Project 2008-06 Cyber Security Order 706 SDT
39th Meeting Agenda
October 25, 2011 Tuesday -   8:00 AM to 6:00 PM EDT
October 26, 2011 Wednesday - 8:00 AM to 6:00 PM EDT
October 27, 2011 Thursday -   8:00 AM to 5:00 PM EDT

Constellation Energy
Candler Building - 6th Floor, Conference Room 6-1 & 6-2
111 Market Street
Baltimore, MD 21202

NOTE: Agenda Times May be Adjusted as Needed during the Meeting
All attendees must register at Suite 100

Proposed Meeting Objectives/Outcomes:

- Review and consider NERC Quality Review (QR) team comments on Standards and VSLs
- Review and consider NERC QR team comments on Implementation Plan
- Finalize response to NERC QR and posting package for November
- Finalize Summary Consideration of Informal Comments for CIP-010-1 and CIP-011-1 for Posting
- Agree on next steps, schedule, and assignments

Timed Agenda

Tuesday October 25, 2011   8:00 a.m. – 6:00 p.m. EDT

8:00 a.m.	**Welcome & Opening Remarks** - *John Lim, Chair & Phil Huff, Vice Chair*
8:05	**Roll Call & NERC Antitrust Compliance Guidelines**- *Joe Bucciero, NERC*
8:10	**Host Remarks** – *Maggie Powell/Tom Stevenson, Constellation*
8:15	**Review of Meeting Objectives and Agenda**- *John Lim*
8:30	**Industry Updates** - *Scott Mix, NERC, Mike Keane, FERC and others*
	o DOE/NIST/NERC Risk Management Process – John Lim
	o NERC GridEx _ Scott Mix
	o NERC GridSecCon – Scott Mix
	o Other Cyber Security business - All
9:00	**Update on Process towards Posting and Ballot/SC Update** – *Steven Noess*
9:30	**Summary and Discussion of Quality Review Feedback on Common Items** – *Steven Noess*
10:00	*Break*
10:15	**Summary and Discussion of QR Comments on Definitions** – *John Lim*
11:00	**Summary and Discussion of QR Comments on CIP-002-5** – *John Lim*
12:00	*Lunch*
1:00	**Summary and Discussion of QR Comments on CIP-003-5** – *Dave Revill*
2:00	**Summary and Discussion of QR Comments on CIP-004-5** – *Doug Johnson, Phil Huff*
3:00	*Break*
3:15	**Summary and Discussion of QR Comments on CIP-005-5** – *Jay Cribb, Christine Hasha*
4:15	**Summary and Discussion of QR Comments on CIP-006-5** – *Doug Johnson*
6:00	*Recess*

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- Agree on next steps, schedule, and assignments

Wednesday October 26, 2011   8:00 a.m. - 6:00 p.m. EDT

8:00 a.m.	**Recap of Day 1, Agenda Review, Roll Call and Antitrust Guidelines** – *John Lim, Philip Huff, Joe Bucciero*
8:30	**Summary and Discussion of QR Comments on CIP-007-5** – *Jay Cribb, Philip Huff*
10:00	*Break*
10:15	**Summary and Discussion of QR Comments on CIP-008-5** – *Tom Stevenson*
11:00	**Summary and Discussion of QR Comments on CIP-009-5** – *Tom Stevenson*
12:00	*Lunch*
1:00	**Summary and Discussion of QR Comments on CIP-010-1** – *Dave Revill*
2:00	**Summary and Discussion of QR Comments on CIP-011-1** – *Dave Revill*
3:00	*Break*
3:15	**Review and Discuss QR comments on VRFs and VSLs** – *Steven Noess*
4:15	**Review of Outstanding Issues and Assignments on V5** – *John Lim, Phil Huff*
5:30	**Approve Summary Consideration of Informal Comments for CIP-010-1 and CIP-011-1 for Posting**
	Recess

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- Review and consider NERC Quality Review (QR) team comments on Standards and VSLs
- Review and consider NERC QR team comments on Implementation Plan
- Finalize response to NERC QR and posting package for November
- Finalize Summary Consideration of Informal Comments for CIP-010-1 and CIP-011-1 for Posting
- Agree on next steps, schedule, and assignments

