**IEEE P3413 Working Group**

**Meeting Minutes**

***26, July, 2024***

***Hybrid***

***Meeting Minutes Recorded by : Kai Zhang***

1. **Call to Order**

The meeting was called to order at 8:30 a.m. by the Working Group Chair, Jianyun Ye.

1. **Roll call of Individuals and Declaration of Affiliation**

There were 7 members present when 7 were due. The quorum was reached.

All the participants introduced themselves. The participant list is provided as attachment.

Voting member:

1. State Grid Corporation of China
2. China Southern Power Grid
3. China Power Engineering Consulting Group Co.,Ltd.
4. EPTC (Beijing) Electric Power Research Institute
5. Southwest Jiaotong University
6. Zhejiang Construction Engineering Machinery Group Co.,Ltd.
7. Zhejiang Shangjian Electric Power Testing Co.,Ltd.

Non-voting member:

1. Tianjin University
2. XJ Group Corporation（online）
3. **Approval of the Agenda**

The WGC presented the agenda of this meeting.

**Motion #1**

Approve the agenda for 3rd meeting as presented in 26th July 2024 – 3rd meeting agenda (https://sagroups.ieee.org/3413/wp-content/uploads/sites/764/2024/07/26th-July-2024-%E2%80%93-meeting-agenda.docx)

Moved: Zhu Yuhong, Zhejiang Shangjian Electric Power Testing Co.,Ltd./DR

Seconded: Chen Qingyin,EPTC (Beijing) Electric Power Research Institute/DR

Motion passed by voice vote without opposition.

1. **Approval of 2nd Meeting Minutes**

Yuhong Zhu presented the minutes of the second meeting.

Motion #2

Approve the minute of the second meeting as presented in 19th April 2024-2nd Meeting P3413 (https://sagroups.ieee.org/3413/wp-content/uploads/sites/764/2024/05/11-%E4%BC%9A%E8%AE%AE%E7%BA%AA%E8%A6%81%E7%AC%AC%E4%BA%8C%E6%AC%A1-P3413-2.0.doc)

Moved: Yao Chengkai, Zhejiang Construction Engineering Machinery Group Co.,Ltd./DRA

Seconded: Guo Yong, China Power Engineering Consulting Group Co.,Ltd./DR

Motion passed by voice vote without opposition.

1. **IEEE Policy**
2. **IEEE Patent Policy:** Call for Patents

The call for patents was issued; none raised OR if any concerns were raised for consideration.

1. **IEEE Copyright Policy**

The copyright policy was presented. There were no questions or concerns.

1. **IEEE SA Participation Behavior**

The Participation Behavior policy was presented. There were no questions or concerns.

1. **Discussions**

Gao Youliang, a member of the working group, introduced Draft 2.0 on behalf of the chair Ye Jianyun. Experts had a fierce discussion at the meeting, and the main amendments are as follows:

1. Some contents of the current draft are beyond the scope and need to be deleted;
2. The content of Chapter 5 needs to be improved;
3. The format needs further standardization.
4. **Task Assignment**

The tasks for the preparation of draft 2.0 were divided by chapter. Each entity will revise their respective sections based on the detailed modification suggestions discussed at the meeting and produce Draft 3.0.

#### Table 1 Specific divisions of tasks

|  |  |
| --- | --- |
| Entities | Contents |
| State Grid Corporation of China;China Southern Power Grid;Tianjin University； | Overview; Normative references; Technical requirements; Usage Requirements; Annex A Installation and removal requirements |
| Southwest Jiaotong University;XJ Group Corporation;EPTC (Beijing) Electric Power Research Institute； | Definitions, acronyms, and abbreviations; Marks, packaging, transportation and storage. |
| Zhejiang Construction Engineering Machinery Group Co.,Ltd.;China Power Engineering Consulting Group Co.,Ltd.;Zhejiang Shangjian Electric Power Testing Co.,Ltd.； | On-site acceptance methods;Annex B Limit devices testing methods;Annex C Acceptance record sheet |

1. **Next Meeting**

The next WG meeting is planned for October.

1. **Adjourn**

The meeting was moved to adjourn at 11:45 a.m. by the Working Group Chair, Ye Jianyun.

**Attachment**

