

March 2016 RevCom Minutes

2 March 2016

**IEEE-SA Standards Board Standards Review Committee
(RevCom) approved Meeting Minutes
2 March 2016
10:15 a.m. – 12:00 p.m.
New Delhi, India**

Members Present

Masayuki Ariyoshi
Doug Edwards
Travis Griffith
Gary Hoffman, chair
Gary Robinson
Adrian Stephens *
Mehmet Ulema
Yu Yuan

Members Absent

Ron Hotchkiss
Ron Petersen
Yingli Wen
Daidi Zhong

Guests

Evelyn Chen
Chaim Cohen
Jianbin Fan
Jean-Philippe Faure
Debdas Goswami
James Harlan
Michael Janezic
Thomas Koshy
John Kulick
Xiaohui Liu
Kevin Lu
Glenn Parsons
Subrat Prusty
Annette Reilly
Jon Rosdahl
Devki Sharma
Claire Topp [legal counsel]
Howard Wolfman
Don Wright

Staff

Chirag Desai
Karen Evangelista, Administrator
Mary Ellen Hanntz
Yvette Ho Sang
Karen Kenney
Soo Kim
Karen McCabe
David Ringle
Rudi Schubert
Sam Sciacca
Erin Spiewak
Lisa Weisser

1. CALL TO ORDER

Chair Hoffman called the meeting to order at 10:15 a.m.

2. INTRODUCTIONS

There was a round of introductions by all present.

3. REVIEW AND APPROVAL OF AGENDA

There was a motion to approve the agenda. **The motion was unanimously approved.**

***Participated part time via phone**

4. APPROVAL OF THE 4 December 2015 MINUTES

There was a motion to approve the 4 December 2015 Minutes. **The motion was unanimously approved.**

5. PROCOM LIAISON REPORT

Gary Hoffman, ProCom member, delivered the report. *[Please see the ProCom meeting minutes for further information.]*

6. CONDITIONAL APPROVAL REPORT

There were no conditional approvals.

7. SPONSOR WITHDRAWALS

7.1 1490-2011 (C/S2ESC) Guide - Adoption of the Project Management Institute (PMI) Standard, A Guide to the Project Management Body of Knowledge (PMBOK Guide) - Fourth Edition

Recommendation: APPROVE

8. PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION

[All votes unanimous unless noted otherwise.]

8.1 NEW

P802.15.9/Draft 06 (C/LM) IEEE Draft Recommended Practice for Transport of Key Management Protocol (KMP) Datagrams

Recommendation: APPROVE

P1785.2/Draft D2a (MTT/SCC) IEEE Draft Standard for Rectangular Metallic Waveguides and Their Interfaces for Frequencies of 110 GHz and Above - Part 2: Waveguide Interfaces

Recommendation: APPROVE

P24748-4/Draft FDIS-Dec2015 (C/S2ESC) ISO/IEC/IEEE Draft International Standard for Systems and Software Engineering – Life Cycle Management - Part 4: Systems Engineering Planning

Recommendation: APPROVE

P60076-57-1202/Draft 2 (PE/TR) IEC/IEEE Draft International Standard Requirements for Liquid Immersed Phase-Shifting Transformers

Recommendation: APPROVE

8.2 REVISION

P1722/Draft P1722/D16 (C/MS) IEEE Draft Standard for a Transport Protocol for Time Sensitive Applications in a Bridged Local Area Network

Recommendation: APPROVE

PC37.123/Draft D15 (PE/SUB) IEEE Draft Guide for Specifications for High-Voltage Gas-Insulated Substations Rated Above 52 kV

Recommendation: APPROVE

PC62.72/Draft 7 (PE/SPDLV) IEEE Draft Guide for the Application of Surge-Protective Devices for Use on the Load Side of the Service Equipment in Low Voltage (1000 V or Less, 50 or 60 Hz) AC Power Circuits

Recommendation: APPROVE

9. MAY CONTINUOUS PROCESSING TELECONFERENCE

AI: Karen Evangelista to set up a Doodle poll to determine a day and time for the May Continuous Processing teleconference.

10. OLD BUSINESS

10.1 Action Items

Action Item	Status	Update
Karen Evangelista to do a Doodle poll to find the best time for the January continuous Processing teleconference.	Done. Teleconference was 19 January 2016 at 9:00 am ET	
Karen Evangelista to update RevCom Guidelines with approved changes and post to web.	Done. 22 January 2016	
Staff to see if the training material needs to be updated to reflect changes in RevCom Guidelines.	Matt, Dave and Karen met and discussed adding comment disposition information to training material.	

10.2 myProject Redesign Update

Karen Evangelista gave an update on the status of the myProject Redesign. RevCom Members were asked if they wanted to participate in testing. Doug Edwards, Travis Griffith, Gary Hoffman and Adrian Stephens volunteered.

11. NEW BUSINESS

11.1 Checklist Review – Stephens

Adrian Stephens called in and gave a presentation on the RevCom Checklist. An ad hoc was created to review the checklist with Adrian Stephens as the chair. The members of the ad hoc are: Doug Edwards, Karen Evangelista, Travis Griffith, Soo Kim, Gary Robinson, Erin Spiewak, Mehmet Ulema and Yu Yuan.

11.2 CSV Comment File – Stephens

Adrian Stephens gave a presentation on the use of .csv files and is it a good enough file type to use. Users have to format the .csv file when open in order to read it and review the material. It was noted that .xlm or .xlsx would be better options. RevCom Members agreed that this is a change that would be helpful if these other file types were available in myProject. Adrian Stephens and Gary Robinson have volunteered to be liaisons to staff on behalf of RevCom for this activity.

AI: Staff to research/determine if we could change it in myProject and what effort it would take.

11.3 Mandatory Coordination

Gary Hoffman started the discussion about SCC14 reviewing the standards and being a mandatory coordination body. When the project is on the RevCom agenda, SCC14 is supposed to review it, but there have been no comments from the committee in recent years. It was stated that SCC14 does not have a chair at present and does not have the manpower to review every standard. There was a submittal to ProCom to have the SCC14 coordination removed from the Standards Board Operations Manual but there was a question as to who is doing or would do the review. Sam Sciacca stated that the staff editors review each draft standard for metric compliance during the MEC stage. When it is technical the staff reaches out to a member of SCC14 for guidance. Yvette Ho Sang stated that the staff editors use SI 10 as a guidance document to review the draft for metric compliance.

There was a motion by Gary Robinson, seconded by Travis Griffith stating that RevCom recognizes SCC14 has limited resources and IEEE staff should take over the review and seek advice from SCC14 as needed. The motion passed unanimously.

12. NEXT MEETING

The next RevCom meeting is 29 June 2016 in Berlin, Germany. The submittal deadline is 20 May 2016.

13. Adjournment

There being no further business the meeting was adjourned at 11:45 am.