

MINUTES FROM STANDARDS CHAIR FALL 2003
UPDATED 09-24-03

MISSION: To continuously improve the administration of standards and Publications activities of the Insulated Conductors Committee.

SCOPE: Administer standards & publications activities within the Insulated Conductors Committee. Assist the subcommittees with generation, development, revision and reaffirmation of technical standards, guides and recommended practices. Monitor the progress of standards development and schedule the review for reaffirmation. Responsible for balloting of all standards through IEEE established procedures. Obtain authorization for these standards as they are developed. Coordinate any liaison necessary. Assist in the editing of technical standards and preparation of articles for publication under the sponsorship of the committee.

Project	Pub. Exp.date	PAR Exp.date	WG #	Chairman	Abbreviated Title	Status
48 1996	09-08		B1W	Jim Braun Connexus/ Taylor	Test Procedure for HV AC Cable Terminations 2.5 kV-765 kV	Standards have 5-year life span. PARS – 4 year Standard reaffirmed 09-11-03, good for 5 years.
P82 1994		12-07	C14W	Buchholz	Test Procedure for Impulse Tests on Insulated Conductors	PAR for Rev Approved 06-01. Standard approved 12-11-02. Good for 5 years.
83 1991	1996	Inactive	12-11		Recommended Practice for Radial P.F. Tests on Insulating Tapes in Paper insulated Cable	Reaffirmed 1991 This project will be withdrawn 1-00
P383 D18 1992		09-98	NPEC	John White	Standard for qualifying Class1E Electric Cables and Field Splices for Nuclear Power Generating Stations.	This is PE/NPE PAR, will be withdrawn 1-00. Invite to ballot sent out by Merando 10/30/99 for PAR revision. PAR should be transferred to ICC? Draft18 in Revision balloting 1-1-00. 1 negative resolved. Need to recirc.
386 2001	1995	05-06	B16W T&D	Stepniak/ Hays	Standard for Separable Insulated Connector Systems for Power Distribution Systems Above 600 V	This is a T&D PAR. Par for Rev approved 5-02. Dan Ward/Carl Mortensen are T&D contacts
400-1991	2001	06-26-97	No new # (old12-22)	VonHermann/ MEDEK	IEEE Guide for Making High Direct-Voltage Test on Power Cable Systems in the Field	Needs to get reaffirmed. Will be withdrawn when 400.1 gets approved. Standard has been extended to 6-01. Automatically becomes 400.1. Becomes the basis for 400.1 but with name change (High-Low voltage)
400 2001	12-06	Inactive	C16	Thue	Guide for Field Testing and Evaluation of the Insulation of Shielded Power Cable Systems (Omnibus) 400	400/D16 approved as a revision Guide on 12/06/01. Standard is good for 5 years from the date of publication
P400.1		12-31-07	C17W	Bill Larzelere/ Bucholz	Guide for Field-Testing of Laminated Dielectric, Shielded Power Cable Systems rated 5 kV and above with high Direct Current Voltage 400.1	IEEE 400-1991 will become P400.1 with a name change covering both high and low voltage instead of just high voltage. Told NESCOM to allow administrative withdrawal of PAR 1/22/02. PAR submitted 4/03. Approved.
P400.2		01-30-04	C18W	Gnerlich/ Densley	Very Low Frequency Testing in the Field 400.2	PAR expires end of 2003. Balloting closed 1-5-01. Chair to address negative ballots. Draft sent to editorial staff 7/23/03
P400.3		01-30-04	C19W	Mashikian/ Boone	Partial Discharge Tests in the Field	PAR expires end of 2003.
402 1982	1987	Inactive			Measuring Resistivity of Cable Insulation at High Direct Voltages	Reaffirmed 1982 PAR Withdrawn 12-5-91.
P404 2000		06-06	B2W	Luzzi/ DiGuglielmo	Standard for Extruded and Laminated Dielectric Shielded cable joints Rated 2500 to 500,000 V	Coordinate w/Dan Ward 804-775-5328, T&D Committee
442 1996	03-08		C25W	Martin	IEEE Guide for Soil Thermal Resistivity Measurements	Reaffirmed 3-20-03. Guide good for 5 years.
P532 1993	1974	06-06	A7W	Caronia/ Westling	Selection & Testing of Protective Jackets	Document Being Revised. Old PAR is withdrawn. New PAR for rev good till 12-06. Coordinate w/Dan Ward 804-775-5328, T&D Committee
575 1996	2001		C2D	Buckweitz	Guide for Application of Sheath Bonding Methods	PAR Withdrawn 10/25/96. Revision in progress
592 1996	12-02		B3W	Mike Malia	Std. for Exposed Semicon Shields on HV Cable Joints and Separable Connectors	Reaffirmation approved by Std. Bd. 09-19-96. Standard Expires 12-02. 1yr extension used up ADM. WITHDRAWN FEB 6, 03. PAR for revision sent to IEEE 9-4-03
P634 1996		12-04	D8W	White/ Goesbeck	Cable Penetration Fire Stop Qualification Test	Updated PAR has to be submitted if another extension is requested. Balloting requested 8/8/03. Roster approved 9/23/03.

