Meeting Minutes
Project Management and Oversight Subcommittee (PMOS)

September 18, 2019 | 8:00–10:00 a.m. Central

Introduction and Chair's Remarks

Chair C. Yeung called the meeting, an in-person, to order at 8:09 a.m. Central. The meeting was announced via the PMOS email distribution list on September 10, 2019 as well as being publicly posted on the www.nerc.com website. The chair provided the subcommittee with opening remarks and welcomed members[1] and guests. The secretary held roll call for members and identified other attendees that were in attendance. Those in attendance included:

Members: Charles Yeung (PMOS chair), Michael Brytowski (PMOS vice chair), Colby Bellville, Ken Lanehome, Linda Lynch, Mark Pratt, and Kirk Rosener. A quorum of voting members (i.e., seven of nine) in addition to non-voting member Amy Casuscelli.

Observers: from industry: Sean Cavote (PSEG),[2] Matt Harward (SPP), Sean Bodkin (Dominion), Debbie Currie (SPP), Kent Feliks (AEP), Ruida Shu (NPCC), and NERC staff: Al McMeekin (acting secretary), Soo Jin Kim, and Lauren Perotti.

NERC Antitrust Compliance Guidelines and Public Announcement

NERC Antitrust Compliance Guidelines and Public Announcement were presented and reviewed by the secretary. The secretary noted the full antitrust guidelines and public announcement were provided in the agenda package to each member via email and posted on the PMOS webpage. There were no questions.

NERC Participant Policy

The secretary noted that the revised NERC Participant Policy was included in the meeting announcement and for attendees to make themselves aware of its content.

Agenda Items

1. **Review of Agenda**
    C. Yeung reviewed the agenda with members and attendees.

2. **Consent Agenda**
    The August 7, 2019 Meeting Minutes were reviewed, a motion was made by M. Pratt, it was properly seconded, and approved by unanimous consent.

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[1] The PMOS is composed of industry stakeholders where the chair or vice chair must be a member of the Standards Committee (SC) and the SC leadership are non-voting members of the PMOS.
[2] Sean Cavote resigned from the PMOS on September 11, 2019 and is shown as an observer.

3. **Review of Prior Action Items**

   The secretary reported on the following action items from the August 7, 2019 in-person meeting:

   a. 2015-09 – On future PMOS Agendas, add the part "b" to the agenda (e.g., 2015-09b). (Complete)

   b. 2017-07 – Obtain a baseline schedule from the SDT. (S. Barfield-McGinnis) Still waiting on timeline.

   c. 2018-03 – Set the project status to "Archive" as it was filed June 7, 2019. (Complete)

   d. On future PMOS Agendas, move SER Phase II under the "Other" heading. (Complete)

   e. In the PTS, create a new tab for planning baselines to be used by standard developers. (In progress and will be ready for demonstration during the November 13, 2019 PMOS call)

   f. Send the PMOS membership the information concerning the Compliance and Certification Committee (CCC) joint meeting with the Standards Committee (SC) in September. Also, send the Complexity Factors when sending the draft minutes. (Complete, note that Complexity Factors will be revisited during the November 13, 2019 call when S. Barfield-McGinnis can cover the topic)

   g. Check with the www.nerc.com website administrators concerning the September committee meetings link. (Complete, links and meeting announcement went out on August 9, 2019)

4. **Project Tracking Spreadsheet (PTS) and Project Review**

   a. 2015-09 – Establish and Communicate System Operating Limits (SOL) – K. Lanehome reported the following:

   Phase I (2015-09): That the standard drafting team (SDT) most recently proposed that a System Operating Limit (SOL) Exceedance only has to be reported if it exceeds 30 minutes. NERC and regulators expressed some concern over the timing and met on August 26, 2019 to discuss options. The SDT plans to meet with regulators on September 24, 2019. Next steps will be determined based on the results of the September meeting. The schedule is slightly behind since the planned August posting has passed and the posting is contingent on the September meeting with regulators. The PTS should be updated to show the project is delayed.

