**CIGRE Meeting Notes**

**April 17, 2018**

We will have 2 booths – 1 that is 80 sq. meters and 1 that is 100 sq. meters. The 80 sq meter booth is a rectangle and the 100 sq. meter booth is a long strip that is 2 meters wide and runs along the main hall of the 3rd floor of the exhibit hall.

We decided to use the booths as follows:

1. The long strip would be perfect to hold up to 10 demo pods that would be manned by the Platinum Sponsors.
2. The rectangular booth would have a theater like area in the rear and a coffee/snack bars with tables and chairs in the front.
3. At the very front of the rectangular booth we would have banners and schedules to advertise the presentation schedules and the vendor sponsors.

In the Theater we could have 15 minutes presentations, demos or tutorials on the following topics:

1. 61850 Testing Features
2. Troubleshooting 61850 Communications
3. DER Communications
4. Security
5. Routable GOOSE and Wide Area Communications
6. Process Bus for 61869-9
7. General 61850 Topics – covering Projects or other items of interest
8. CIM Topics (for PSR Models, Back Office Communications, Data Exchange, etc.)
9. Market Topics (How Markets are implemented using IEC 62325 standards)
10. Presentations on UCA programs – Testing, Accreditation, etc.
11. Printed UCA Announcements (End of Life Edition 1 Certification, etc.)

We believe we should probably have Session Topics or Focus/Themes and group the presentations into these sessions. Then we could have Speakers and Titles that could be advertised early and included on the banners in the front of the booth.

We decided that we would NOT have a Poster session but would allow the sponsors to display Posters/banners on the two side walls of the rectangular booth.

We will have UCA User Group Banners and Banners that show the Countries that are represented within the UCA organization. Signage will include Logos and Banners for all Sponsors

Will need to send out another mass email with the booth pictures, the floor plan and the list topics above with a description of the excellent location we have. Reviewed the floor plan and noted the location of the food/court and the meeting halls as well as the proximity of the GE/Siemens booths.

**April 24, 2018**

Discussion mostly involved the list of topics and whether or not we would do presentations only or include tutorials or demos as well. It was decided that we would allow any of the three as long as the sponsor stayed within the timeframe of the presentation slot they were using.

The topics for any of the three options could include Testing, Debugging, Maintenance, Automation, Substation Automation, Protection and Control or Tools. Topics for tutorials would probably include the following:

* Process Bus
* Report Control Blocks
* Mode and Behavior
* Testing and Diagnostics
* Redundancy and Resilency
* Time Synchonization

These tutorials should probably be followed by Demo (perhaps at the Demo Pods)

UCA will also use a slot or two to discuss what we are doing and it would include the following topics:

1. Testing Programs – UCA as an ITCA for Compliance/Conformance and Interoperability Certifications
2. 61850-CIM Harmonization Activities
3. Standards Work and Opportunities for participation

Reviewed Booth Designs and provided comments and ideas for revisions.

**May 1, 2018**

Attendees:

Margaret Goodrich

Keely Drever

Andrew West

Bas Mulder

David Dolezilek

Joe Stevens

Jun Verzaso

Kay Clinard

Peter Vivers

Dean Ouellete

Simon Rodriguez

Ralph Mackiewicz

We now have 6 Platinum, 1 Silver and 1 Gold Sponsor. Will update the SharePoint with all sponsors this week.

We discussed the Presentation topics once again and decided that we need to have the Sponsor select the topics they wish to present against by May 29th. If we have multiple titles for a given topics, we will group them into a “session” and advertise that session heavily.

We discussed the Booth designs and finalized most of the issues and will ask the booth design folks to finalize the drawings and give us an estimated price.

Ralph has asked us to see about other options for the Demo Pod chairs and we presented some options. An option was selected but it was black and we need white so Keely will check on this and get back to us.

**May 8, 2018**

Attendees:

Margaret Goodrich

Andrew West

David Dolezilek

Joe Stevens

Jim Coats

Jun Verzaso

Kay Clinard

Inigo Ferrero

Ralf Adelseck

Explained that Keely would not be here today but she sent along additional information about the booth, chairs and booth cost.

Discussed booth layout and options for side walls on rectangle booth. After some discussion, it was decided that Kay and Margaret would contact the booth builder directly this week and see if we can finalize the booth – we would like the additional space back and we want the 4th stand up table.

