**Meeting Minutes**

**OpenSG Conformity Working Group Call**

**April 21, 2010**

**2 – 3 PM EST**

**Chair:**  Bruce Muschlitz, EnerNex

**Vice-Chair:** Zahra Makoui, PG&E

1. **Roll Call and Determination of Quorum – if you don’t announce yourself on the call you may not be counted!**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **11/25** | **12/09** | **01/13** | **01/27** | **02/01-2** | **02/24** | **3/10** | **4/7** | **4/21** |
| Gary Aumaugher |  | X | $ |  |  | X | X | @ |  |
| Sandy Bacik | @ | X |  | # |  |  | X | @ |  |
| Phil Beecher | @ | X |  | # | % | X | X | @ |  |
| Klaus Bender\*\* |  |  |  | # |  | X |  |  |  |
| Rolf Bienert |  | X |  |  | % | X |  | @ |  |
| Bobby Brown | @ |  |  | # |  |  |  |  |  |
| Kevin Brown |  |  |  | # |  |  |  | @ |  |
| David Chambers\*\* |  |  | $ |  |  | X |  |  |  |
| Bill Cloutier |  |  |  |  | % |  |  |  |  |
| Wayne Dennison |  |  |  |  | % |  |  |  |  |
| Ido Dubrawsky |  |  |  |  | % |  |  |  |  |
| Mark Freund |  |  | $ | # |  |  | X | @ |  |
| Rish Ghatikar |  |  |  |  | % |  |  |  |  |
| Darren Highfill |  |  |  | # |  |  |  |  |  |
| Ken Holbrook |  |  |  |  | % |  |  |  |  |
| Nakul Jeiraith |  |  |  | # |  |  |  |  |  |
| Michael Johnson |  |  |  |  |  | X |  | @ |  |
| Michael Leppitsch |  |  |  |  |  | X |  |  |  |
| John Lin |  | X |  |  | % |  | X |  |  |
| Randy Lowe | @ |  |  |  |  |  |  |  |  |
| Zahra Makoui | @ | X |  | # | % |  | X | @ |  |
| J.C. Martin |  |  |  |  | % |  |  |  |  |
| James Mater |  |  |  |  | % | X |  | @ |  |
| Joel Miller |  |  |  |  |  |  |  | @ |  |
| Bruce Muschlitz | @ | X | $ | # |  | X | X | @ |  |
| Mark Ortiz |  |  |  |  |  | X |  |  |  |
| Clint Powell |  | X | $ | # |  | X | X | @ |  |
| Alan Rivaldo |  |  |  | # |  |  | X |  |  |
| John Simmins |  |  |  |  | % |  |  |  |  |
| Aaron Snyder |  |  |  |  | % |  |  |  |  |
| Greg Steinmetz |  |  |  |  |  |  |  | @ |  |
| John Stitzel |  |  |  | # |  |  | X |  |  |
| Steve Van Ausdall |  |  | $ |  |  |  |  |  |  |

**\*\* Observers only – do not count for quorum**

Indicates on SGCONFORMITY list

Indicates voting rights if attend this meetingSG Conformity Agenda

4/20/2010 11am PT, 2pm EST, 19:00UTC

1. Identify the scribe – Rolf Bienert is the secretary.
2. Roll Call
3. Determination of quorum
4. Approve minutes from 07-April call distributed and posted on 08-April   
   Task Force Reports
   1. Edge Conformance  
      Report by :
   2. Security Conformance  
      Report by :
   3. Enterprise Conformance   
      Report by :
5. Old Business (will be moved to horizontal committees)
   1. Literature review on Conformity – John Lin <http://osgug.ucaiug.org/conformity/Shared%20Documents/Assessment%20schemes.ppt>   
      John Lin was not on the call. The group should review the document.
   2. Conformity work items, initial outline - James Mater and Rolf Bienert and Wayne Dennison – **has this been started?**The group discussed the purpose of this item. It should be an outline of activities (1 page).
   3. Prepare outline for repository of best practices – Rolf Bienert – **has this been started?**About 80% done. Rolf will distribute before the next call.  
      This is basically an assessment of conformity standards (e.g., which standard should be followed: 17025, 17011, guide 65, others?)
   4. Product mark – Clint Powell - <http://osgug.ucaiug.org/conformity/Shared%20Documents/OPENSG%20Logo_ClintPowell.doc>

There is an initial draft document. Issues being resolved with the OpenSG TC. OpenSG TC needs to advise on the topic regarding: funding, legal issues, price, etc. Bruce will raise the issue with the TC.(**Bruce did not do this yet**). The question is whether or not we provide SSOs with an OpenSG logo which means we approve of their conformity process and what is the process for that? Team also discussed whether or not the SSO fills out a checklist and self-declares their compliance or do we review their documentation and make an assessment. The latter can be labor intensive but possibly more robust.   
  
Also being discussed in the DNP technical group. They decided not to go through the effort.   
  
