**PLANNING, POLICY, AND INTERPRETATIONS SUBCOMMITTEE (PPIS)**

**MINUTES**

**Winter Meeting**

**Marriott Tampa Bay, Tampa FL**

**Hybrid**

**Meeting of June 23, 2023, and June 27, 2023**

NOTE: These draft minutes have not been approved and are the unofficial record by PPIS.

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| ACTION ITEMS ASSIGNED ANNUUAL MEETING 2023 |
| AI# | Action | Assigned To | Status |
| 1 | StdC assigned PPIS to revise procedures as needed to coordinate with new GTIC (Global Technical Interaction Committee) and Standards adoption.\*6/23 - Future Meeting to be coordinated with PPIS, StdC Excom and GTIC ExCom. | PPIS | On-Going |

# 1. Call to Order/Introductions and Review of Agenda

## Call to Order/Chairman’s Report

The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on June 23, 2023, at 2:00 p.m. at the Marriott Tampa Bay Hotel.

## Introductions

Chairman Bill Walter greeted members.

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| PPIS MembersBill Walter, ChairSrinivas KatipamulaCesar Lim\*Julie MajurinKarl PetermanChris Seeton\* | PPIS Members AbsentGuestsJaap Hogeling | Staff Tanisha Meyers-Lisle, AMOS |

( \* = attended via webex)

# 2. Chairman’s Report

Chairman greeted guests and discussed the ASHRAE Code of Ethics, Anti-Trust Guidelines, and the prohibition of recording meetings.

Chairman addressed some concerns PCs were having with the recent voting changes in PASA, super majority to simple majority. These changes were part of streamlining efforts. Some PCs thought it would be difficult for them while others stated it helps. If there is overwhelming backlash or problems, we can review the rule and make changes if necessary.

# 3. Staff Report

Staff discussed the status of the 5 appeals received in response to the publication approval of BSR/ASHRAE Addendum j to ANSI/ASHRAE Standard 62.2-2022, *Ventilation and Acceptable Indoor Air Quality in Residential Buildings*. The Appellants filed a claim at ANSI and Staff is drafting a response. The response is due by July 7, 2023.

# 4. Approval of Minutes

The PPIS Minutes from the Winter Meeting 2023 was presented to members for approval.

It was moved by Karl Peterman and seconded by Julie Majurin:

1. That the PPIS Minutes from the Winter Meeting 2023 be approved as

written.

**MOTION 1 PASSED:** 6-0-0, CV

# 5. Review of Action Items/Unfinished Business

5A. Action Items

No action items listed.

# 6. Planning – New Projects

None.

# 7. Policy – Procedural Changes

It was moved by Julie Majurin and seconded by Srinivas Katipamula that:

**2** PC Guide to PASA (p.4) *Steps to Publication*; (p.20) *added new section* and PC Guide to PASA (p.21) *Public Review Drafts* be approved as shown below:

**PC Guide to PASA (p.4)**

**Steps to Publication**

1. Propose a project by drafting a Title, Purpose and Scope (TPS)
2. Identify project committee (PC) members and get them approved, including a chair
3. Schedule meetings and draft content for a new document or an addendum for documents on continuous maintenance
	1. See “Working Drafts and Public Review Drafts” for additional guidance.
4. Vote to recommend publication public review (PPR)
5. Respond to public review comments
6. Repeat steps 4 and 5 as necessary
7. Vote to recommend publication
8. Post Publication Items

**PC Guide to PASA (p.20)**

**Designated reviewer**: An individual appointed by ASHRAE Staff who is assigned to serve a specific purpose to the SPC/SSPC. Designated reviewers shall only have access to documents associated with the approved specific purpose.

**IMPORTANT NOTE:** When revising a standard or guideline, all changes from the previous edition must be tracked by the committee using MS Word and its Track Changes feature which will underline to indicate new material and ~~strikethrough~~ to indicate deleted material. Any figures, tables, or equations that are modified or updated must be listed by name in a separate file (MS Word, Notepad, Excel, etc.).