   Phase II (2015-09b): No report given.

   b. 2016-02 – Modifications to Critical Infrastructure Protection (CIP) Standards – K. Lanehome reported the following:

   i. (2016-02c) CIP-002-5.1a: Recently a formal comment period and ballot closed on July 17, 2019 and passed at 87%. However, based on comments, the SDT has decided the planned/unplanned changes section needs to be removed and there are potential revisions needed to section 2.12. The needed revisions are substantive, therefore, the documents will be posted for an additional comment period and ballot. The schedule remains significantly behind with the Final Ballot targeted for late January 2020 and NERC Board adoption in February 2020.

ii. (2016-02d) Version 5 TAG, Cyber Asset and BES Cyber Asset (BCA) definitions, Network and Externally Accessible Devices (ESP, ERC, and IRA), Virtualization, and CIP Exceptional Circumstances: Reported that CIP-005 and the associated definitions are open for an informal comment period through September 26, 2019. An industry webinar was held September 12 to go over the proposed changes. The SDT plan to edit CIP-007, -010, and make other conforming changes. The SDT is still meeting by phone weekly, with the next in-person meeting scheduled for September 24-26, 2019 in New York. An informal comment period for these additional changes is planned for November 1, 2019, and the project remains on schedule.

c. 2017-01 – Modifications to BAL-003-1.1 – L. Lynch reported the following:

Phase I (2017-01): The SDT is preparing the standard for final ballot on or before October 9, 2019. The team also anticipates presenting the documents to the NERC Board at their November 2019 meeting for adoption. The project is nearing completion and is about two quarters behind schedule.

Phase II (2017-01b): Smaller teams were formed to work on specific requirements in the standard. The SDT has an in-person meeting scheduled October 8-10, 2019 to finalize the documents for a 45-day posting for formal comment and an initial ballot and to finalize the project timeline. The SC anticipates seeking SC authorization to post in October 2019. Seek a baseline – after October 8-10, 2019 SDT meeting.

d. 2017-03 – Periodic Review of FAC-008-3 Standard – No report as the project is on hold pending the outcome of the SER project. Will not be needed after the Phase 1 retirements and changes, the periodic review of the standard is now reset for ten years.

e. 2017-04 – Periodic Review of Interchange Scheduling and Coordination Standards – No report as the project is on hold pending the outcome of the SER project. Will not be needed after the Phase 1 retirements and changes, PR now reset for ten years.

f. 2017-05 – Project 2017-05 NUC-001-3 Periodic Review – No report as the project is on hold pending the outcome of the SER project. Recommendations are complete and the project results are ready to go to the Board.

g. 2017-07 – Standards Alignment with Registration – M. Brytowski reported the SDT met August 21-22, 2019 and that the Implementation Plan and Comment form were completed. The SDT updated standards in this project to new templates. Due to the change in templates, the project will need to have further administrative review and to collaborate with the GTB (guidelines and technical basis) initiative team concerning many of the standards within this project. To do so, means to delay the timeline for the project. We will now be looking at taking this project to the Standards Committee at their October 2019 meeting to request authorization to post for a formal comment period and initial ballot. Final ballot is planned for December 2019 and a Board adoption in February 2020.

h. 2018-04 – Modifications to PRC-024-2 – L. Lynch reported the informal 30-day industry comment period on the Supplemental SAR concluded July 26, 2019. There was an in-person

SDT meeting September 4-6, 2019 to respond to comments regarding the Supplemental SAR. The NERC quality review process has been completed and the documents are anticipated to be posted for a 45-day formal comment period and initial ballot on or before September 20, 2019. A new standards developer will be assigned due to M. Bunch resigning. The standards could possibly approved on special Board call in December 2019. S. Kim will advise the PMOS secretary when know so the PTS may reflect the change.

i.   2019-01 – Modifications to TPL-007-3 – M. Brytowski reported the 45-day formal comment period and initial ballot for TPL-007-4 – Transmission System Planned Performance for Geomagnetic Disturbance Events ended Monday, September 9, 2019. The standard had a 70% passing rate. The SDT will need to determine if there is a need to hold an additional ballot or proceed to final ballot at their meeting next week in Washington, DC. There was controversy over the additional requirement for supplemental study, however, the team has met the requirements of the directive. FERC wants a regulator (i.e., NERC) to check to see if revisions to Corrective Action Plan (CAP) timelines were reasonable.

j.   2019-02 – BES Cyber System Information Access Management – K. Lanehome reported that a 30-day supplemental nomination period for additional standard drafting team members is open through Friday, September 20, 2019. Recommendations for the team is anticipated to be presented to the SC in October 2019. The SDT continues to work on revisions to CIP-004 and CIP-011 and made revisions to move Requirements related to BCSI access to CIP-011. This change helps to consolidate all BCSI-related requirements in one CIP Standard. The team is also developing the supporting documentation in preparation for a November posting. The team decided to push the posting from October to November due to needing additional time to sort Guidelines and Technical Basis and finalize revisions. A face to face meeting may be scheduled for October depending on work progress. The PMOS accepted the baseline schedule as presented. The SDT will post in mid-November 2019 for ballot and need to be conscious of timing with upcoming holidays. The solicitation for additional members resulted in one candidate being received and the developer needs to ask for another solicitation or accept late nominations. The SDT lost three team members, including the resignation of the chair. Team member departures are having some impact on the schedule, and the SC will need to appoint a new chair and vice chair.