Reviewed the Chair options and selected option 1 – we will add this to the discussion with the booth builder this week.

Review action items and Margaret gave the following status:

**AI 1 Margaret and Tony**: Update the SharePoint Site for all pages – the Booth participation page is updated but the other pages are still in work. We expect to complete those updates this week.

**AI 2 Margaret and Keely**: Obtain Show Schedule and plan Presentation Sessions – Need list of topics from the sponsors before this can be finalized but we will get the base schedule put into a spreadsheet for review and completion as soon as we have the final list of presentations

**AI 3 Margaret**: Review Minutes and Get them posted – We reviewed the minutes and I will post them to the site and send them via email today.

**AI 4 Tony**: Get CIGRE link on CIMug Site – will get this completed this week.

**AI 5 Kay and Margaret**: Get the Rules for Posters from Kay and post it to the SharePoint site – I have the rules from Kay and I will post them this week.

**AI 6 All Sponsors**: Get Margaret list of presentation topics and presentation durations by May 29th so she can update the schedule and get it published and printed on posters/banners

There being no further business, we adjourned early. We hope to have final booth info by next week.

Margaret has a Client presentation on May 15th and will not be able to host the call. Either Kay or Keely will host the call and address the action items and final booth design or other issues.

**May 22, 2018**

**Attendees: (you have to check that)**

Margaret Goodrich
Henry Grasset

Dean Ouellete

Joe Stevens

Jun Verzaso

Kay Clinard
Ralph Mackiewicz

Inigo Ferrero

Henny Wieland

Exhibit:

Starts on Mon. 27 August, therefore the schedule of the booth builder has been changed.

Set up the booth: Fri. 24 and Sat. 25 August

Welcome exhibitors: Sun. 26 August from 8am-2pm.

Website:
Margaret updated the page with the set of topics that were discussed in the last meeting.

Booth promotional documents:

* Press release has to be updated

Booth Logistics documents:

* Exhibitors to check their logos
* Exhibitor poster, for layout, see template (Margaret to check the template)

Booth presentations:

* Guidelines are now available on site
* Session program has to be done before the next call. All to check and send their input to Margaret.
* We’ll have to add the presentations of the gold sponsor.
* A folder will be created where we can move the 2016 information from 2016.
* Partner logo’s to be updated, all to check if their logo is current
* Delete non exhibitors
* Send out another “call for sponsors”
* LCD screens rental: infos-exposants@viparis.com
* Payments: only 3 platinum sponsors paid, request to pay asap.
* Booth presentation schedule: Margaret and Henny to work on.
* Exhibitor passes: use UCA lanyards

Booth:
Padding for both rooms, but floor should not be raised.

Square room:
2 reception desks:
1 for drinks and snacks

1 info desk

Left wall, no hallway, we want to use all the space.

Long room:

We have 7 exhibitors now, so more space for branding.

Stool: we’ll go for option 1.

Branding: each pod will have its own branding (same set up as 2016).

If we stick to 7 platinum we have more options for branding or maybe put a table/info desk there.

Flyer/USB stick:

* Produce flyer with info exhibitor demonstrations/info
* Produce USB stick with all that content

Demo:

We will do a demo but a simple one, not as complicated as in 2016! We need to locate some exhibitors who do “communication” and “switches”. Perhaps Schneider can provide the switches?

The topic for next week will be the Demo but we need to tell folks in advance so they are prepared to discuss this. Margaret to send an email to the group with these minutes and next week’s topic.

**May 29, 2018**

**Attendees:**

Margaret Goodrich
Herbert Falk

Bas Mulder

Robyn Jacobs

Joe Stevens

Jun Verzaso
Ralph Mackiewicz

Ferrero Fuenta

Henny Wieland

Update stand:

Square room:

We are now using the full room, which gives us almost 1 meter extra on each side.

On the panels on the side of the room we will show all the exhibitors logo and the presentation schedule. Furthermore we will give out 200 bags popcorn and 800 “stroopwafels”.

Long room:
no changes, need to work on the template for the displays.

Presentation schedule:

The UCAIug meeting will be scheduled at the end of the afternoon on Monday.

Bas Mulder will chair the meeting and Herbert will help the agenda of the meeting.

