: Approve PAR for the revision of a standard until December 2018

P1609.3

Standard for Wireless Access in Vehicular Environments (WAVE) – Networking Services

Recommendation: Approve PAR for the revision of a standard until December 2018

2.2.5 RevCom Recommendations

NEW

P802.1Xbx/Draft 1.6 (C/LM) Standard for Local and Metropolitan Area Networks – Port-Based Network Access Control Amendment 1: MAC Security Key Agreement Protocol (MKA) Extensions

Recommendation: APPROVE

P1609.3-2010/Cor 2/Draft 4 (VT/ITS) Standard for Wireless Access in Vehicular Environments (WAVE) – Networking Services – Corrigendum 2: Correct Identified Errors

Recommendation: APPROVE

P1609.4-2010/Cor 1/Draft 4 (VT/ITS) Standard for Wireless Access in Vehicular Environments (WAVE) – Multi-Channel Operation – Corrigendum 1: Correct Identified Errors

Recommendation: APPROVE

P1642/Draft 10 (EMC/SDCom) Recommended Practice for Protecting Public Accessible Computer Systems from Intentional EMI

Recommendation: Conditional approval

There was a motion to conditionally approve P1642 based on the Sponsor providing in writing to those balloters who did not receive disposition detail for the revised comments.

P1735/Draft 7 (C/DA) Recommended Practice for Encryption and Management of Electronic Design Intellectual Property (IP)

Recommendation: APPROVE

P1812/Draft D5 (PE/EM) Trial-Use Guide for Testing Permanent Magnet Machines

Recommendation: APPROVE

P1835/Draft 2 (PE/T&D) NACE/IEEE Joint Standard for Atmospheric (Above-Grade) Corrosion Control of Existing Electric Transmission, Distribution, and Substation Structures by Coating Systems

Recommendation: APPROVE

P1839/Draft 2 (PE/T&D) Standard for Below-Grade Corrosion Control of Transmission, Distribution, and Substation Structures by Coating Repair Systems

Recommendation: APPROVE

P1871.1/Draft 5 (SASB/SCC20) Recommended Practice for Using IEEE 1671.2 Instrument Description Templates for Describing Synthetic Instrumentation for Classes of Instruments Such as Waveform Generators, Digitizers, External Oscillators, and Up & Down Converters

Recommendation: APPROVE

P1895/Draft 2 (PE/T&D) Standard for Below-Grade Inspection and Assessment of Corrosion on Steel Transmission, Distribution, and Substation Structures

Recommendation: APPROVE

P1905.1a/Draft 2 (COM/PLC) Standard for a Convergent Digital Home Network for Heterogeneous Technologies Amendment 1: Support of New MAC/PHYs and Enhancements

Recommendation: Conditional approval

There was a motion to conditionally approve P1905.1a, pending the resolution of RAC comments where the outcome does not result in a substantive change being made in the P1905.1a standard.

P3006.5/Draft D2 (IAS/TBCC) Recommended Practice for the Use of Probability Methods for Conducting a Reliability Analysis of Industrial and Commercial Power Systems

Recommendation: APPROVE

P15288.1/Draft P15288.1/D4.1 (C/S2ESC) Standard for Application of Systems Engineering on Defense Programs

Recommendation: APPROVE

P15288.2/Draft P15288.2/D5.2 (C/S2ESC) Standard for Technical Reviews and Audits on Defense Programs

Recommendation: APPROVE

PC37.240/Draft 14 (PE/PSR) Standard for Cyber Security Requirements for Substation Automation, Protection and Control Systems

Recommendation: APPROVE

REVISION

P802.1AX/Draft D4.54 (C/LM) Standard for Local and Metropolitan Area Networks – Link Aggregation

Recommendation: APPROVE

P1566/Draft P1566_D3_17-Oct-2014 with tracked changes_v3 (IAS/PCI) Standard for Performance of Adjustable Speed AC Drives Rated 375 kW and Larger

Recommendation: Conditional approval

There was a motion to conditionally approve P1566 based on the Sponsor providing in writing to those balloters who did not receive disposition detail for the revised comments.

