

**Meeting Minutes
Administrative Subcommittee of the
Transmission and Distribution Committee
Montreal, Canada
June 22, 2006**

1. Introductions

The meeting was called to order by Gene Wolf at 7:30am. Those in attendance included:

Members:

Mack Grady, University of Texas at Austin, Chair
Gene Wolf, Public Service Company of New Mexico, Vice Chair
Tom Grebe, Electrotek Concepts, Inc., Secretary
Mark McVey, Dominion Virginia Power, Chair Capacitor Subcommittee
Dennis Woodford, Electranix, Chair DC and FACTS Subcommittee
Cheri Warren, National Grid, Chair Distribution Subcommittee
David Mitchell, Alabama Power, Chair ESMOL Subcommittee
Reza Iravani, University of Toronto, Chair General Systems Subcommittee
Karl Mortensen, Great River Energy, Vice Chair - Standards
Tom Gentile, National Grid, Chair Power Quality Subcommittee
Wayne Litzenberger, BPA, Vice Chair - Meetings
Satish Ranade, New Mexico State University – TCPC
Dick Piwko, GE, Vice Chair Awards and Chair Wind Power Coordinating Committee

Guests:

John McDaniel, Detroit Edison for Tom Grisham, Chair Lightning and Insulator Subcommittee
Glenn Davidson, Power Engineers for Dale Douglass, Chair TP&C Subcommittee
Wilsun Xu, University of Alberta
Bill Moncrief, Hood - Patterson & Dewar
John Dunlop, American Wind Energy Association
Charlie Smith, Utility Wind Integration Group
Bob Zavadil, Enernex

Minutes were taken by Tom Grebe

2. Previous Meeting Minutes

Minutes from the January 17, 2006 meeting in Las Vegas and the June 16, 2005 meeting in San Francisco were accepted and approved without changes.

3. Current Meeting

Gene reported that the attendance at the current meeting was approximately 1800 with 60 parallel meeting rooms required. This size meeting will likely mean that future General Meetings will have to be held in convention centers.

4. Future Meetings

Gene reported that the next meeting for the T&D Committee will be at the 2007 IEEE PES January Joint Technical Committee Meeting. This meeting will be January 8-10, 2007 in Orlando, Florida at the Wyndham Orlando Resort on International Drive. The committee meeting schedules for this meeting will be managed by each subcommittee. Requests for meeting rooms for this meeting must be submitted to PES as soon as possible.

The T&D Committee will also meet at the 2007 IEEE PES General Meeting. This meeting will be June 24-28, 2007 in Tampa, Florida at the Marriott Waterside Hotel and the Tampa Convention Center. The committee meeting schedules for this meeting will be managed by the T&D Committee Secretary. Technical papers for this meeting may be submitted (using the IEEE manuscript system) from October 30, 2006 to December 5, 2006.

5. Awards

Mack presented the *Technical Committee Distinguished Service Award* to Satish Ranade for his outstanding efforts as TCPC.

At the Harmonic Filter Working Group Meeting on Tuesday, Mack also presented the *Technical Committee Working Group Recognition Award* to Tom Grebe (Working Group Chair) for the completion of Std. 1531-2003 (Guide for the Application and Specification of Harmonic Filters).

6. New Business – Proposed Formation of a New Subcommittee

Mack reported that a new subcommittee had been approved by PES. The subcommittee will be named "Integration of Renewable Energy into the Transmission and Distribution Grids" and the proposed scope will be:

Deals with all transmission and distribution matters related to the integration and delivery of renewable energy resources. Provides liaison to and cooperates with other committees, subcommittees, working groups and task forces, including standards making groups, in IEEE and other organizations with similar interests. Areas of interest include, but are not limited to, the following: Analytical studies of engineering, integration, penetration and impact on T&D systems. Engineering design of and experience related to renewable resource integration into T&D systems. Safety-related issues of renewable energy resources integrated into T&D systems. Technologies related to integration such as power electronic conversion, collection systems, and storage. Analytical and design tools. Standards, and education through panel sessions, special publications and tutorials.

The group discussed the proposed scope to determine if there were any conflicts with other committees, especially in the planning area.

After discussion was completed, Mack asked for a motion to approve the scope. Tom Gentile made the motion and it was seconded by Dennis Woodford. The vote was all in-favor of the scope so the new subcommittee and scope are approved.

Satish Ranade from the New Mexico State University will serve a three year term as the initial chair of the Integration of Renewable Energy into the Transmission and Distribution Grids Subcommittee.

7. Officer Rotation

Mack reviewed the current officer rotation status for the T&D Committee. He pointed out that the committee would need a new TCPC and Secretary effective January 1, 2007. He also said that PES would be looking for a recommendation for a TPC for the T&D Expo shortly.

