

**Minutes:** North American End Device Registry Authority  
(NAEDRA) Committee

**Place of Meeting:** Conference Call

**Date and Time:** Wednesday, January 26<sup>th</sup>, 2011  
02:00pm – 05:00pm, EST

**Conference Call Info:** Toll Free Number: 888-654-2663  
Long Distance: 801-828-9909  
Passcode: 7503515

**Conference Web Info:** <https://www.connectmeeting.att.com>  
Meeting Number: 8886542663  
Code: 7503515

**1. CALL TO ORDER**

Terry Penn called the meeting to order at 2:00 PM

**2. ROLL CALL & MEMBERSHIP**

VOTING MEMBER	ANSI	IEEE	G.I. <sup>1</sup>	V <sup>2</sup>	U <sup>3</sup>	O <sup>4</sup>	E-Mail Address	Present (Yes/No)
Brent Cain	X			X			brent.cain@itron.com	N
Terry Penn, <b>(Chair)</b>	X				X		tlpenn@southernco.com	Y
Tom Nelson	X					X	thomas.nelson@nist.gov	Y
Mike Anderson		X		X			michael.anderson@us.landisgyr.com	Y
Dan Nordell		X			X		d.nordell@ieee.org	N
Larry Kotewa		X				X	larryk@cntenergy.org	Y
David Haynes			X	X			dhaynes@aclara.com	N
Kostas Tolios			X		X		toliosk@dteenergy.com	Y
Richard Tucker, <b>(Secretary)</b>			X			X	richardaet@aol.com	Y
ALTERNATE MEMBER	ANSI	IEEE	G.I.	V	U	O	E-Mail Address	Present (Yes/No)
Herman Millican, <b>(V. Chair)</b>	X				X		herman.millican@austinenergy.com	N
Aaron Synder, <b>(V. Secretary)</b>			X			X	aaron@enernex.com	N
NON-VOTING MEMBER	ANSI	IEEE	G.I.	V	U	O	E-Mail Address	Present (Yes/No)
Avygdor Moise						X	avy@fdos.ca	Y
Ginger Zinkowski				X			ginger.zinkowski@ge.com	N
Vuong Nguyen						X	vuong.nguyen@ic.gc.ca	N
Michel Veillette				X			michel.veillette@trilliantinc.com	N
<b>G.I.<sup>1</sup></b> = General Interest <b>V<sup>2</sup></b> = Vendor <b>U<sup>3</sup></b> = Utility <b>O<sup>4</sup></b> = Other								

**3. APPROVAL / REVIEW OF THE AGENDA**

A motion to accept the agenda as amended was seconded and unanimously accepted. Terry Penn stated that an update for the current events of NAEDRA was intended in this meeting.

#### **4. APPROVAL OF MINUTES**

The minutes of the 12-15-10 conference call meeting are still be compiled. The secretary has had trouble with his computer and thus has caused a delay in forwarding this information for review.

#### **5. OLD BUSINESS**

##### **5.1. MEMBERSHIP LIST**

Terry Penn has not received an official letter from Vuong Nguyen defining MC position regarding NAEDRA participation. It was suggested that Adnan Rashid is to be contacted to inquire of his desire to participate in NAEDRA activities.

##### **5.2. REVIEW OF ACTION ITEMS**

- 5.2.1.** New action item: contact Adnan Rashid for potential participation in NAEDRA.
- 5.2.2.** Terry Penn is to update the IP agreement to be signed by Ron Chebra.
- 5.2.3.** New action item: Committee to determine appropriate NAEDRA response(s) to IEEE 1377 balloting comments in particular the 6.1.2. comment that alleges that NAEDRA's policies & procedures are incomplete. It was commented by the group that the NAEDRA policies & procedures are complete, however, are in fact a "work in progress". It was suggested that each time the policies & procedures are updated, the committee approve of the update and post the "approval date" on the NAEDRA website.
- 5.2.4.** #2: Closed in September, 2010. Avy Moise suggested that the completed dates be highlighted in green.
- 5.2.5.** #3: Date spelling instead of data. Agreement process still open.
- 5.2.6.** #10: Avy Moise suggested think tank group to handle certain action items for policies and procedures concerning a grievance policy actions. Avy Moise asked Larry Kotewa if he knew of any IEEE regulations that would cover a grievance issue and actions due to a grievance. Larry Kotewa stated that IEEE has an appeals process, but it was not intended for such a set of actions. It was determined that a grievance would entail complaint(s) received by NAEDRA and the manner in which they were to be handled. Terry is to add "Grievance Procedures" to the action item list.
- 5.2.7.** #12: Terry is to get with Herman Millican to ascertain where we stand on this item.
- 5.2.8.** #13: Avy Moise suggested that a conclusion may be drawn from a review of existing NAEDRA policies & procedures. A revision may be a simple remedy of this action item. Identifying boundaries of the questions that can be asked of a Registrar's internal business.
- 5.2.9.** #14: Entity to entity relationship should be in accordance with policies & procedures. The group should review these in open session.
- 5.2.10.** #15: Open – Additional work has been done.
- 5.2.11.** #16: NAEDRA complimentary document which will become a requirement document which should cause update of policies & procedures. 8.2 – relevant policy.
- 5.2.12.** #17: Completed – Confirm dates; then close.
- 5.2.13.** #18: Terry – hasn't done anything on this yet.

- 5.2.14. #21: Open.
- 5.2.15. #33: Complete – email summary sent with table of contents to be referred to of the TDL testing document.
- 5.2.16. #23: Action item: Produce “How NAEDRA works and how information is found”. Also, produce [www.NAEDRA.org](http://www.NAEDRA.org) links to the same.

### 5.3. UPDATE ON TDL TESTING & ACCREDITATION PROCEDURES DOCUMENT.

- 5.3.1. Should, shall, may grammar changes in accord with IGS style documentation are utilized.
- 5.3.2. Avy Moise summarized each section of the draft document.

## 6. NEW BUSINESS

These following items are tabled for the next meeting. One action item was formulated to begin a framework for the response to the below challenges.

### ~~6.1. ANY ITEMS?~~

#### 6.1. Discuss how NAEDRA will address the specific comments listed below:

#### 6.2. At recent IEEE P1377 Ballot #1 comments review by the IEEE P1377 WG, the WG received a comment from an IEEE member categorized as a "producer" stating that:

- 6.2.1. "...There is no information available on the NAEDRA website to instruct a client how to obtain or register OID numbers."
- 6.2.2. "The [NAEDRA] Policies and Procedures are not complete and still in In-Work."
- 6.2.3. "There is nothing that describes how OID numbers are distributed."
- 6.2.4. "It [NAEDRA] does not describe how OID numbers are assigned/managed by registrars."
- 6.2.5. "... Once NAEDRA has this issues resolved, overseeing registrars can begin..."

#### 6.3. NAEDRA to review the information available on the NAEDRA website, NAEDRA Policies and Procedures, and related OID and registrar availability of information.

#### ~~6.2.~~6.4. NAEDRA to formulate a Response to statements made in the comments received by IEEE and communicated to NAEDRA and place it on the NAEDRA web site.

## 7. NEXT MEETING SCHEDULE

- 7.1. TBD

## 8. ADJOURNMENT