A separate copy of the PPR draft (see below) that integrates all changes to the previous edition (as submitted for public review) must be included with the final publication package.

For questions about publication deliverables, please contact Managing Editor of Standards and Guidelines.

**PC Guide to PASA (p.21)**

**Public Review Drafts (PASA 7.2.1.1, 7.2.1.2, 7.2.1.3)**

The PC can approve a draft for an advisory public review or publication public review.

1. An advisory public review (APR) is not considered a standards action and only requires a majority vote. The SPLS Liaison can approve the draft to go out for review. An APR can be for the whole standard, to ask questions about potentially controversial items, or even just portions of the standard. This method is helpful if the standards, guidelines or portion thereof, has portions that are controversial or if the PC needs guidance and feedback from the public on portions of the standards, guidelines or portion thereof, in order to get to a completed draft. The approval for issuing an APR is generally quick. The comments submitted on an APR draft are deemed to be supportive and do not need to be replied to or resolved. The PC will later need to vote to recommend approval of the draft for publication public review. (See PASA 7.2.1.1)
2. The PC recommendation to approve a draft for Publication Public Review is a standards action. After the PC has voted to recommend approval of a draft for PPR, the PC Chair submits the draft to the MOS along with the [Publication Draft Submittal Form](https://www.ashrae.org/File%20Library/Technical%20Resources/Standards%20and%20Guidelines/Forms%20and%20Procedures/Publication-PR-Draft-Submittal-Form-rev-February-2017.doc) for Staff review. There are two possible tracks for PPR approval:
	1. Fast Track (SPLS Liaison-only approval) can be used when no negative votes with reason have been cast within the PC, no credible threat of legal action (in writing) against ASHRAE has been made related to the proposed draft, and the MOS has not been notified by the SPLS Liaison within ten calendar days of receipt that the PC has violated rules related to the development of the draft. (See PASA 7.2.1.3). If no comments are received during the public review the standards, guidelines or portion thereof, can be processed by Staff for publication and no further approvals are required.
	2. Normal Track (SPLS approval) – occurs when there are unresolved objectors (negative PC votes with reason or unresolved commenters) from a previous public review or any of the fast track requirements are not met. This means that the draft, along with all the supporting documentation that has been submitted, will be provided to SPLS for review of the draft development process. If SPLS determines that proper process has been followed the draft will be approved for publication public review. (See PASA 7.2.1.2). If SPLS determines process has been violated, the standard, guideline or portion thereof, will be returned to the PC with instructions for further actions.
3. Once standards, guidelines or portion thereof, are approved for PPR, availability of each draft is announced in the ASHRAE Standards Action for periods of 30 to 45 days. To receive notices please sign up for the ASHRAE *Standards Action* listserve at: [Standards Action List Serve](http://www.ashrae.org/listserves).
4. When revising a standard or guideline, all changes from the previous edition must be tracked by the committee using MS Word and its Track Changes feature which will underline to indicate new material and ~~strikethrough~~ to indicate deleted material. Any figures, tables, or equations that are modified or updated must be listed by name in a separate file (MS Word, Notepad, Excel, etc.).

A separate copy of the PPR draft (see below) that integrates all changes to the previous edition (as submitted for public review) must be included with the final publication package.

For questions about publication deliverables, please contact Managing Editor of Standards and Guidelines.

**BACKGROUND:** These changes will save Publications staff from having to completely lay out from scratch all revisions to periodic maintenance standards, saving them considerable time. It also means faster republication.

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 **MOTION 2 PASSED:** 6-0-0, CV

# 8. Interpretations

 None.

# 9. New Business

1. PPIS discussed the newly formed Global Technical Interaction Committee (GTIC). Karl Peterman asked what is the intent? Bill responded, global interaction on subcommittees. Karl Peterman states that we can do that with our current structure, unsure of the need. Karl asks which part of ILS/ISAS is ANSI related, does ANSI care about International Standards? Bill responds that ANSI has delegated responsibility for some ISO standards to ASHRAE. Staff responded that we will double check which part of ILS/ISAS is ANSI related.