PC37.11/Draft 6.6 (PE/SWG) Standard Requirements for Electrical Control for AC High-Voltage (>1000V) Circuit Breakers

Recommendation: APPROVE

PC37.74/Draft 12 (PE/SWG) Standard Requirements for Subsurface, Vault, and Padmounted Load-Interrupter Switchgear and Fused Load-Interrupter Switchgear for Alternating Current Systems up to 38 kV

Recommendation: APPROVE

PC37.114/Draft 9 (PE/PSR) Guide for Determining Fault Location on AC Transmission and Distribution Lines

Recommendation: APPROVE

PC57.13.3/Draft 7.2 (PE/PSR) Guide for Grounding of Instrument Transformer Secondary Circuits and Cases

Recommendation: APPROVE

PC62.92.4/Draft 6.2 (PE/SPDHV) Guide for the Application of Neutral Grounding in Electrical Utility Systems, Part IV – Distribution

Recommendation: APPROVE

3 Legal Update [*Executive Session*]

The SASB entered Executive Session at 9:25 a.m.

Attendees: SASB Members, BOG Members, Legal Counsels to IEEE, IEEE-SA Senior staff, IEEE-SA Governance staff

The SASB ended Executive Session at 9:55 a.m.

Report Out:

- a) A report was received from legal counsel.
- b) The vote in Item 9.2 will occur via paper ballot.

There was a motion to take item 9.2 immediately prior to item 5.4. The motion was approved [Vote: Yes=19; Abstain=1 (Parsons)].

4 IEEE-SA Managing Director's [Report](#)

Konstantinos Karachalios, IEEE-SA Managing Director, reported.

5 SASB Standing Committee Reports

5.1 Audit Committee ([AudCom](#))

Michael Janezic, Acting AudCom Chair, reported.

Extension Request for Sponsor P&Ps Expiring in December 2014:
SASB/SCC22, Standards Association Standards Board Standards Coordinating Committee 22/Power Quality

There was a motion (from AudCom) to approve the extension request for SASB/SCC22/Power Quality, with a deadline to submit the P&Ps for the next AudCom meeting. The motion was unanimously approved.

5.2 Industry Connections Committee ([ICCom](#))

Oleg Logvinov, ICCom Chair, reported.

There was a motion (from ICCom) to recommend the approval of the two requests for one year waivers for corporate membership. The two groups are *IC12-003 Intercloud*

Testbed and *IC13-004 Ethernet & IP @ Automotive Technology Day*. The recommendation is to be sent to the BOG for approval.

A Substitute motion was made to recommend to the BOG to suspend the corporate membership requirement for the two groups (*IC12-003 Intercloud Testbed* and *IC13-004 Ethernet & IP @ Automotive Technology Day*) through calendar year 2015. The motion was approved [Vote: Yes=18, No=1 (Parsons), Abstain=1 (Chaplin)].

Action item: Dave Ringle to forward the motion to the BOG.

5.3 New Standards Committee ([NesCom](#))

Phil Winston, NesCom Chair, reported.

5.3.1 [P1904.3](#) [*Time-specific: 2:00 p.m.*]

Phil Winston, NesCom Chair, initiated discussion.

Attendees via phone:

Alex Gelman, Glen Kramer, and Mehmet Ulema

The recommendation from NesCom:

IEEE Communications Society/Standards Development Board

P1904.3

Standard for Radio over Ethernet Encapsulations and Mappings

NesCom Recommendation: Approve new PAR until December 2018

After a fair amount of discussion, a motion was made to Call the Question. That motion was approved [Vote: Yes=16; No=4].

The motion (*approving the NesCom recommendation to Approve the new PAR until December 2018*) was then approved [Vote: Yes=13; No=7].

5.4 Patent Committee ([PatCom](#))

Updates to FAQs

- [Clean](#)
- [Redline](#)

Updates to Patent Slides for Standards Development Meetings

- [Clean](#)
- [Redline](#)

Updates to Patent Letter of Assurance (LOA) Cover Letter

- [Clean](#)
- [Redline](#)

Updates to Relationship of IEEE-SA Patent Policy/LoAs to Modifications of IEEE Standards by Other Standards Bodies

- [Clean](#)
- [Redline](#)

David Law, PatCom Chair reported.

5.5 Procedures Committee ([ProCom](#))

Jon Rosdahl, ProCom Chair, reported.

The following P&P change (noted below in [blue highlight](#)) was recommended by ProCom for SASB approval consideration:

IEEE-SA Standards Board Operations Manual

1.2 Types of IEEE standards

IEEE standards include but are not limited to:

- Lists of terms, definitions, or symbols, applicable to any field of science or technology within the scope of the IEEE.
- Expositions of scientific methods of measurement or tests of the parameters or performance of any device, apparatus, system, or phenomenon associated with the art, science, or technology of any field within the scope of the IEEE.
- Characteristics, performance, and safety requirements associated with devices, equipment, and systems with engineering installations.
- Recommendations reflecting current state-of-the-art in the application of engineering principles to any field of technology within the scope of the IEEE.