Dean indicated that he prefers to do 2x a 22 minute presentation.
Margaret will contact Peter Vivers regarding his presentations.

The revised schedule will be posted on the website.

Demo:

The discussion has been recorded and can be downloaded from the website.

We should try to keep the demo as simple as possible as last time people didn’t understand it as it was far too complex. We should set up a simple scheme but not show a lot of visualization as that will be hard to see.

Margaret and Herbert will set up a matrix where everyone can list their application and put this on the site so that we can see what the possibilities are for the demo.

**June 12, 2018**

**Attendees:**

Kay Clinard

Margaret Goodrich
Herbert Falk

Bas Mulder

Robyn Jacobs

Joe Stevens

Jun Verzaso
Ralph Mackiewicz

Roman Guilbault

Amandeep Kalra

Dave Dolezilek

Henny Wieland

Matrix:

Herb made a draft matrix, Henny to send it to everyone, Ralph will simplify it and adjust to the same style we had at the last Cigre.

Demo:

As discussed in the last meeting it was suggested to demonstrate process bus stuff, R/Goose and for the client server and Goose communication we use the breaker failure as a channel model for what we do.

Basically we need to know who is on station bus bringing a client server who is on process bus etc. We need to figure out how long the wires have to be. Dave is wiling the provide the wires, but will not provide a HRA network.

Cables will be put in by the booth builder: single connection or small switch using a star network, 2 cables as they from each kiosk to the SEL pod which will be in the center of the booth. UCAIug/Henny to purchase the cables, all the same length of the longest one (CAT 6 cables, copper). We need to work if one needs fiber. We need the cables in advance as the booth builder will put them behind the walls. Dave will bring the switches and the grand master clock, we’ll set up a star network. If people need more connections they can bring a switch. Dave will plan on 10 connections and provide a grandmaster clock (7 platinum sponsors at the moment).

Overview presentations almost done, Henny to follow up with the ones who haven’t provided a title yet.

For the running presentation, do not use animation as we go from one slide to another. We will separate each presentation by inserting a UCAIug slide:

Platinum sponsor 3 slides, Gold and Silver 2 slides, hand over

Deadline to deliver stuff:

End of June:

* Exhibitors logo for the UCAIug banner
* Company poster and graphics displayed at the participant’s demo pod.

Mid July:

* ordering equipment ( additional screens etc.)
* deliver content USB sticks: Platinum 100Mb, Gold 60Mb and Silver 20Mb

10 August:
slides for running presentation:3 slides Platinum sponsors, 2 slides for Gold and Silver. To separate the sponsors we use a UCAIug slide.

Policy about the presentation: no animation (only transition from one slide to another).

Building up the stand:

24 & 25 August 2018

Booth hand over: Sun. 26 August at 2pm, the booth builder will be there if they need to change anything;

Presentations:
we’ll go lottery for the slots, Margaret will do the lottery this year. Henny to put together an overview of slots and number them.

Wires:

Make sure that the wires are done, we don’t have all the money to cover the booth and the food: RTDS, Triangle, Schweitzer, Opal RT and Doble paidl

DNVGL didn’t get an invoice, Kay to check.
All to make sure that you got the invoice as some didn’t get it.

**June 26, 2018**

Attendees:

Kay Clinard

Margaret Goodrich

Herbert Falk

Joe Stevens

Henri Grasset

Henny Wieland

Internet on stand:

Henny to order 1 wired connection, Margaret will order a range extender and all the cables.

The cables have to be delivered in the Netherlands so that I&G events can bring them to Cigre. I&G will do all cabling for the demo, like in 2016.

Kay will check the length of the cables, all cables will go to the pod of SEL.

As for the matrix, RTDS, DNV GL, SEL and Schneider Electrics should use the latest version of the demo-participation-matrix from TMW (available on the site).

Schneider volunteers to do the engineering as they have a tool for that.

All to send the files to Henri Grasset. By July 11 all of this has to be done so that Schneider can do the testing before the end of July!

Most presentations are 61850 focused – Margaret and Herb will see in these can be grouped.

Cigre site, it appears that not everyone can upload files to the site, Kay will ensure that everyone can do that.

The guidelines of last time need to be updated.

Margaret will set up a separate call after 8th July with the Platinum sponsors to go over all the technical details of the demo.