P635 1994		01-04	A15W	Bow	Guide for Selection & Design of AI Sheaths for power cables	PAR expires 12-03. Balloting will close 6-13-03 10% negative, chair to address. 635/D2 balloting requested 9/23/03
646	1976	Inactive				PAR Withdrawn 9-18-86
737		Inactive		Gorur/Hervig	Guide to Testing for Weathering of Polymeric Cable Accessories	PAR Withdrawn 3-16-95.
816 1987		Inactive		Doepken	Tests for Smoke Toxicity & Corrosive Products of Cable Combustion	PAR Withdrawn 3/18/93.
817 1993		Inactive		Tuzinski	Test Proc. for Flame Retardant Coatings Applied to Insulated Cable	This project will be expired 1/00
835 2000	06-05		C1D	Ernst	Ampacity Tables	Reaffirmed 6-21-00 for 5 years
848 1996	03-08		D13W	Gwal/White	Ampacity Derating of Fire Protected Cables	Reaffirmed 3-03.
P851				Resuali	Application of Flame retardant coatings and tapes	Withdrawn PAR
971		Inactive	C12D	Johnsen/Rios	Distribution Cable Installation Methods Duct System	Withdrawn PAR
972 1985		Inactive			Guide for Connection of Insulated AI Conductors	PAR Withdrawn 6-27-91.
1026 1995			B4D	Gear	Test Methods for Determination of Compatibility of Materials with Conductive Polymeric Insulation Shield and Jackets	Recirc balloting completed July 1, 02; One negative/fixd. Recirculation in progress 6/7/02. Standard withdrawn 01-01/IEEE will not reaffirm/New PAR needed for revision.
1034		Inactive		Doepken	Fire & Smoke Test Proc. for Electrical Cables	PAR Withdrawn 3/16/95.
1047		Inactive			Test Procedure for Measuring the Resistance of Semi-Conducting Jackets on Underground Distribution Cable	PAR Withdrawn 3/16/95.
P1120 1995	12-04	12-04	C11W	Parker	Guide for the Design and Installation of Submarine Power & Communication Cables	Rev in progress. Current standard is good until 12-04. Requested Steve to send group list. Editorial review done. D11 into balloting 7/28/03
1125 1993	06-05		A13D	Cooper	Guide for Moisture Measurement & Handling in CGIT	Transferred to Substation Committee 4-16-03 Reaffirmed 6-21-00 for 5 years
1142 1995	2000	12-31-07	A11D	Snow/Hiranandania	Guide for the Design, Testing and Application of Moisture-Imp., Solid Dielectric, 5-35kV, Power Cable Using Metal/Plastic Laminates	PAR approved
1143 1999	2004		D11D	Bow/Lowell	Guide on Shielding Practice for Low Voltage Cables	Reaffirmed 09-16-99
P1185 1994	06-05	10-06	D5W	Merando/Graham	Guide for Installation Methods for Generating Stations	Reaffirmed 06-21-00 for 5 years PAR for revision approved 10-02
P1186		Inactive	D7	Hancock/LaMarca	Recommended Practices for the Evaluation of installed Cable Systems for Class IE Circuits in Nuclear Power Generating Stations	Last PAR extension granted until 12-03. PAR withdrawn per Hancock
1197		Inactive	10-43	Medek/Black	Diag. & Classification of Cable, Joint, & Term. Troubles on Extruded Dielectric Cables	PAR withdrawn 3-16-95
1202		12-06	D15W	John Merando	Flame Testing of Cables for Use in Cable Tray in Industrial and Commercial Occupancies (above name has changed)	Transferred from IAS to ICC 5/6/02 Standard is being revised PAR approved 12/11/02
1210 1996	12-03	12-31-07	A8W	Fee/Weitz	Tests for Determining Compatibility of Cable Lubricants with Wire and Cable	PAR approved 5-15-03
P1215	2001			D.Ward	Guide for Application of Separable Connectors in the Electric Power Industry	This is a T&D guide
P1216	2000		B17D	Donovan/Angerer	Guide for Application of Faulted Circuit Indicators for 200A, Single-Phase URD	Standard posted at http://grouper.ieee.org/groups/icc/b17/
P1234		01-04	C21W	Gnerlich	Guide for Fault Locating on Shielded Power Cables For Utility Application	PAR expires end of 2003. PAR approved 01-30-00
P1235 2000	2005	Inactive	A5	Szansizlo/Walcott	Std. Test Methods for Identifying URD Cable Jackets and/or Conduits	PAR will expire 12-00. Draft2 approved as a Standard 6-21-00
P1254		12-04	C20	Martin/Cooper	Guide for Soil Stability Measurement & Data Evaluation	PAR extended to 12-04. Balloting 1254/D6 completed 9-5-02 No negative. Requested Mac to complete. Cooper to send for final approval
1299 C62.22.1 1996	09-08	12-31-07	B6 (10-53)	Dupont/Makal	Guide for the Connection of Surge Arresters to Protect Insulated Shielded Electric Power Cable Systems	This is a ICC/SPDC standard. Keep Jim Wilson, SPDC, Enron informed 314-554-2597. Standard reaffirmed 09-11-03, good for 5 years. PAR for rev approved 09-11-03 for 4 years.
1300 1996	06-07	08-96	B5W	Uzelac	Guide for Cable Connections for Gas Insulated Substations	Declined transfer to SS committee 4-16-03. Standard Reaffirmed June 13, 02 Good for 5 years.
1333 2000	2005		C13D	Stewart/Rodenbaugh	Guide for Installation of T&D cable circuits using Guided Horizontal Drilling.	Reaffirmed 6-21-00 for 5 years Revision in progress