Mack said that Bill Chisholm had volunteered to serve as both TCPC and TPC for a two year term effective January 1, 2007. After discussion was completed, Mack made a motion to approve Bill Chisholm as TCPC and it was seconded by Cheri Warren. The vote was all in-favor, so Bill Chisholm will become TCPC effective January 1, 2007.

Gene reviewed the officer rotation that will take place on January 1, 2007:

Gene Wolf, Chair
Tom Grebe, Vice Chair
Mack Grady, Past Chair

Gene said that Satish Ranade had volunteered to serve as Secretary for the T&D Committee for a two year term effective January 1, 2007. Gene asked for a motion to approve Satish for the position. Tom Gentile made the motion and it was seconded by Mack. After discussion, the vote was all in-favor, so Satish will become Secretary effective January 1, 2007.

Gene indicated that three subcommittees would need to have new chairs effective January 1, 2007:

- For the Power Quality Subcommittee, Mark Halpin from Auburn University was proposed as the new chair. The vote was all in-favor.
- For the DC and FACTS Subcommittee, Ben Mehraban from AEP was proposed as the new chair. The vote was all in-favor.
- For the Towers, Poles & Conductors Subcommittee, Glenn Davidson from Power Engineers, Inc. was proposed as the new chair. The vote was all in-favor.

Future subcommittee officer rotation will include:

Jan 2008:	Capacitor Lightning and Insulator
Jan 2009:	ESMOL Distribution General Systems
Jan 2010:	Power Quality DC & FACTS Towers, Poles and Conductors Integration of Renewable Energy into the Transmission and Distribution Grids

Mack reported that he had provided PES with an update to the T&D Committee Organization and Procedures Manual. This had been approved by PES and it will be added to the T&D Committee website. He also said that the following positions were also approved:

Vice Chair – Awards and Recognition (replaces Representative to the PES Awards Committee)
Vice Chair – Meetings (replaces Meeting Coordinator)
Vice Chair – Standards (replaces Standards Subcommittee Chair)

8. New Wind Power Coordinating Committee

Dick Piwko made a brief presentation regarding the new Wind Power Coordinating Committee that has recently formed. Dick will be serving as the initial chair of the committee, with Dale Osborne and Bob Zavadil serving as the vice chair and secretary respectively.

The scope of the Wind Power Coordinating Committee includes:

- Serve as a focal point within the Power Engineering Society for the identification of issues dealing with the integration and interconnection of wind plants on the bulk transmission system.
- Serve as the point of coordination for other organizations dealing with similar issues (AWEA, UWIG, FERC, IEC TC57, CIGRE) and help identify the appropriate technical resources within the PES to address the issues.
- Seek opportunities to conduct jointly sponsored activities to promote the sharing of knowledge and experience among diverse organizations working on similar issues through the conduct of studies, symposia, workshops, panel discussions and tutorials.
- Identify the need for guides, recommended practices and standards with respect to the planning and operation of wind plants connected to the bulk transmission system. Implement any required actions through cooperation with an appropriate technical committee.

Dick stated that the Wind Power Coordinating Committee had met with six technical committees at the General Meeting to introduce their scope and discuss possible activities. They had also held a panel session to introduce the committee and their initial six activities.

9. Technical Paper Review Procedure

Mack asked John McDaniel to briefly discuss the procedure that he uses as an editor in the paper review process. The key point was the request for volunteers for review of each paper. The group discussed the advantages and disadvantages of the procedure. The procedure is attached to these minutes.

10. Subcommittee Reports

Gene asked for each subcommittee to provide a brief report of their activities at the General Meeting.

Capacitor Subcommittee:

Mark McVey reported that the Harmonic Filter Working Group (Std. 1531-2003) was reforming to discuss if the standard should be re-affirmed or revised. He also said that Std. 1036 was hopefully one ballot away from completion, a new PAR would be completed shortly for a revision to Std. 18, and that he was attempting to find new members for the subcommittee.

Distribution Subcommittee:

Cheri Warren reported that a new project (P1569) was being created to address voltages at public and private facilities. She said that the subcommittee was proposing panel sessions, a working group paper, and a tutorial for the 2007 General Meeting. She pointed out that the subcommittee is using web-based meetings twice per year to improve their communications and ability to complete standards-related work.

ESMOL:

David Mitchell reported that their meetings were well attended and they focused on standards development. He also said that they expect a record attendance at the upcoming ESMO Conference (<http://www.esmoconference.com/>) that will be held October 15-19, 2006 in Albuquerque, New Mexico.

General Systems:

Reza Iravani reported that four working groups and four task forces met at the General Meeting. He said that they are planning several panel sessions for the 2007 and 2008 General Meetings and that they are also working on two special publications.

Integration of Renewable Energy into the Transmission and Distribution Grids:

Satish Ranade reported that the subcommittee is working to plan meetings at the Orlando meeting in January. He said that they are trying to identify new working groups that will be formed and also volunteers to participate with these activities.

