

A. Call to order

This virtual meeting was called to order at 9:30 AM Central on December 3rd, 2024.

B. Approval of agenda

The proposed agenda was review by the participants.

- Clint Carne made a motion to approve the agenda.
- Motion was seconded by Darryl Moser.
- No discussion followed and the agenda was approved by unanimous consent.

C. Attendance

The attendees introduced themselves and declared their affiliations. Quorum was met.

First Name	Last Name	Affiliation	Member Type
Clint	Carne	Schneider Electric	Voting Member
Doug	Edwards	Siemens Industry, Inc.	Voting Member
Keith	Flowers	Siemens Industry, Inc.	Chair
Terry	Hunt	Westinghouse	Voting Member
Michael	Lafond	Self	Voting Member
Jeff	Mizener	Siemens Industry, Inc.	Voting Member
Darryl	Moser	ABB	Voting Member
Bryan	Tatum	UL	Voting Member
Marcelo	Valdes	ABB	Voting Member

D. November 6, 2024 Meeting Minutes

The November 6th meeting minutes had previously been circulated to the Working Group.

- Darryl Moser made a motion to approve the meeting minutes.
- Motion was seconded by Terry Hunt.
- No discussion followed and the minutes were approved by unanimous consent.

E. Rules and guidelines for conducting working group meetings

The IEEE Patent Policy and Business Conduct policies were reviewed. No patent declarations were made at this time or during the course of the meeting.

F. Individual method working group P&Ps

The Working Group was reminded that we will adhere to the Switchgear Committee's Policies and Procedures for Individual Method Working Groups will be adhered to during the course of this project. A copy of these procedures can be found at:

[https://ewh.ieee.org/soc/pes/switchgear/O-and-P/2024_Switchgear_Committee_WG_PnP_Individual_\(Approved\).pdf](https://ewh.ieee.org/soc/pes/switchgear/O-and-P/2024_Switchgear_Committee_WG_PnP_Individual_(Approved).pdf)

G. IEEE Std 316 Draft 4 review

Content was added to 6.2 with regard to provide calibration requirements as related to uncertainty.

Additional proposed editorial changes resulting from the IEEE-SA NesCom review were reviewed and accepted.

The changes made within this meeting are reflected in Draft 5.

H. Next steps discussion

Motion was made by Doug Edwards to submit Draft 5 for ballot. Marcelo Valdes seconded the motion. With no discussion topics, the motion carried by unanimous consent.

Upon concurrence with the decision to proceed to ballot by the Standards Committee, the next meeting will be to review ballot comments (anticipated in February 2025). A poll will be initiated select a specific meeting time.

I. Adjourn

Completing the agenda, the meeting adjourned at 10:20 AM.

Meeting Minutes submitted by:

Keith Flowers
Chair
December 3, 2024