After review of the MOPs and the GTIC Reference Manual, PPIS decided next steps shall include a collaborative effort amongst PPIS, Standards Committee ExCom and GTIC ExCom/Taskforce to identify roles and responsibilities of each committee.

1. Karl would like to propose new wording for the second paragraph in PASA Section 7.2.7. His intent is to allow the proponent to offer a rebuttal to the negative voters. Staff suggests he draft new wording and we review it at the next meeting.

**7.2.7 Negative Votes on Letter Ballots of PCs and Project Subcommittees**

Persons who cast negative votes on a letter ballot shall be asked if they wish to comment on reasons for their negative votes. If a vote passes with one or more negative votes with a reason, the results shall be recirculated to the committee to provide voting members with an opportunity to vote, reaffirm their vote, or change their vote. If a reason is not provided for the negative vote, the eligible voters are informed of the negative vote by distribution of the letter ballot results.

The Chair of the entity voting by letter ballot may offer rebuttal to the reasons of the negative voters. After the eligible voters have had at least 7 calendar days to reaffirm their votes, change their votes or to vote, the results shall be final.

# 10. Recess

PPIS adjourned at 5:25 pm.

**11. Call to Order/Introductions and Review of Agenda**

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| The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on Tuesday, June 27, 2023, at 2:00 pm, via in person at the Marriot Tampa Bay Hotel. Chairman Bill Walter greeted members and guests were introduced.

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| PPIS MembersBill WalterCesar LimJulie MajurinKarl PetermanChris Seeton | PPIS Members AbsentSrinivas KatipamulaGuestsJaap Hogeling | Staff Connor Barbaree, *Sr. MOS*Tanisha Meyers-Lisle, AMOS |

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**12. Chairman’s Report**

None.

**13. Staff Report**

None.

**14. Unfinished Business**

Karl discussed with Connor the idea of rewording PASA Section 7.2.7 to allow for the proponent to write the rebuttal, versus allowing the Chair to do so. Connor disagreed with the change because it states the Chair “may” offer a rebuttal, the Chair can also designate someone else to do it. Using a new term that is not specified in the ANSI ER or any ASHRAE MOPS is dissuaded.

Karl proposed a new concept, do away with the ANSI stamp from our ASHRAE Standards. He asked, why should we pay them to be accredited? Bill stated our Standards have more merit/value with an ANSI accreditation, as a user you know procedures and guidelines were strictly followed.

**15. Planning – New Projects**

None.

**16. Policy – Procedural Changes**

None.

**17. Interpretations**

None.

**18. New Business**

Two requests for joint sponsorships were received, ASHRAE Guideline 43, *Operations Guideline for Ventilation of Health Care Facilities* and ANSI/ASHRAE Standard 140, *Method of Test for Evaluating Building Performance Simulation Software*. The motions are captured below:

**3** It was moved by Julie Majurin and seconded by Cesar Lim that:

ASHRAE jointly sponsor ASHRAE Guideline 43, *Operations Guideline for Ventilation of Health Care Facilities*, with ASHE (American Society for Health Care Engineering) and ASHRAE as the lead cosponsor following ASHRAE’s ANSI development procedures.

Karl Peterman questioned the market need. Staff stated that this Guideline is already approved and we are just adding a cosponsor.

**Background:** SSPC 170 Committee approved the ASHRAE/ASHE joint publication of proposed Guideline 43.

**MOTION 3 PASSED:** 5-0-0, CV

**4** It was moved by Cesar Lim and seconded by Chris Seeton that:

ASHRAE jointly sponsor ANSI/ASHRAE Standard 140, *Method of Test for Evaluating Building Performance Simulation Software*, with IBPSA, International Building Performance Simulation Association, and ASHRAE as the lead cosponsor following ASHRAE’s ANSI development procedures.

**Background:** SPC 140 committee approved the ASHRAE/IBPSA joint publication due to international work and cosponsoring of other standards.

**MOTION 4 PASSED:** 5-0-0, CV

**19. Next Meeting**

Fall Meeting

TBD

**20. Adjournment**

PPIS adjourned at 12:30 pm.