**IEEE P3413 Working Group**

**Meeting Minutes**

***27, December, 2024***

***Location：Hangzhou Wanhua International Hotel***

***Meeting Minutes Recorded by : Yuhong Zhu***

1. **Call to Order**

The meeting was called to order at 9:00 a.m. by the Working Group Chair, Jianyun Ye.

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

There were 9 members present when 9 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.
8. Tianjin University
9. XJ Group Corporation
10. **Approval of the Agenda**

The WGC presented the agenda of this meeting.

**Motion #1**

Approve the agenda for 5th WG meeting

Moved: Zhang Kai,Southwest Jiaotong University/DR

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

Motion passed by voice vote without opposition.

1. **Approval of 3rd Meeting Minutes**

Yuhong Zhu presented the minutes of the 4th meeting.

Motion #2

Approve the minutes of the 4th WG meeting

Moved: Youliang Gao, State Grid Corporation of China/DRA

1. Seconded: Chengkai Yao, Zhejiang Construction Engineering Machinery Group Co.,Ltd.

/DRA

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**

In this meeting, the working group members discussed the text content of draft 4.0. In addition to refining the English wording, no other changes were made.

1. **Next Step**

The WG decided to conduct a vote on whether to agree to proceed with the draft entering the subsequent review phase..

Motion #3

Approve the draft to go to sponsor ballot.

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

Seconded: Hairong Yu, XJ Group Corporation/DR

Motion passed by voice vote without opposition.

The results of the voting were as follows:

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

The vote was taken and all members unanimously agreed.

1. **Adjourn**

The meeting was moved to adjourn at 12:00 a.m. by the Working Group Chair, Ye Jianyun.

**Attachment**

