

Minutes of the Meetings held on
October 5th, 2020

Joint IEC/IEEE Maintenance Team for IEC/IEEE 62271-37-013

The Working Group (WG) held the IEEE PES Switchgear Fall 2020 meeting virtually via Microsoft Teams on October 5th, 2020 with 13 members and 1 guest.

The meeting started with the introduction of all participants.

The following people attended the meeting:

Role	Last name	First name	Attended
			October 5 th , 2020
Member	Falkingham	Leslie	√
Member	Frigiere	Denis	√
Guest	Leufkens	Paul	√
Member	Oemisch	Joachim	√
Chairman	Palazzo	Mirko	√
Member	Peelo	David	√
Member	Pernitz	Lucas	√
Member	Ricciuti	Anthony	√
Member	te Paske	Henk	√
Member	van de Ligt	Jim	√
Member	Webb	John	√
Secretary	Westerdale	Matt	√
Member	Willieme	Jean-Marc	√
Member	Zehnder	Lukas	√

Main points:

The proposed agenda for the meeting was approved by the WG members (motion by Lukas Zehnder, second by Jean-Marc Willieme). There were no new topics or items presented by members of the WG to add to the agenda.

The IEEE copyright and patent policy slides were shown to the working group. There were no questions, patent claims, or additional discussion on these slides.

The minutes of the previous meeting were discussed and were then approved by the working group (motion by Lukas Zehnder, second by Jean-Marc Willieme).

Mirko Palazzo informed the WG that FDIS are expected to be due/submitted by mid-November of 2020.

The WG reviewed the revisions made by the IEC editors. These revisions were mostly editorial and were typically accepted by the WG, but the following revisions were discussed in more detail:

- Revisions to the Foreword regarding historical details and list of changes made in the new version of the standard were partially accepted and revised based on the discussion in the meeting.
- Revisions to the Scope were rejected by the WG
- Dates of reference documents throughout the standard were reviewed and revised based on the IEC editor comments
- Terms and Definitions were reviewed and revised based on the IEC editor comments
 - This included replacement of () with < > in the main term title
 - Lukas Zehnder proposed to modify the definition “making or breaking unit”, which was seconded by Jim van de Ligt and accepted by the WG.

The review of the revisions and comments from the IEC editors was not completed in this meeting. Mirko will distribute the remaining comments for the WG to review and come prepared to discuss at the next WG meeting.

Next Steps and Agreed Actions:

An overview of the remaining Action numbers was provided to the WG.

Action number	Action description	Responsible	Status	Deadline
98	For the excel TRV tool, adjust the font size, cell/column width, and "wrap" text alignment in the spreadsheet to make it more easily readable to the user. After this is done, he will distribute the revised excel file to the working group to see if these changes are acceptable. If this is not acceptable, then he will investigate if these options can be enabled to be adjusted by the user while maintaining the protection of the spreadsheet.	Mirko	Ongoing	31.10.2020
99	Review and compare the IEC word file version to the IEEE word file version to see what changes have been made, which includes changing abbreviations of r.m.s., d.c., and a.c. to RMS, DC, and AC	Mirko	Ongoing	31.10.2020
101	Revise the formatting of the Content as In the Content the formatting is not correct. There are spaces missing for a lot of subclause between number and text.	Mirko	Not Started	31.20.2020
102	Clarify the crowbar resistor value in Annex K	Mirko	Not Started	31.20.2020
103	Change in Figure 12 r.m.s. to RMS, d.c. to DC, a.c. to AC	Mirko	Not Started	31.20.2020
104	Change in Figure H.1 d.c. to DC, a.c. to AC	Mirko	Not Started	31.20.2020

Future Meetings and Schedule:

The next meeting is planned to take place virtually on October 27th and 30th, 10am to 7pm (Central European Time) to discuss received IEC editor comments.

Another meeting is tentatively planned to take place on November 12th, 10am to 7pm (Central European Time).

Further coordination on the next meetings will occur within the working group to provide more specific details as the meeting dates approach.