Bruce will take it to the TC next week.

* 1. Common conformity dictionary – Phil -   
     <http://osgug.ucaiug.org/conformity/Shared%20Documents/ConformityDictionary.docx>   
     Need to harmonize with the SGIP TCC definitions once available.   
     The document is a good start. We will certainly add more terms as we go.
  2. Enterprise Conformity overview to be posted  
     <http://osgug.ucaiug.org/conformity/ENT/Shared%20Documents/EnterpriseConformity_IOPDraft_scope_v1.doc>  
     The group reviewed the document. Next meeting is on April 12. We will review it again with Mark in two weeks.
  3. <http://osgug.ucaiug.org/conformity/ENT/Shared%20Documents/EnterpriseConformity_scope_charter_v1.doc>  
     The group reviewed the document. There was a discussion around performance testing. It was agreed that it is needed but probably not available anytime soon.
  4. Abstract/Detailed use cases –<http://osgug.ucaiug.org/conformity/Shared%20Documents/meeting%20minutes/Abstract_Detailed_TestTemplates.docx>

Walked through document on the call. Bruce will post document on the site after a few edits. We will add a purpose section and clarify this is just a suggestion for those who wish to use them. Most likely will be used by organizations that are just starting out.   
  
We will vote on this at the next call.

* 1. Use case templates created specifically for testing – SG Systems has existing use case documents that can be used as a guide at  
     <http://osgug.ucaiug.org/sgsystems/UseCaseTeam/Shared%20Documents/Use%20Case%20Documents>  
     The group looked at the document. We should use the same format. The task force should do their work first and then we decide if we can use the results.
  2. Implementation (testing) Issue template – all to look at <http://tissues.iec61850.com/tissues.mspx?partid=7> for template ideas. Do we need a real database?  
     How do we deal with findings (errors, improvements). We need a process to track this.   
     We need to decide on timeframes and requirements for new version. Maybe a 12-month release cycle. Further discussion is needed.
  3. “Conformity Requirements Document” – Need to begin an outline for this  
     Zahra recommends to push back and ask for more info. These requirements are being created in the task forces so it is unclear what this group should do. Bruce and Zahra will bring it to the next TC meeting.

1. New Business  
   Working Group will be restructured immediately after this meeting. Work items listed in old business will transition to horizontal teams
   1. External Affairs Team(?)

Investigates existing internationally accepted conformity assessment programs.

Need: Chair and Co-Chair

Short term deliverables:

Literature review on Conformity – John Lin <http://osgug.ucaiug.org/conformity/Shared%20Documents/Assessment%20schemes.ppt>   
John Lin was not on the call. The group should review the document.

* 1. Best practices repository Team  
     How will conformity best practices be maintained, transmitted to needed groups?  
     Need chair and co-chair: James Mater and Rolf Bienert and Wayne Dennison  
     Short-term deliverables:
* Decide style of best practices (FAQ)
* Where these will be kept
* How specific they will be for each group (perhaps only a general section?)
* How to maintain after distribution
  1. Product Mark Team  
     How can OpenSG reputation enhance statements of conformity?   
     Need chair and co-chair: Clint Powell  
     Short-term deliverables:
* Poll vendors – supportive of Product Mark program (willing to pay extra for this)?
* Investigate OSG liability issues (if any)
* Gather information about other Product Mark programs
  + Expensive
  + Only large companies
  + Etc.
  1. Conformity Dictionary Team  
     Common terminology   
     Need chair and co-chair: Phil Beecher  
     Short-term deliverables:
* Begin with Phil Beecher list
* Refine Phil’s definitions
* Add further definitions
* Move to Best Practices repository system
  1. Test Case Team  
     Standardize abstract and detailed test case format (only for group without test cases)   
     Need chair and co-chair: Bruce Muschlitz  
     Short-term deliverables:
* Examine 61850-10 test case styles
* Recommend improvements
* Propose maintenance method
* Move to Best Practices repository system
  1. Conformity maintenance Team  
     Determine best method to maintain conformity documents   
     Need chair and co-chair: Bruce Muschlitz  
     Short-term deliverables:
* Propose method to socialize requests for changes
* Propose method to vet those changes, propose alternate changes
* Voting mechanism for changes
* Web infrastructure for changes
* Document update policy
* Document implementation policy (when do changes become mandatory to implement)
  1. Conformity Requirements Document Team  
     Outline needs of smart grid ecosystem WRT conformity : Needed by year end (sooner is much better)  
     Need chair and co-chair:   
     Short-term deliverables:
* Rough document outline
* Rough Draft
* Final document
  1. Test lab Qualification Criteria  
     Determine process for accreditation of test lab (how to test the testers)  
     This task will be given to the SGIP TCC as (newly formed) Team Five work

1. Next Call: TBD. In any case, only TF and team chairs will attend
2. Action items:
3. Meeting adjourned at \_\_\_\_\_\_\_\_ PDT.