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Thursday October 27, 2011 8:00 a.m. – 5:00 p.m. EDT

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8:00 a.m.	**Recap of Day 2, Agenda Review, Roll Call and Antitrust Guidelines** – *John Lim, Philip Huff, Joe Bucciero*
8:15	**Approve minutes of September Westminster, CA Meeting**
8:20	**Full Team Review and Presentation of Completed Assignments – Final Response to QR and Posting Candidates for Standards**
10:00	*Break*
10:15	**Summary and Discussion of QR Comments on Implementation Plan** – *Phil Huff/Dave Revill*
11:15	**VRFs and VSLs** – *Steven Noess*
12:00	*Lunch*
1:00	**Review and Approval of Final Comment Form for Posting** – *Full Drafting Team*
2:00	**Team Review and Vote on Posting Package** – *Full Drafting Team*
3:00	*Break*
3:15	**Post-Posting Webinar Planning and Schedule** – *John Lim/Phil Huff/Steve Noess*
4:15	**Future Meeting Schedules and Venues** – *Steven Noess*
4:30	**January Meeting Objectives and Planning** – *John Lim/Phil Huff/Steven Noess*
5:00	*Adjourn Meeting*

CSO 706 SDT Consensus Guidelines)
(Adopted, November, 2008, Revised June 2010, Revised July, 2010)

The Cyber Security for Order 706 Standard Drafting Team (Team) will seek consensus on its recommendations for any revisions to the CIP standards.

Consensus Defined. Consensus is a participatory process whereby, on matters of substance, the Team strives for agreements which all of the members can accept, support, live with or agree not to oppose. In instances where, after vigorously exploring possible ways to enhance the members' support for posting CIP standards documents for industry comment or balloting, and the Team finds that 100% acceptance or support of the members present is not achievable, decisions to adopt standards documents for balloting will require at least 2/3rds favorable vote of all members present and voting.

Quorum Defined. The Team will make decisions only when a quorum is present. A quorum shall be constituted by at least 2/3 of the appointed members being present in person or by telephone.

Electronic Mail Voting. Electronic voting will only be used when a decision needs to be made between regular meetings under the following conditions:

- It is not possible to coordinate and schedule a conference call for the purpose of voting, or;
- Scheduling a conference call solely for the purpose of voting would be an unnecessary use of time and resources, and the item is considered a small procedural issue that is likely to pass without debate.

Electronic voting will not be used to decide on issues that would require a super majority vote or have been previously voted on during a regular meeting or for any issues that those with opposing views would feel compelled to want to justify and explain their position to other team members prior to a vote. The Electronic Voting procedure shall include the following four steps:

1. The SDT Chair or Vice-Chair in his absence will announce the vote on the SDT mailing list and include the following written information: a summary of the issue being voted on and the vote options; the reason the electronic voting is being conducted; the deadline for voting (which must be at least 4 hours after the time of the announcement).
2. Electronic votes will be tallied at the time of the deadline and no further votes will be counted. If quorum is not reached by the deadline then the vote on the proposal will not pass and the deadline will not be extended.
3. Electronic voting results will be summarized and announced after the voting deadline back to the SDT+ mailing list.
4. Electronic voting results will be recapped at the beginning of the next regular meeting of the SDT.

Consensus Building Techniques and Robert's Rules of Order. The Team will develop its recommendations using consensus-building techniques with the leadership of the Chair and Vice Chair and the assistance of the facilitators. Techniques such as brainstorming, ranking and prioritizing approaches will be utilized. The Team's consensus process will be conducted as a facilitated consensus-building process. Only Team members may participate in consensus ranking or votes on proposals and recommendations. Observers/members of the public are welcome to speak when recognized by the Chair, Vice Chair or Facilitator. The Team will utilize Robert's Rules of Order *(as per the NERC Reliability Standards Development Procedure),* as modified by the Team's adopted procedural guidelines, to make and approve motions. However, the 2/3's voting requirement will supersede the normal voting requirements used in Robert's Rules of Order for decision-making on substantive motions and amendments to motions. The Team will develop substantive written materials and options using their adopted facilitated consensus-building procedures, and will use Robert's Rules of Order only for formal motions once the Chair determines that a facilitated discussion is completed.