1343		Inactive		Thue	Guide for Testing the Insulation of Shielded Power Cable Systems in the Field	PAR withdrawn June 1997 Work is in 400 & 400.1
P1406 1998	2003	Inactive	C5	Engelhardt/ Floberg	Guide to the Use of Gas-In-Fluid Analysis for Electric Power Cable Systems	Standard Expires 12-03. Chair has contacted IEEE for reaffirmation balloting
P1407 1998	2005		A13W	Densley/ Walton	Guide for Accelerated Aging Tests for Medium-Voltage Extruded Electric Power Cables Using Water Filled Tanks	Standard Expires 12-03. 1407-98 needs to be extended. PAR for revision to be sent to IEEE. When Par for revision is approved, life of existing standard will automatically extended till the expiration date of PAR
P1425 2001	12-06	Inactive	C4D	Foty/ Zimnoch	Guide for the Evaluation of the Remaining Life of Impregnated Paper Insulated Transmission Cable Systems	P1425/D12 approved as a new guide on Dec 6,01. Standard is good for 5 years from the date of publication
P1428		12-03	D6W	White/Brown	Guide for Installation Methods for Fiber Optic Cables	PAR expires 12/03. Balloting requested 8/8/03
1429		Inactive			Recommended Practice for Electrical Systems in Cleanrooms	PAR will be withdrawn 1-00
P1493		12-02 + 1 yr.	B9W	Hartlien	Guide for the Evaluation of Solvents Used for Cleaning Electrical Cables and Accessories	PAR expires end of 2003. Will be 4 years old 12-00 & Adm. withdrawn. Extension approved till 12-03. Hartlien new chair
P1508		12-03	B8W	Havercamp/ Cox	Standard for Solder-Sweated Split Tinned Copper Connectors 5kV-35kV	PAR expires end of 2003. PAR Expires 12-05-01/Expiration deferred 06-02 Extension request form & change of chair form to be filled by Cox by May 3. Cox needs to be a SA member also. Daleep Mohla is mentor. Extension approved and good tills 12-2003.
P1511		12-03	B12W	Roy jazowski/Champion	Guide for Investigating and Analyzing Power Cable, Joint, and Termination Failures on Systems Rated 5kV Through 46kV.	PAR expires end of 2003. D6 balloted (1-3-01). 4 negatives. Needs to have a recirc. Balloting. PAR extended until 12-03. D7 Editorial done. Recirculation being paper balloted 07/29/03
P1539		12-04	C8W	Aabo/ Art Kroese	Guide for Testing Transmission Cable Systems with Extruded Insulation, Part 1, 69KV through 150 kV.	PAR extended to 12-04. Roster is balanced 9/02. 19% negative. Aabo to resolve
P1617			C7W	Buchholz	Guide for Detection, Mitigation and Control of Concentric Neutral Corrosion in Medium Voltage Underground Cables	Coordinate w/Dan Ward 804-775-5328, T&D Committee
1637		12-06	B10D	Fulcomer	Guide to Select Terminations for Shielded Power Cables 5-46kV	PAR Approved 12/02/02