IEEE standards are classified as:

- *Standards*: documents with mandatory requirements.
- *Recommended practices*: documents in which procedures and positions preferred by the IEEE are presented.
- *Guides*: documents in which alternative approaches to good practice are suggested but no clear-cut recommendations are made.
- *Trial-Use documents*: publications in effect for not more than [two-three](#) years ([see 5.7](#)). They can be any of the categories of standards publications listed above. ([See 5.7.](#))

The IEEE standards development process may result in one or more of the following documents:

- *New*: A document that does not replace or modify another standard.
- *Revision*: A document that updates and replaces (i.e., supersedes) an existing IEEE standard in its entirety.

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- *Amendment*: A document that adds to, removes from, or alters material in a portion of an existing IEEE standard and may make editorial or technical corrections to that standard.
NOTE – An amendment to a standard may be prepared to maintain the state-of-the-art within the standard due to advancing technology or techniques. An amendment facilitates the timely change of an existing IEEE standard prior to its complete revision.
- *Corrigendum*: A document that only corrects editorial errors, technical errors, or ambiguities in an existing IEEE standard. A corrigendum does not introduce new material.
NOTE – A typical corrigendum may contain:
 - Corrections to equations, tables, or figures, or their associated numbering or citations in the text
 - Corrections to technically incorrect sentences or paragraphs
- *Erratum*: A document that contains only grammatical corrections to, or corrections of errors introduced during the publishing process of, an existing IEEE standard. An erratum is based on the comparison of the final balloted version of the standard as compared to the published version.

IEEE Standards Project Editors can assist Sponsors in determining whether an amendment or revision is appropriate.

IEEE Standards may be in one of three states of activity:

- *Developing*: Standards projects that have not yet been approved as standards.
- *Active*: Approved standards that have not been transferred to inactive status.
- *Inactive*: Standards that are no longer being reviewed or assessed for accuracy, relevance to current practices, or further applications; these standards are removed from active status (i.e., these standards are transferred from active to inactive status). (See 9.2).

5.4.3.5 Completion of the standards balloting process and submittal to RevCom

A minimum of 75% of those voting *Approve* or *Do Not Approve (Negative with comment)* must approve the draft in order to submit the ballot result to the IEEE-SA Standards Board. In the event that 30% or more of the returned ballots are *Abstentions*, the standards balloting process shall be considered invalid.

In the event that a 75% return cannot be obtained, the standards balloting process is considered to have failed and further disposition of the proposed standard shall be the responsibility of the Sponsor.

Once all required recirculations have been completed and 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve *Do Not Approve* votes may continue for a brief period; however, if such resolution is not possible in a timely manner, the Sponsor should forward the submittal to RevCom because the IEEE has an obligation to the majority to review and publish the proposed standard quickly.

Copies of all unresolved *Do Not Approve* votes, together with the reasons given by the *Do Not Approve* voters and the responses by the Sponsor, shall be included with the ballot results submitted to RevCom.

The Sponsor shall, if not included in a recirculation package, provide to the *Do Not Approve* voter and to RevCom an explanation why any comments associated with a *Do Not Approve* vote were not required to be recirculated. In order for a *Do Not Approve* vote to be changed to an *Approve* or *Abstain* vote, the Sponsor shall obtain and provide to RevCom written confirmation from each voter (by letter, fax, or electronic mail) that indicates concurrence with any change of his or her vote. Any *Do Not Approve* vote with comment that RevCom is asked to consider as a *Do Not Approve (Negative without comment)* shall be explained to RevCom.

Proposed standards receiving a significant number of unresolved *Do Not Approve* votes should be considered by the Sponsor for trial-use (see 5.7).

5.7 Trial-Use standards

A Trial-Use standard may be appropriate for the following situations:

- a) To bring together concepts for cutting edge technologies that are so new that standardization concepts need to be developed as the technology progresses.
- b) To solicit input from a broader community prior to consideration of the development of a full-use standard.
- c) As an alternative for a proposed standard that receives a significant number of *Do Not Approve* votes that cannot be resolved.

