

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

Place of Meeting: Conference Call

Date and Time: Wednesday, March 03, 2010
02:00pm – 05:00pm, EST
02:30pm, EST (KEMA Call-In)

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

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

1. CALL TO ORDER

Terry Penn called the meeting to order at 2:07 PM.

2. ROLL CALL & MEMBERSHIP

The roster has been established. In accord with rules and procedures, Chair asked if anyone would like to become a “Non-voting member”. Avygdor Moise of FDOS requested to be reaffirmed as a non-voting member and will be recognized as such instead of visitor.

Name	Member Type	Standards Body	E-Mail Address	Present (Yes/No)
Herman Millican	Member	ANSI	herman.millican@austinenergy.com	Y
Terry Penn	Member – Chair	ANSI	tlpenn@southernco.com	Y
Brent Cain	Member, Alternate	ANSI	brent.cain@itron.com	Y
Brad Johnson	Member, Alternate	ANSI	brad.johnson@oncor.com	N
Aaron Snyder	Member – Vice-Chair	IEEE	aaron@enernex.com	Y
Richard Tucker	Member – Secretary	IEEE	richardaet@aol.com	Y
Larry Kotewa	Member, Alternate	IEEE	larryk@ctnenergy.org	N
Dan Nordell	Member, Alternate	IEEE	d.nordell@ieee.org	N
Vuong Nguyen	Member	MC	vuong.nguyen@ic.gc.ca	Y
Michael Anderson	Member	MC	michael.anderson@us.landisgyr.com	N
Ginger Zinkowski	Member, Alternate	MC	ginger.zinkowski@ge.com	N
Michel Veillette	Member, Alternate	MC	michel.veillette@trilliantinc.com	N
Non-Voting Members				
Avygdor Moise	Non-Voting Member	N/A	avy@fdos.ca	Y
VISTORS				
Harry Stephey	Visitor	N/A	harry.stephey@us.kema.com	Y

3. APPROVAL / REVIEW OF THE AGENDA

This agenda is submitted for approval. Addition of 5.2.1. , 6.2. and 6.3. Vote for approval was unanimous.

4. APPROVAL OF MINUTES

The minutes of the 02-24-2010 conference call meeting were corrected in section 5.2. The minutes were voted for acceptance unanimously. Action item; Terry Penn is to send draft minutes and approved minutes to members. The draft minutes of previous meeting shall be sent to members before the preceeding meeting and approved minutes of previous meeting shall be sent to members after the committee meeting.

5. OLD BUSINESS

5.1. Membership List

Avygdor Moise of FDOS was reaffirmed to be a non-voting member

5.2. Policies & Procedures Document

5.2.1. Modify Motion/Second Procedure

Aaron Snyder made a motion that committee votes should not be captured in committee minutes including the motions and seconds. Avygdor Moise suggested that the votes be asked by roll call, but not documented. Herman Millican stated that member requested role call for sensitive matters should have the member and vote be documented. The amended motion with the suggestions carried with 4 ayes, one nay and no abstentions.

5.3. OID Registrar Application Template

Committee did not review the template.

5.4. Registrar Status & Update

5.4.1. Letter to FutureDOS.

FDOS has not yet received the letter. Action item for Terry Penn to physically send the letter to FDOS. Letter has been written since Halifax meeting.

6. NEW BUSINESS

6.1. KEMA

On February 1, 2010 (Monday), Harry Stephey of KEMA communicated with Terry Penn requesting a face to face meeting before the full committee meeting to obtain a better understanding of the draft certification procedures so KEMA could better respond at the next committee conference call on Wednesday, February 3, 2010. Harry was planning to fly to Atlanta, Ga the next day (Tuesday before the Wednesday conference call). Terry told Harry that a better option would be to have a conference call with him, Richard Tucker and

Avygdor Moise to accomplish the briefing without the traveling expense. Harry Stephey agreed and arranged a KEMA conference call with Terry, Richard and Avygdor on March 2, 2010 @ 1:30 PM. The conference call was attended by Harry Stephey of KEMA, Richard Tucker of Tucker Engineering Associates and Avygdor Moise of FDOS. Harry provided discussion points derived from KEMA questions from previous committee dialogue. The discussion was the same as the previous committee conference call with attention given to Harry with his questions about the draft instructions intended for the Certification Agency. The call ended with Harry stating that he understands now how KEMA may help the industry in the quest for end device interoperability for Smart Grid, knowing that this piece will be important but not a significant revenue stream for KEMA. Harry stated that Ron Chebra is a very strong advocate of utilization of standards and certification to promote and insure interoperability for the Smart Grid. Action item: Terry Penn to attach the KEMA discussion points of March 2, 2010 to these minutes. At the conference call today, Harry Stephey of KEMA indicated that from his position KEMA should answer positively in regard to being the Registrar Certification Entity, but the information is going further up the chain of command. He stated that KEMA understands now that the process of certification of the Registrars' TDLs is straight forward. Also, KEMA understands that the function is not a money maker but will keep KEMA in the Industry loop concerning interoperability. The discussion went further such that steps were discussed toward the approval and acceptance of KEMA to become the Registrars' TDL certification entity:

1. Terry Penn is to send to KEMA an official NAEDRA letter inviting KEMA to the position of Registrar TDL Certification Agency. Harry suggested that the letter go to himself with Ron Chebra copied. Harry shall email Terry the mailing address for the letter even though the letter will be scanned and emailed to Harry.
2. KEMA will return a letter of acceptance to Terry Penn.
3. After NAEDRA receives the acceptance letter from KEMA, Terry Penn shall send the committee approved Registrars' TDL certification instructions to KEMA. KEMA is instructed to observe confidentiality of page 2 of the instructions as that has proprietary information belonging to FDOS.
4. Vuong Nguyen suggested that the committee create a test case to satisfied of the certification procedures.

6.2. Member/Visitor Discussion

6.3. Discuss Registrars' TDL certification draft procedures

7. NEXT MEETING SCHEDULE

March 23, 2010 @ 2:00 PM

8. ADJOURNMENT

Motion and seconded was made for adjournment. The meeting was adjourned at 3:37 PM.