ITEM 1
Current (9/18/03) IEEE SA Process for Electronic Balloting of Standards

This IEEE Web base process will allow you to request **invitation, ballot (new, revision and recirculation), reaffirmation, pre-ballot editorial review of the draft and join an existing balloting pool.** The instructions are:

A. INVITATION

- 1. Working Group Chair must be IEEE SA Member+ same person whose name is on the PAR. Please check the PAR to verify. Go to <http://standards.ieee.org/board/nes/approved.html>**
- 2. Please check your draft for the following:**
 - Each page must be numbered in the proper order.
 - Each page must have PAR # and draft # and current date in the “header”. (Example: IEEE P1023/D1, May 2003 **or** IEEE PC57.12.00/D5, May 2003).
 - Current Complete IEEE copyright statement on first page is a must. Check for current statement in IEEE Standards Style Manual, section 4.1.1(<http://standards.ieee.org/guides/style/>)
 - Short IEEE copyright statement with current year in “footer” on each page is a must.
 - Title must be same as on approved PAR and must have the word “Draft” (Draft: Title)
 - Complete figures, tables and annexes at proper place.
 - New metric policy allows you to include inch-pound data in parenthesis after metric units in the standard. Any exception to this policy for approval by the Standards Board can be submitted to Bruce Barrow of SCC14 (b.barrow@erols.com).

3. Pre-ballot editorial review. It will take 20 days and an Editor will provide you comments on your draft.

Go to <http://standards.ieee.org/resources/development/>

Follow→Balloting The Draft→Ballot invitation→Submitting the Draft for Pre-Ballot Review→Submit the draft

4. Revise your draft based on the comments from the Editor.

5. **Convert draft file to PDF. Other files may be Word/Excel.**

6. Up-load the draft at IEEE website. http://standards.ieee.org/eprocess/upload_balloting_file/

7. Go to <http://standards.ieee.org/resources/development/>

Follow → Balloting The Draft → Ballot invitation → Requesting a Ballot Invitation → Fill and submit the form

B. BALLOT

1. **After balance is approved by the Sponsor. Go to**

<http://standards.ieee.org/resources/development/>

Follow → Balloting The Draft → Sponsor Ballot → Requesting Initiation of a Ballot → Fill and submit the form

C. RECIRCULATION BALLOT

1. **Recirculation ballot package must include the following:**

- Recirculation letter. Please see attached sample letter.