Trial-Use standards are effective for not more than two-three years and cannot be amended; it is allowable to have corrigenda against a Trial-Use standard from the date of publication. In the absence of comments received in the trial period, the document is subject to adoption as a full-status standard by the IEEE-SA Standards Board upon recommendation of the Sponsor. Trial-Use standards are prepared through the normal standards process and require a PAR indicating trial-use, Sponsor balloting, ballot resolution, and IEEE-SA Standards Board approval. During the trial-use period, users and those interested in the document may submit comments. The front matter of each approved Trial-Use standard shall contain a published scheduled cutoff date for receipt of comments and shall state the expiration date for the Trial-Use document (dates shall be calendar dates, i.e., dd mmm yyyy) for further revision and approval action. This comment cutoff date shall be at least six-12 months before the end of expiration date for the Trial-Use period for the standard. The expiration date for the Trial-Use standard shall be three years from its publication date. Upon expiration, the Trial-Use standard shall be transferred to inactive status (i.e., the document will be labeled *Inactive* and reserved for historical reference.)

The approval period for a trial-use standard that is adopted as a full-status standard without change shall be for a total of ten years from the start of the trial-use period. If the trial-use period demonstrates that a trial-use standard has to undergo changes to become a full-status standard, a PAR for revision of an existing standard shall be prepared. The Sponsor shall consider the comments received. If the document is to be converted to a full-use document, a revision project shall be initiated through the submission of a PAR that indicates full-use status. The normal Sponsor balloting and approval processes applicable to all standards shall be followed. Sponsor balloting for the full-use document shall not be conducted until after the comment cutoff date for the Trial-Use document. Once approved, the full-use standard will follow all of the applicable policies and procedures (e.g., ten-year life; can be amended; can be further revised; etc.).

The Sponsor may consider converting a full-use project to a Trial-Use project. To make this conversion, a Modified PAR indicating the change to a Trial-Use project shall be submitted to NesCom. If the Sponsor balloting process has begun, the Sponsor cannot convert the project from full-use to trial-use without terminating the active ballot.

In addition, the Sponsor may consider converting a Trial-Use project to a full-use project. To make this conversion, a Modified PAR indicating the change to a full-use project shall be submitted to NesCom. If the Sponsor balloting process has begun, the Sponsor cannot convert the project from trial-use to full-use without terminating the active ballot.

Trial-Use standards may result from one of the following:

- a) *At the Standards Development Level.* When a draft has been generated that generally

satisfies the standards-developing group (i.e., subcommittee or working group) but needs input from a very broad constituency, such a draft may be processed as an IEEE Trial-Use Standard. For approval, such a draft requires a letter ballot of the Sponsor and approval by the IEEE-SA Standards Board as a trial-use standard.

b) — *At the Sponsor Level.* When a Sponsor is unable to resolve negative ballots to a satisfactory level, or uncertain aspects of the document justify preliminary distribution, it may consider submission of the draft to the IEEE-SA Standards Board as a trial-use standard.

c) — *At the IEEE-SA Standards Board Level.* When the IEEE-SA Standards Board cannot attain a suitable level of approval for a draft submitted for adoption as an IEEE Standard, it may decide to approve it as a trial-use standard.

The SASB unanimously approved the P&P change.

The following P&P change was recommended by ProCom for SASB approval consideration:

IEEE-SA Standards Board Operations Manual

6.2 Commercial terms and conditions

6.2.1 IEEE standards

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE standard. The appearance that a standard endorses any particular products, services, or companies shall be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of an IEEE standard. Where a sole source exists for essential equipment, materials, or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote as long as the words "or the equivalent" are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria (a) is limited to technical or engineering concerns and does not include what would otherwise be a commercial term, and (b) does not provide for testing conformance with any commercial terms.

6.2.2 Industry Connections Work Products

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE Industry Connections Work Product, except for provisions approved by the IEEE in connection with the sale or license of the IEEE Industry Connections Work Product by the IEEE or by an agent authorized by the IEEE. While an Industry Connections Work Product may contain references to products, services, or companies, an Industry Connections Work Product shall not endorse or appear to endorse any particular products, services, or companies.

The SASB unanimously approved the P&P change.

The following *IEEE-SA Standards Board Operations Manual* interpretation response was recommended by ProCom for SASB approval consideration:

In response to your request for an interpretation of whether a Sponsor is entitled to unfettered access to WG materials can be reasonably inferred from SASB OpMan 5.1.1; ProCom agrees that having unrestricted full access to WG materials solely for the purpose of meeting the requirements of SASB OpMan 5.1.1 is reasonable.

