

A. Call to order

This virtual meeting was called to order at 9:30 AM Central on November 6th, 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
Jeff	Britton	Doble Engineering	Voting Member
Clint	Carne	Schneider Electric	Voting Member
Doug	Edwards	Siemens Industry, Inc.	Voting Member
Keith	Flowers	Siemens Industry, Inc.	Chair
Lou	Grahor	Eaton Corporation	Voting Member
Terry	Hunt	Westinghouse	Voting Member
Jeff	Mizener	Siemens Industry, Inc.	Voting Member
Darryl	Moser	ABB	Voting Member

D. October 14, 2024 Meeting Minutes

The October 14th meeting minutes had previously been circulated to the Working Group.

- Terry Hunt made a motion to approve the agenda.
- Motion was seconded by Jeff Mizener.
- No discussion followed and the agenda was 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 2 review

Significant changes:

- Dielectric testing is required of instrument shunts mounted on insulating bases. The previous edition only included a provision for dielectric testing at 2.6 kV. This was replaced by a table mirroring the test values within IEEE Std C37.20.1.
- Voltage rating marking was added for instrument shunts mounted on insulating bases (only).
- An introduction was crafted.

The changes made within this meeting are reflected in Draft 3.

H. Next steps discussion

The next meeting (virtual) was set for December 3, 2024 from 10:30am – Noon Eastern.

I. Adjourn

Completing the agenda, the meeting adjourned at 10:30 AM.

Meeting Minutes submitted by:

Keith Flowers
Chair
November 6, 2024