(date)

Dear Colleague:

The purpose of this letter is to

1- Inform you of the results of the ballot on IEEE Pnnn, (name of standard/recommended practice/guide)

2- Submit to you the changes made to IEEE Pnnn

3- Provide you with a copy of the changes requested by the negative balloters but not accepted, together with the reasons for non-acceptance

4- Provide you with a list of the names of the balloters whose votes have been changed from "no" to "yes" based on resolution of their objections

5- Provide you with a list of the non respondents

6- Provide you an opportunity to change your ballot based on the above

The results from the balloting group were as follows:

Members: (number)

Returns: (number), (number)% of members

Approve: (number), (number)% of eligible voters

Disapprove: (number), (number)% of eligible voters

Abstain: (number)

The revised draft of IEEE Pnnn is provided as Attachment 1. The detailed list of changes is provided as Attachment 2. Should there be any apparent conflicts between Attachment 1 and 2, Attachment 1 (the revised draft standard) will govern.

Anyone in the balloting group desiring to change his or her ballot based on these items, please vote and return the ballot.

Do not return your ballot unless you want to change last vote. Your last vote will be carried forward.

Should you have any questions, please contact me at your earliest convenience.

Sincerely,

Gary R.

W G Chair, (Committee/ or Society/ or SCC)

Phone #; Fax #; E-mail address

Attachments: 1- Revised draft standard; 2- List of changes to the draft standard

3- Attachments to resolve negatives

- Follow A2 to check the revised draft. Revised draft must have higher draft # than the last balloted draft.
- Summary sheet showing changes made from last balloted draft to the revised draft.
- Negative ballots resolution package.

2. **Convert draft file to PDF. Other files may be Word/Excel.**
3. Up-load the files at IEEE website. http://standards.ieee.org/eprocess/upload_balloting_file/
4. **Go to <http://standards.ieee.org/resources/development/>**
Balloting The Draft → Sponsor Ballot → Requesting Initiation of a Ballot → Recirculation Ballot → Fill and submit

D. APPROVAL

After completion of successful ballot, submit the draft to the Standards Review Committee (RevCom) for approval.

Go to http://standards.ieee.org/cgi-bin/revcom_submittal

E. REAFFIRMATION BALLOT

Go to <http://standards.ieee.org/resources/development/>

Follow → Reaffirming The Standard → Initiate a Reaffirmation Ballot → Fill and submit the form

F. JOIN AN EXISTING BALLOTING POOL/ UPDATE YOUR INFORMATION

Go to <http://standards.ieee.org/resources/development/>

Follow → Balloting The Draft → Join an Existing Balloting Pool → Fill and submit the form

Insulated Conductor Committee's staff liaison at IEEE is:

Naeem Ahmad, P. E.

Staff Engineer, Technical programs

IEEE Standards Activities, 445 Hoes Lane, P. O. Box 133, Piscataway, NJ 08855-1331, USA

PH: +1 732-562-3931;FX: +1 732-562-1571;e-mail: n.ahmad@ieee.org

ITEM 2 **Paper Balloting of Standards**

The IEEE Standards Department can assist you in conducting your sponsor level ballot. Following checklist will assist you in providing us with the complete package of materials. Please mail this package to your Standards Staff Liaison. **Please do not send draft as attached file.**

Two copies of the draft on 8-1/2 x 11" paper.

(Copies of the draft are not required for reaffirmation ballot.)

- Each page must be numbered in the proper order.
- Each page must have project # and draft #. (Example: C57.12.00/D5)
- Each page must have current date.
- Complete IEEE copyright statement with current year on the first page is a must.
- Short IEEE copyright statement with current year in a "footer" on each page is a must.
- Title must be same as on approved PAR and must have the word "Draft" (Draft: Title)
- Complete figures, tables and annexes at proper place.
- Only metric units are allowed in the normative portion of the standard. Inch-pound data may be included in footnotes/annexes. Submit necessary exception request to Bruce Barrow of SCC14 301-493-4374 b.barrow@erols.com.

A balloting letter addressed to the balloters explaining the purpose of the ballot. (Refer to Annex A of the IEEE Standards Companion for sample correspondence. This document is also available on the Standards home page <http://standards.ieee.org>. Go to policies and procedures under Standards Development.)

- The person who will receive the ballot summary upon completion of the ballot will write this letter. This is usually the Working Group Chair.
- This letter will include address, telephone and fax numbers, and e-mail address.