There was a motion to Amend:

*In response to your request for an interpretation of whether a Sponsor is entitled to unfettered access to WG materials can be reasonably inferred from SASB OpMan 5.1.1; ProCom agrees that **a member of the Sponsor shall have** unrestricted full access to **its** WG materials solely for the purpose of meeting the requirements of SASB OpMan 5.1.1 **is reasonable**.*

The Amendment was approved [Vote: Yes=19; Abstain=1 (Logvinov)].

The new main motion:

In response to your request for an interpretation of whether a Sponsor is entitled to unfettered access to WG materials can be reasonably inferred from SASB OpMan 5.1.1; ProCom agrees that a member of the Sponsor shall have unrestricted full access to its WG materials solely for the purpose of meeting the requirements of SASB OpMan 5.1.1.

After some discussion, a motion was made to Call the Question. That motion was approved [Vote: Yes=18; Abstain=2 (Logvinov, Wright)].

The main motion was approved [Vote: Yes=18; No=2 (Logvinov, Wright)].

The following P&P change was recommended by ProCom for SASB approval consideration:

IEEE-SA Standards Board Operations Manual

8.1.2 Amendments and corrigenda

Amendments and corrigenda **are independent projects and** are processed with separate PARs and balloted independently in accordance with the requirements of these procedures, including submission to the IEEE-SA Standards Board. A corrigendum may not extend the scope of the existing standard. An amendment may extend the scope of the existing standard, but if the proposed scope of the amendment PAR or the changes made in the draft amendment are found to be excessive by the IEEE-SA Standards Board, the Sponsor shall initiate a revision PAR to replace the amendment PAR.

All PARs for amendments and corrigenda shall include a project scope.

All amendments and corrigenda shall follow the style conventions for indicating changes defined in the *IEEE Standards Style Manual*.

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Sponsor ballots of amendments and corrigenda shall also include access to the approved base standard and any approved amendments and corrigenda in order to provide sufficient information to the ballot group.

Up to three amendments can be approved before the standard shall be revised, unless the base standard has been approved within the past three years. In such a case, multiple amendments may be added until the base standard is three years old. After the three-year period, RevCom shall defer consideration of additional amendments or corrigenda until a revision or a two-year extension request is approved by the IEEE-SA Standards Board.

If, for any extenuating circumstances, an exception to these rules is required, the Sponsor shall take its request for a two-year extension to RevCom. A project plan outlining the rationale for the request, as well as a schedule for the revision, also shall be submitted. RevCom will review the request and make a recommendation to the IEEE-SA Standards Board.

During the two-year extension period, Sponsors can submit additional amendments and corrigenda for approval consideration. However, after this period, RevCom shall defer consideration of additional amendments or corrigenda until a revision is approved by the IEEE-SA Standards Board.

The SASB unanimously approved the P&P change.

The following P&P change was recommended by ProCom for SASB approval consideration:

IEEE-SA Standards Board Operations Manual

6.2 Commercial terms and conditions

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE standard. The appearance that a standard endorses any particular products, services, or companies shall be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of an IEEE standard. Where a sole source exists for essential equipment, materials, or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote as long as the words "or the equivalent" are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria (a) is limited to technical or engineering concerns and does not include what would otherwise be a commercial term, and (b) does not provide for testing conformance with any commercial terms.

The SASB approved the P&P change [Vote: Yes=19; Abstain=1 (Ling)].

The following P&P change (noted below in **blue highlight**) was recommended by ProCom for SASB approval consideration:

IEEE-SA Standards Board Operations Manual

5.1.2 Duties of the Sponsor

5.1.2.1 Mandatory requirements

Supervision of a standards project by the Sponsor includes the following mandatory requirements:

- a) Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project. Forms and information may be obtained from the NesCom Administrator (see 5.2).
- b) After approval of the project, work with the IEEE Standards Department Staff to give notice of the project in appropriate publications and to appropriate entities, for the purpose of soliciting an expression of interest in the work of the sponsoring committee.
- c) Ensure that mandatory coordination requirements are accomplished (see 4.2.3.2 and 5.4.4).
- d) Organize the technical development work on the standard.
- e) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Sponsor (see 5.1.1).
- f) Ensure that all meetings involving standards are open to all interested parties.
- g) Conduct the standards ballot **and IEEE Public Review** in accordance with these procedures **(see 5.4)**.
- h) Submit the proposed standard together with the submittal form to the IEEE-SA Standards Board.
- i) Submit annually to the IEEE Standards Department an electronic roster of individuals participating on standards projects.
- j) Without exception, the Sponsor shall ensure the submission of an annual financial report(s) for the operation of the Sponsor and all of its standards development committees (e.g., working groups, task groups). Those groups operating without treasury are required to submit an annual declaration thereof via the report (see 5.3.6).
- k) Monitor standards developing committees for signs of dominance by any single interest category, individual, or organization. If dominance is suspected, the Sponsor shall promptly notify the IEEE-SA Standards Board and shall immediately address the concern with the standards developing committee leadership.
- l) If a Working Group (WG) was created for technical development work on a standard, ensure that a written set of WG policies and procedures (P & P) is created and approved by the Sponsor. Such P & P shall not be in conflict with the *IEEE-SA Standards Board Operations Manual*. Sponsors should note that IEEE-SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Sponsor's WG P & P for alignment.

5.4.1 Balloting group

The balloting group shall meet the criteria in subclause 5.2.2.3 of the *IEEE-SA Standards Board Bylaws*. Balloting group members have an obligation to respond during the balloting period; failure to return a ballot may disqualify the balloter from participation in future balloting groups. The balloting group shall provide for the development of consensus by all interests significantly affected by the scope of the standard. This is achieved through a balance of such interests in the balloting group membership. Balance is achieved by not permitting any single interest category to comprise more than one-third of the Sponsor balloting group.

No balloter shall have more than one vote.

Balloters are required to classify their relationship to the balloting group relative to the scope of standards activity (for example, producer, user, and general interest). Where appropriate, additional classifications, such as "testing laboratory" or "academic," may be added by the Sponsor. This decision should be based on the effect the standard may have on participants not already recognized by the primary classifications. Individuals classify themselves based on their technical background, which may be related to their employment, job functions, or experience.

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IEEE-SA entity balloters are classified based on their entity interest as it relates to the scope of the standards project (for example, producer, consumer, general interest). No single classification (interest category) is permitted to constitute more than one-third of the balloting group membership. Care shall be taken to ensure that all classes of interest are represented to the extent possible.

It is desirable to have representation of the materially interested and affected parties when reviewing the balance of the balloting group. Sponsors shall ensure balance prior to conducting a Sponsor ballot. Balloting groups of individuals should have at least 10 members to ensure adequate balance.

Interested or affected persons who pay the appropriate fees associated with voting privileges may join the balloting group for a specific standards project. Once the ballot has begun, the balloting group is closed to additional participants. Even if IEEE-SA membership status changes during the balloting period or recirculation period, there shall be no change to the voting status of the balloter with respect to that ballot.

~~Persons may also purchase the ballot draft for information only. Such persons may submit comments on the draft within the balloting period. However, they may not vote to approve, disapprove, or abstain on the proposed standard, nor are they entitled to receive any material other than the revised draft and responses to their comments.~~

~~Comments from persons who are not members of the balloting group shall be given due consideration and an appropriate response.~~

5.4.3.3 Comments in the ballot

The Sponsor shall consider all comments that are received by the close of the ballot. ~~Comments received after the close of balloting will be provided to the Sponsor. The Sponsor shall acknowledge the receipt of these late comments to the initiator and take such action as the Sponsor deems appropriate.~~

The Sponsor shall make a reasonable attempt to resolve all Do Not Approve votes that are accompanied by comments. Comments that advocate changes in the proposed standard, whether technical or editorial, may be accepted, revised, or rejected.

Sponsors shall provide evidence of the consideration of each comment via approved IEEE Standards Association balloting tools.

Until the proposed standard has achieved 75% approval, comments can be based on any portion of the proposed standard. Comments not based on the proposed standard may be deemed out-of-scope of the standards balloting process by the Sponsor.

Once the proposed standard has achieved 75% approval, comments in subsequent ballots shall be based only on the changed portions of the balloted proposed standard, portions of the balloted proposed standard affected by the changes, or portions of the balloted proposed standard that are the subject of unresolved comments associated with Do Not Approve votes. If comments are not based on the above criteria, the comments may be deemed out-of-scope of the recirculation. Such comments need not be addressed in the current standards balloting process and may be considered for a future revision of the standard.

Comments addressing grammar, punctuation, and style, whether attached to an Approve or a Do Not Approve vote, may be referred to the publications editor for consideration during preparation

for publication. It should be borne in mind that proposed standards are professionally edited prior to publication.