Lightning and Insulator Subcommittee:

John McDaniel (for Tom Grisham) reported that they had completed the reorganization of the Lightning and Insulator groups into one working group for each. He said that the Lightning Working Group planned to meet at the January meeting in Orlando and that the Insulator Working Group would meet at the General Meeting in Tampa (and perhaps in January as well). He also said that each group may sponsor panel sessions at the upcoming T&D Expo and that the subcommittee was actively looking for new members. Finally, he said that a new task force was being formed in the Insulator Working Group to update a paper.

Power Quality Subcommittee:

Tom Gentile reported that Mark Halpin (Chair), Dan Sabin (Vice Chair) and Tim Unruh (Secretary) would be the new subcommittee officers effective January 1, 2007. He stated that Stds. 1159, 1159.3, and 519 were currently being balloted and that Std. 1409 was close to being balloted. He said that the subcommittee was reviewing their power quality roadmap to identify gaps in the standards area. He said that they were planning three panel sessions for the 2007 General Meeting. He reported that the upcoming ICHPS Conference in Portugal this year had 120 technical papers and that the 2008 conference would be held in Australia.

TP&C Subcommittee:

Glenn Davidson (for Dale Douglas) reported that the subcommittee had a full schedule of working group and task force meetings and that the minutes and related presentations would be posted on the TP&C Subcommittee website. He said that the corona and field effects group had been moved to TP&C and that there were new task forces formed to deal with high temperature conductors and inspection data for overhead lines. He said that they had presented a tutorial and held a panel session at the General Meeting and that they are also actively marketing to increase their membership.

DC and FACTS Subcommittee:

Dennis Woodford reported all of the working groups had met at the General Meeting and that they plan to have a panel session at the next General Meeting. He said that they had held an education session at the T&D Expo in Dallas that had about 70 in attendance. He also said they might move one working group to the new Integration of Renewable Energy into the Transmission and Distribution Grids Subcommittee and they were planning to form four new working groups and that they plan to continue the update of the HVDC/FACTS bibliography.

11. Awards

Gene reported for Dick Piwko that the T&D Committee is not spending the amount allocated by PES for T&D awards. He asked that the committee members consider submitting more award nominations. The nominations for the T&D Committee awards may be submitted directly to Dick Piwko. Additional information and nomination forms may be found on the T&D Committee website (<http://grouper.ieee.org/groups/td/>).

12. Standards

Karl Mortensen reported that there was no TC Standards meeting at the General Meeting in Montreal. He reminded the committee that standards at the end of their five year life need to be extended, that PARs have a four year life, and that a two year extension may be requested. He also reminded the committee that IEEE staff can make presentations to working groups or subcommittees to assist with the standards development process.

13. Future Meeting Schedule

January 8-10, 2007 in Orlando.

June 24-28, 2007 in Tampa.

The meeting was adjourned at approximately 11:00am.

Minutes respectively submitted by Thomas Grebe.

Note - Effective method for handling
TRANSACTIONS PAPER reviews

IEEE Distribution Subcommittee

Vice Chair Report

June 21, 2006

Between January 2006 and June 2006, the subcommittee has been assigned a total of 34 transactions grade papers to review. Of these, 22 were new papers and 12 were revisions. This is down slightly from the same period last year. The web site for the process is located at: <http://tpwr-d-ieee.manuscriptcentral.com/>.

Periodically I will send out a list of papers that require review by the subcommittee to the members of the subcommittee. I'll ask for volunteers to review the papers. After someone volunteers I will assign him or her to review the paper(s) in the system. This will automatically generate an email to the reviewer giving them the web site's address. The reviewer then will log into the system and review the paper(s).

If you do volunteer to review a paper, please make every effort to complete the review within a month. IEEE/PES has the goal of completing reviews within 90 days. As the paper may have been received up to a month before I ask for volunteers, those that do volunteer to review the paper should make every effort to review it in a timely fashion. If there are a sufficient number of reviews returned and the paper is approaching the 90-day limit, I will return the review with those that have been received.

Please make sure that your contact information is up-to-date on the membership list, especially your email address. Working Group Chairs, please make sure your membership list are up-to-date and if there are any new members, please send me their names and email addresses. This will help me keep the reviewer email list current.

On another note, if there are any new engineers within your company, one way to get them involved within IEEE is to have them review transaction papers. This could also become a good learning experience for these engineers. If there are any new, or newer, engineers within your company that you feel are qualified, please send me their contact information. If we can get some new reviewers, maybe we can get them to attend meetings in the future and add to our membership base.

Submitted by John McDaniel, IEEE Distribution Subcommittee Vice Chair

John's method often gets 6 volunteers for a paper. Most papers are successfully reviewed within the 90 day window.

Mack Grady
6/21/06