Upon receipt of the above, The Balloting center will:

1. Conduct an invitation-to-ballot to form your balloting group.
2. Prepare a ballot form, which will be read by optical mark reader.
3. Duplicate your draft, send to the balloters /coordination contacts listed on the PAR.
4. Enter names and Interest Categories into database for all balloters.
5. Mail out the ballot form, cover letter and draft, and record responses.
6. Approximately 10 days before the ballot closing, will provide you with contact information for those persons who have not returned their ballots.
7. Provide you ballot summary and comments received, after the ballot has closed.
8. Conduct a recirculation ballot when necessary.

ITEM 3

IEEE PROGRESS ON INTERNATIONALIZATION OF STANDARDS

HOW TO ESTABLISH A CATEGORY D LIAISON BETWEEN IEEE AND IEC?

Request originating from IEEE

- 1- IEEE Committee/Subcommittee Chair will write a letter to the secretary of IEC TC/SC requesting for a Category D liaison between the two the groups. A copy this letter will be sent to Staff Liaison.
- 2- Secretary of IEC TC/SC will discuss this request with relevant officers of IEC TC/SC.
- 3- Secretary of IEC TC/SC put the request on the agenda of the next meeting of IEC Committee of Action for approval.
- 4- After the approval is granted, Secretary of IEC TC/SC notifies IEEE (Staff Liaison) and requests the names of contacts from IEEE.
- 5- Staff Liaison will request IEEE Committee chair for names of the contact.
- 6- Staff Liaison will forward these names to the secretary of IEC TC/SC and a copy to Manager, Board Administration for IEEE-SA Board's notification.
- 7- All parties must send a copy of all future correspondence to Staff Liaison.

ITEM 4

INFORMATION ON STANDARD DEVELOPMENT

- A new site IEEE Standards Development Online <http://standards.ieee.org/resources/development/> can provide you all the tool for the development of IEEE Standards and hot links to other areas.
- A web page Standards-Process-at-a -Glance is available to help WG>>Chairs/Sponsor Chairs on each step of the standard process and a simple page of links to help them along the process. Go <http://standards.ieee.org/> and select Standards-Process-at-a -Glance under Standards Development.
- Useful training modules in Microsoft PowerPoint can be obtained at <ftp://stdsbbs.ieee.org/training/>. See <http://standards.ieee.org/faqs/ltpres.html> for more information. Working Group chairmen and members will find one or more modules of interest.
- The *Standards Board Operations Manual* and *Standards Companion Manual* can be obtained at <http://standards.ieee.org/resources/index.html#guides>. Working Group chairmen will find helpful information on development of standards, balloting and submission to the Standards Board in both publications.
- The PAR form and instructions are available, at <http://standards.ieee.org/guides/ePARform.html>. A PAR has a four-year life. Extensions are requested by submitting a "Target Extensions Request Form" at <http://standards.ieee.org/guides/par/extension.rtf>.

- For Working Group Chair change after the approval of PAR, please fill out the form at <http://standards.ieee.org/guides/par/wgchg.rtf>.
- Style Templates for IEEE Standards and **recently revised copyright statement** can be obtained at <http://standards.ieee.org/resources/spasystem/index.html>
- Standards Home Page <http://standards.ieee.org/db/balloting/> can provide you, Balloting Status Reports and Sign-up to join Balloting Pool.
- After the ballot is complete, draft standards are submitted to the Standards Review Committee (RevCom) of the Standards Board. For RevCom conventions see <http://standards.ieee.org/board/rev/revconventions.html> For the Guide for Submittal of Proposed Standards see <http://standards.ieee.org/guides/revguide.html> Form for Submittal of proposed Standards, http://standards.ieee.org/cgi-bin/revcom_submittal
- For project Authorization Request (PAR) and questions contact **Jodi Haasz** ([732-562-6367](tel:732-562-6367)/j.haasz@ieee.org).
- For Editorial questions contact **Yvette Ho Sang** at 732-562-3814/ y.hosang@ieee.org).
- For balloting questions other than process (I am your contact for process and invitation/ballot/recirculation submission etc.) contact **Christine Santos** at 732-562-5540/or saballot@ieee.org).
- For Review Committee Submittal contact **David Ringle** ([732-562-3806](tel:732-562-3806)/d.ringle@ieee.org).