Comments received before the close of ballot from participants who are not in the Sponsor balloting group, including from the mandatory coordination entities, require ~~acknowledgement sent to the commenter and~~ presentation to the Sponsor comment resolution group for consideration. The Sponsor shall send an explanation of the disposition of the mandatory coordination comments to the commenter.

5.4.3.4 Recirculation ballots

Changes may be made in the proposed standard to resolve Do Not Approve votes that are accompanied by comments or for other reasons. All substantive changes made since the last balloted proposed standard shall be identified and recirculated to the Sponsor balloting group. All unresolved Do Not Approve votes with comments shall be recirculated to the Sponsor balloting group. The verbatim text of each comment, the name of the Do Not Approve voter, and a response by the Sponsor conducting the resolution of comments shall be included in the recirculation ballot package. Responses to comments that are not accepted verbatim shall include sufficient detail for Sponsor balloting group members to understand the rationale for rejection of the comment or revision of the change proposed by the commenter.

Further resolution efforts, including additional recirculation ballots, shall be required if Do Not Approve votes with new comments within the scope of the recirculation are submitted.

The Sponsor is not required to conduct a recirculation ballot solely for Do Not Approve (Negative without comment) votes.

5.4.3.5 Completion of the standards balloting process and submittal to RevCom

A minimum of 75% of those voting Approve or Do Not Approve (Negative with comment) must approve the draft in order to submit the ballot result to the IEEE-SA Standards Board. In the event that 30% or more of the returned ballots are Abstentions, the standards balloting process shall be considered invalid.

In the event that a 75% return cannot be obtained, the standards balloting process is considered to have failed and further disposition of the proposed standard shall be the responsibility of the Sponsor.

Once all required recirculations have been completed and 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve Do Not Approve votes may continue for a brief period; however, if such resolution is not possible in a timely manner, the Sponsor should forward the submittal to RevCom because the IEEE has an obligation to the majority to review and publish the proposed standard quickly.

Copies of all unresolved Do Not Approve votes, together with the reasons given by the Do Not Approve voters and the responses by the Sponsor, shall be included with the ballot results submitted to RevCom.

The Sponsor shall, if not included in a recirculation package, provide to the Do Not Approve voter and to RevCom an explanation why any comments associated with a Do Not Approve vote were not required to be recirculated. In order for a Do Not Approve vote to be changed to an Approve or Abstain vote, the Sponsor shall obtain and provide to RevCom written confirmation from each voter (by letter, fax, or electronic mail) that indicates concurrence with any change of his or her vote.

Any Do Not Approve vote with comment that RevCom is asked to consider as a Do Not Approve (Negative without comment) shall be explained to RevCom.

Proposed standards receiving a significant number of unresolved Do Not Approve votes should be considered by the Sponsor for trial-use (see 5.7).

5.4.5-7 Comments received as a result of an IEEE Public Review

Upon the opening of the initial Sponsor ballot, an IEEE Public Review shall start and last for 605 days. Any person may purchase the initial ballot draft for information only, and have the ability to submit public review comments on said draft without vote. All public review comments shall be submitted electronically through the IEEE Standards Association public review tools.

If a comment is received as a result of a All public review comments received during an IEEE Public Review process, that comment will shall be considered addressed by the Sponsor and a disposition response shall be provided returned to the commenter, along with information concerning the right of appeal. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Sponsor upon request.

5.4.5 IEEE 100

IEEE 100, *The Authoritative Dictionary of IEEE Standards Terms*, is a compendium of terms from both approved IEEE standards and non-IEEE sources. Terms given in the definitions clauses of approved IEEE standards shall be added to IEEE 100.

5.4.6 Comments received from persons who are neither in the balloting group nor an IEEE Public Review commenter

Any person may purchase a ballot draft for information only. Such persons may submit comments on the draft. Comments received before the close of a ballot shall be considered by the Sponsor (see 5.4.3.3) and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Sponsor upon request.

Comments received after the close of a ballot will be provided to the Sponsor. The Sponsor shall acknowledge the receipt of these late comments to the commenter and take such action as the Sponsor deems appropriate. If the Sponsor considers the comments and provides a response to the commenter indicating that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Sponsor upon request.

The SASB unanimously approved the P&P change.

5.6 Standards Review Committee ([RevCom](#))

Ted Burse, RevCom Chair, reported.

