

**System Personnel Training Standard Drafting Team**

June 7, 2007

**WebEx Notes**

**Attendees:**

John Taylor	Rick King	Ray Gross
Jim Bradley	Laurel Hennebury	Jim Bowles
Linda Clarke	Geoff Elmer	

**1. Introductions & Meeting Objectives**

John Taylor reviewed the agenda and explained that the goal of the WebEx was to revise the standard and respond to comments on the compliance sections of the standard, as well as revise and revise the roadmap and the appendices of the standard. John also reviewed the Antitrust Compliance Guidelines.

**2. Road Map Review**

The SPTSDDT reviewed and revised the Road Map section of the standard, based on an estimated posting date of the second draft by July 15, 2007. The group revised the Development Steps Completed, the Proposed Action Plan, and Description of Current Draft, and the Future Development Plan.

**3. Appendix Review**

The SPTSDDT discussed the existing appendices. The group agreed that Appendix A, Emergency Operations Topics, would remain in the standard.

The group agreed that Appendix B, Systematic Approach to Training Instructor Training Program Criteria should be removed from the revised standard since it was no longer applicable to the revised standard.

**4. Reference Review**

The SPTSDDT discussed the existing references and agreed that rather than using SPTSDDT-developed references, the standard development effort should provide links to publicly available references. The group agreed that the following references would be provided for the following topics:

- Systematic Approach to Training
- Training Needs Assessment
- How to Determine Task Performance Requirements

John Taylor agreed to create a master list of the reference materials and then Geoff Elmer and Lauren Hennebury will review the list and collectively determine the reference links that

should be provided to the industry in a master reference list. The team will provide the results of their analysis at the next meeting.

## **5. Response to Comments**

Due to lack of the compliance support at this meeting, the SPTS DT delayed responding to the comments on Question 13, Compliance, until such time that NERC can assign compliance member/liaison to the team. Linda Clarke explained that she has requested additional compliance support from NERC staff and will keep the group posted on the status of this request.

The group also reviewed the revised responses to comments that resulted from the significantly revised standard. The group will continue this review at its next Webex.

## **6. Standards Committee (SC) Update**

Linda Clarke explained that the SC has expressed concern with the additional delay in the completion of the second draft of the standard. The SC requested that at the July 12, 2007 SC meeting Linda provide an update on the status of the standard development, the challenges the team is facing, and recommendations for moving forward to enable the standard drafting team to complete the standard development effort in a timely manner.

## **7. Remaining Steps**

The SPTS DT discussed the remaining steps, including revising the responses to comments, revising the Implementation Plan and the Comment Form, based on the revised standard. These will be the focus of the next Webex.

## **8. Date & Time for Next Meeting**

The SPTS DT will hold its next web conference on June 20, 2007, from 10 a.m. to 2 p.m. EDT. The WebEx/conference call information and meeting materials will be distributed to the team in advance of the meeting.