Dimensions demo pod: <http://www.ucaiug.org/Meetings/CIGRE2018/Booth%20Logistics%20Documents/Forms/AllItems.aspx>

**July 17, 2018**

Attendees:

Kay Clinard

Margaret Goodrich

Joe Stevens

Amandeep Kalra

Pete Vivers

Robyn Jacobs

Henny Wieland

Booth:

Internet has been ordered

Electricity: Herb and Kay to check the order for electricity.

Cables: Kay has ordered the cables, they will be send directly to I&G events.

LED screen:
Please order your screen, only 24” available, the equivalent of € 159 will be invoiced in US$:  [CIGRE 2018](http://www.ucaiug.org/Meetings/CIGRE2018/) > [CIGRE 2018 LCD Screen Rental](http://www.ucaiug.org/Meetings/CIGRE2018/Bilbao%20pretest%20documents/Forms/AllItems.aspx) > LCD Screen Rental

SCL files:
Can now be uploaded to the site: [CIGRE 2018](http://www.ucaiug.org/Meetings/CIGRE2018/) > [Booth Logistics Documents](http://www.ucaiug.org/Meetings/CIGRE2018/Booth%20Logistics%20Documents/Forms/AllItems.aspx?View=%7bA2AA926D%2d40B7%2d4562%2d8A27%2d2D519BF6F4F6%7d) > SCL-Files

USB sticks:

All to upload the content for the USB sticks to the Cigre site:  [Booth Logistics Documents](http://www.ucaiug.org/Meetings/CIGRE2018/Booth%20Logistics%20Documents/Forms/AllItems.aspx) > USB Content

Henny will order the USB sticks, same as last time.

Running slides:

If not done yet, please upload your slides for the running slide presentation (Platinum 3, Gold and Silver 2 slides): [CIGRE 2018](http://www.ucaiug.org/Meetings/CIGRE2018/) > Looping Presentation Files

UCA Banner:
Margaret will provide the artwork before the end of this week.

Badges:
Henny will order the exhibitors badges. All to make sure that all the participant names are on the site: [CIGRE 2018](http://www.ucaiug.org/Meetings/CIGRE2018/) > Exhibit Badge Registration

Presentations: we will add a slot for ENTSO-E.

Next demo call:

Will be moved from Mon. 23 July to Wednesday 25 July, 11.00 am Eastern time

Demo call 25th July:

Attendees:

Jun Verzosa

Margaret Goodrich

Qiaoyin Yang

Dean Quelette

Ralph Mackiewicz

Amandeep

Dave Dolezilek

Denis Parnaland

Sutton Sutherin

Henny Wieland

SEL documents are not all up to date yet, still docs from 2016 on the site.

Ralph will remove and/or rename those that are not needed for 2018.

Ralph and Herb will adjust the scheme, replacing the vendors.

We’ll use 2 separates switches. 1 for Station Bus and 1 for Process Bus.

No bridging between station and process bus. Pods should not bridge them either.

Also no network connectivity diagram needed due to simple structure.

Dave: we will provide a drawing once we have all the info about the network connections.

GOOSE will be on the station bus and process bus.

We will do 50Hz.
Denis from Schneider needs IID/CID files to be posted, not ICDs. IID files should include the necessary data sets per the 2016 design doc so that Schneider does not have to do device engineering.

**All server and client vendors need to have IIDs posted ASAP** (no later than Friday) so that Denis can do the SCD file by next week.

SISCO, TMW, RTDS and SEL all need to provide IID/CID files that includes the pre-defined datasets

Anyone who has a client should post an IID file for Dennis.

Diagrams and vendors are not correct in the diagram but that will be updated.

Ralph will post the 2016 diagram on the site (booth logistics) and add Denis to the mail list (DONE).

SCD files only Edition 2.

IED 2016 configuration guidelines are now on the site.

If we show this diagram to be visitors it will be difficult to understand, it needs to be simplified.

Jun will make a drawing in Visio, Ralph will post the previous Visio drawing.

Herb will generate a simplified diagram for use in the flyer.

Only Platinum sponsors are participating in the demo, DNVGL is not connecting.

Ralph will post the network address assignment document and grey out all the ones who do not have a connection. DONE

Next call: Wednesday 1 August 2018