6 Standards Coordinating Committee Reports

6.1 SCC Coordinator's [Report](#)

Ted Burse, SCC Coordinator, reported.

There was a motion to accept the submitted reports from SCC21, SCC31, and SCC39. The motion was unanimously approved.

6.2 Scheduled Reports Due in December:

6.2.1 [SCC21](#) – Fuel Cells, Photovoltaics, Dispersed Generation, and Energy Storage (Tom Basso)

Dick DeBlasio, recently retired from the SCC21 Chair role, said a few words in regards to the SCC21 Chair transition to Tom Basso.

6.2.2 [SCC31](#) – Automatic Meter Reading and Energy Management (Lawrence Kotewa)

6.2.3 [SCC39](#) – International Committee on Electromagnetic Safety (Ralf Bodemann)

Ron Petersen, SCC39 Secretary, [reported](#).

7 Liaison Reports

7.1 DOE Report

Dick DeBlasio, DOE Liaison, gave a verbal update.

7.2 NIST [Report](#)

Michael Janezic, NIST Liaison, reported.

7.3 IEC [Report](#)

Jim Matthews, IEC Vice President and Chairman SMB, reported.

8 Informational Reports

8.1 IEEE-SA President's [Report](#)

Karen Bartleson, IEEE-SA President, reported.

8.2 CAG [Report](#)

Glenn Parson, CAG Liaison, reported.

8.3 SASB Chair's [Report](#)

Chair Kulick reported.

There was a motion:

WHEREAS, Richard DeBlasio has served as the chairman of IEEE Standards Coordinating Committee SCC21 since its inception; and

WHEREAS, Richard DeBlasio has provided dedicated support to advancing renewable technologies for more than forty years; and

WHEREAS, Richard DeBlasio has advanced IEEE's position in the Smart Grid environment, especially in the areas of interoperability and interconnection; and

WHEREAS, Richard DeBlasio has made significant contributions to the advancement of both national and international standards;

NOW, THEREFORE, BE IT RESOLVED, that the IEEE Standards Association Standards Board expresses its thanks to Richard DeBlasio for his tireless devotion to the IEEE Standards Association.

The motion was unanimously approved.

Chair Kulick presented a plaque to Dick DeBlasio and thanked him for his service to the IEEE-SA.

Chair Kulick thanked the 2014 SASB Members for their service.

IEEE-SA President Bartleson thanked Chair Kulick for his service.

9 Old Business

9.1 Approval of [Revisions](#) to the 2015 SASB Calendar

- [Summary of changes](#)
- [Current, posted calendar](#)

Dave Ringle discussed the proposed changes.

There was a motion to approve the updated 2015 calendar. The motion was unanimously approved.

9.2 [Patent Policy Changes](#) Proposed by PatCom for SASB Approval Consideration

- Proposed Changes to the IEEE-SA Patent Letter of Assurance (LOA) Form ([clean version](#); [redline](#) versus current LOA Form)

This item was taken prior to item 5.4.

David Law reported.

In June, PatCom had approved a motion to forward draft 09 of the proposed changes to the IEEE-SA Patent Letter of Assurance Form to the SASB for approval consideration.

There was a motion to approve draft 09 of the IEEE-SA Patent Letter of Assurance Form contingent upon approval of draft 39 of the *IEEE-SA Standards*

Board Bylaws (Patent Policy) by the IEEE Board of Directors, effective upon the effective date of such updated Patent Policy. The motion was approved [Yes=17; No=3; Abstain=1].

Voting occurred by paper ballot.

9.3 1680.1/1680.4 Mentor Report

This item was taken after item 6.2.3.

Jon Rosdahl, mentor to 1680.1/1680.4, reported.

C/SAB now has oversight of these groups.

Chair Kulick thanked Jon for his assistance; Jon was released from oversight duties.

10 New Business

10.1 Approval of the [2016 SASB Calendar](#)

Dave Ringle discussed the calendar.

There was a motion to approve the 2016 calendar. The motion was unanimously approved.

10.2 [Web Site Migration Project](#) [standards.ieee.org]

Luigi Napoli reported.

11 Upcoming Meetings

11.1 The next meeting of the IEEE-SA Standards Board will be 26 March 2015 in Vienna, Austria.

Moira Patterson [reported](#) on the upcoming Vienna series.

12 SASB Resolutions

None

13 Adjournment

There being no further business, the meeting was adjourned at 5:02 p.m.