

Meeting Minutes

A. Call-to-Order

The Fall 2021 remote PAR Study Group Meeting was held on October 11, 2021 over a Microsoft Teams meeting, in conjunction with the IEEE PES Switchgear Committee Meetings. The meeting was called to order at 4:48 pm EST by the PAR Study Group Chair, Daniel Delfino.

B. Introductions

Introductions were made by everyone in attendance.

12 participants, including chair, were in attendance.

Role	First Name	Last Name	Company
WG Chair	Daniel	Delfino	ABB
	Keith	Flowers	Siemens
	Dan	Hrcir	Eaton
	Darryl	Moser	ABB
	Tom	Hawkins	Siemens
	Clinton	Carne	Schneider Electric
	Dhirendra	Tiwari	ABB
	Owen	Parks	ABB
	Jordan	Snider	PG&E
	Bill	Long	Retired
	Jerry	Wen	BC Hydro
	Ashley	Moran	IEEE SA

C. Approval of Agenda

The meeting agenda was reviewed, and a motion was made to approve the agenda by Keith Flowers and seconded by Clint Carne. The agenda was approved by unanimous consent.

D. Rules and guidelines for conducting Working Group meetings

The IEEE Patent Policy and Business Conduct slides were displayed during the meeting. No patent declarations were made known. The IEEE patent policy may be reviewed at the following web site:

[Patent Slides for Standards Development Meetings \(ieee.org\)](#)

E. Working Group P&Ps

The Switchgear Committee Working Group P&P's are posted on the Switchgear Committee website at the following website:

[Model Operating Procedures for Sponsors for Standards Development \(ieee.org\)](#)

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F. Document status report

- Previous revision
 - PAR Approval Date: 16 Feb 2015
 - PAR Expiration Date: 31 Dec 2019
 - Invitation Close Date: 21 Mar 2015
 - Ballot Close Date: 19 Jun 2016
 - Status: Complete
 - Standard Expires: 31 Dec 2026

- Current revision
 - PAR Status: Draft

G. New Business

- Review PAR Scope
 - Motion raised by Darryl Moser to request PAR approval with SA Subcommittee.
Motion 2nd by Keith Flowers (Siemens)

- Interested Secretary
 - Jordan Snider expressed interest in the role of secretary and was appointed by the WG Chair in the meeting.

H. Upcoming Meetings

Will plan to reconvene as a Working Group in the Spring of 2022 assuming the PAR is approved by that time.

Meeting was adjourned at 5:14 p.m. EST

Minutes submitted by:
Daniel Delfino
C37.20.10 PAR Study Group Chair
October 11, 2021