k.   2019-03 – Cyber Security Supply Chain Risk – K. Rosener reported that on August 21, 2019 the Standards Committee appointed SAR team members, chair, and vice chair to the standard drafting team, as recommended by NERC staff. The SAR team is responding to comments. Currently, there is not a date for SC action to seat the SDT. L. Lynch will contact K. Rosener to see if he is primary or secondary.

l.   2019-04 – Modifications to PRC-005-6 – M. Pratt or L. Lynch reported that NERC needs to solicit more nominations because only ten candidates were received. She believed the pool of candidates needed more diversity and possibly representation from the trades. The current developer, M. Bunch resigned and another developer needs to be assigned to the project and updated in PTS.

m. 2019-05 – Modifications to PER-003-2 – C. Bellville reported SAR comments ended August 30, 2019 and nominations will be submitted to SC in October 2019.

n. 2019-06 – Cold Weather (TBD) – The SAR is being presented to the SC on September 18, 2019.

5. **Other**

a. Standards Efficiency Review Phase II – M. Brytowski reported that the SER Phase 2 team seeks industry input on the recommendations in the Evidence Retention Report. Surveys are due by 8:00 p.m. Eastern, Monday, September 23, 2019. Based on industry feedback of the six efficiency concepts, the SER Phase 2 working team prioritized four concepts to pursue. The concept names, implementation recommendations, and timelines will be developed and may be adjusted in the future.

1. Evidence Retention Overhaul,

2. Consolidate Information/Data Exchange Requirements,

3. Move Requirements to Guidance, and

4. Prototype Standard.

The two remaining concepts will either be transitioned to another group or no longer pursued by the SER Phase 2 team.

1. Consolidate and Simplify Training Requirements, and

2. Relocate Competency-based Requirements to Certification Program/CMEP Controls Review.

b. Review of PMOS Scope – Not reviewed, defer to November 2019

c. Review of PMOS Member terms

1. Acknowledge resignation of Sean Cavote, who was a liaison backup on Projects 2019-01 and 2019-02.

2. The following members committed to an additional term (2020-2021):

    i.   M. Brytowski

    ii. L. Lynch

    iii. M. Pratt

    iv. K. Rosener (need to confirm)

3. PMOS leaders to check with the secretary to see if additional members are needed to augment the PMOS.

d. The following are the proposed SC in-person meeting dates and locations for 2020:

- March 17-18, 2020: Atlanta, GA

- June 16-17, 2020: Denver, CO

- September 23-24, 2020: Salt Lake City, UT (Joint with CCC)
- December 8-9, 2020: Atlanta, GA

   e. Next meeting will be a conference call held on Wednesday, November 13, 2019 from 1:00 – 3:00 p.m. Eastern.

6. **Action Items**

   The secretary took the following action items to be addressed prior to the next meeting:

   a. The PMOS secretary to complete creating a new tab for planning baselines to be used by standard developers in the PTS for the November 13, 2019 PMOS call.

   b. The PMOS secretary issue invites for the 2020 PMOS meeting dates contingent on SC approval on September 18, 2019.

   c. 2015-09 – the PMOS secretary to show the project as being delayed in the PTS due to scheduling a regulatory staff meeting.

   d. 2017-07 – M. Brytowski will provide proposed baseline to the PMOS Secretary.

   e. 2018-04 – S. Kim will assign a new standards developer for the PMOS secretary to update the PTS.

   f. 2019-01 – The PMOS secretary to remove S. Cavote as the liaison. M. Brytowski will remain the primary liaison on the project.

   g. 2019-03 – The PMOS secretary to remove S. Cavote as the liaison with L. Lynch and she will contact K. Rosener to see if he is primary or secondary.

   h. 2019-04 – S. Kim will assign a new standards developer for the PMOS secretary to update the PTS.

   i. 2019-06 – The PMOS secretary to create an agenda item for November to assign a PMOS Liaison to the project.

7. **Adjournment**

   C. Yeung adjourned the meeting at 9:39 a.m. Central by consent.