

NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

Critical Infrastructure Protection Committee Meeting

December 8–9, 2005
St. Petersburg, Florida

Draft Minutes

A regular meeting of the Critical Infrastructure Protection Committee (CIPC) was held on December 8–9, 2005 in St. Petersburg, Florida. The meeting notice, agenda, and attendance list are affixed as **Exhibits A, B, and C**, respectively. Meeting presentations that are publicly available may be found at: <http://www.nerc.com/~filez/cipmin.html>.

Chairman Stuart Brindley presided.

Secretary Stanley Johnson announced that a quorum was present and confirmed the following proxies:

- 1) Joe Doetzl for Larry Dolci.
- 2) Michael Brytowski for Dave Kulissek
- 3) Kurt Muehlbauer for Linda Nappier
- 4) James Strange for Mike Hyland
- 5) Mike Knauer for Bob Richhart

Antitrust Guidelines

The secretary reviewed the NERC Antitrust Compliance Guidelines.

Introductions

The committee members and guests introduced themselves.

Logistics

The secretary reviewed the meeting arrangements, site requirements, and agenda adjustments.

Parliamentary Procedures

The secretary reminded the attendees of the use of proper parliamentary procedures and the scheduled election of four members of the CIPC Executive Committee for 2006–2007.

Agenda

The CIPC members approved the meeting agenda moved by Eric Solberg, seconded and passed with no dissenting votes.

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Minutes

The CIPC members approved the minutes of the September 29–30, 2005 meeting, moved by Tom Bowe, seconded and passed with no dissenting votes.

CIPC Nominating Task Force Report

Roger Lampila presented the report from the Nominating Task Force. He presented the nomination of four nominees to the CIPC Executive Committee for the 2006–2007 term. The nominees were Larry Bugh, Bob Canada, Tom Glock, and Roger Lampila.

Election of CIPC Executive Committee

Roger Lampila moved the nominating committee slate. Additional nominees were solicited from the floor and none were received. The slate was approved unanimously. The CIPC Executive Committee for the next two years is listed below:

CIPC Chair:	Stuart Brindley
CIPC Vice Chair:	Pat Laird
CIPC Vice Chair:	Barry Lawson
Cyber Security:	Larry Bugh
Physical Security:	Bob Canada
Operations:	Tom Glock
Policy:	Roger Lampila
Secretary:	Stan Johnson

CIPC Executive Committee Report

Stuart Brindley reported that work continues on development for private-sector government collaboration using the proposed legal framework on the sector partnership model. The Electricity Sector Coordinating Council (ESCC) had previously been appointed and meets with the Government Coordinating Council.

CIPC membership for the period January 2006 through December 2007 is under review by the NERC Regional Managers and the designated Associations.

The ESCC submitted comments on the draft Energy Sector Specific National Infrastructure Protection Plan (NIPP). Individuals have submitted comments on the draft Base NIPP. Concerns were expressed for excessive detail, unsubstantiated need for certain specific information such as critical assets and vulnerability assessments, and insufficient focus on mitigation and recovery segments of security planning. Opportunity to comment on the revised Base NIPP will be provided during a two-week period in early 2006.

Larry Bugh reviewed the NERC Board of Trustees meeting of November 1, 2005.

NERC Report

Lou Leffler reviewed recent activities at NERC. Current focus and resources are being applied to the Electric Reliability Organization (ERO) application and the technical conferences conducted by the U.S. Federal Energy Regulatory Commission (FERC). (See item below)

Electricity Sector Information Sharing and Analysis Center (ESISAC) Report

Lou Leffler reviewed the recent activities of the ESISAC.

Work continues with the Telecommunications Electric Power Interdependency Task Force (that reports to the National Security Telecommunications Advisory Committee) regarding the mutual interdependencies including priority restoration issues.

The National Infrastructure Advisory Council's Intelligence Coordination Study Group is working with many intelligence agencies and private sectors to determine the needed information input, including subject matter expertise, to the agencies, the requisite security information to the private sectors, and the most effective enabling mechanisms. The Homeland Security Information Network (HSIN) is considered to be a primary (among others) communications vehicle.

Bulk electric system situational awareness is becoming key to work in the sector for the government agencies and the sector entities. Much work is yet to be done regarding what awareness is required, from whom, to whom, mechanisms, frequency, and timeliness.

The Electronic Tagging incident that occurred in August 2005 has been studied and a report prepared (with the significant support of Jeff Dagle) for the electricity sector

The Department of Homeland Security (DHS) exercise Cyber Storm will be conducted in February 2006. Several electricity sector entities will participate.

Electric Reliability Organization Formation Process Update

Gerry Cauley presented a thorough update on the status of the ERO development. Key to CIPC are the expected needs for bulk electric system situational awareness, infrastructure security, event analysis, and information sharing. Technical expertise will be required to develop solutions in these areas.

Working Group/Task Force Organization and Procedures

The CIPC Working Group and Task Force Organization and Procedures document was moved by Stuart Brindley, seconded and approved CIPC as amended. The amended version is attached to these minutes as **Exhibit D**. The amended version was created after considerable discussion about the roles and responsibilities of the working group and task force chairs.

Working Group and Task Force 2006–2007 Plans

The chairs of the working groups and task forces presented a brief summary of their groups.

Critical Spares Task Force

Stan Johnson reported Phil McCrory of TXU is now the chair of the task force. The task force is inactive and should be retired as it has not met for over eighteen months. The primary focus at this time is the Spare Equipment Database (SED) and keeping it operational. NERC staff IT professionals are responsible for this function. The Edison Electric Institute Spare Transformer Equipment Program (STEP) is gaining momentum and 2006 will determine more clearly the direction for spare equipment.

Risk Assessment Working Group

Ted Heller presented a brief update and offered the task force's assistance for the implementation of CIP-002.

Security Guidelines Working Group

Seiki Harada reported on the reorganization of the working group and the 2006/2007 action plan. He will be transitioning the leadership of the group to Scott McCoy.

Cyber Security Standards

Larry Bugh updated CIPC on the package of standards known as CIP-002-1 through CIP-009-1. The drafting team has been working with great diligence to respond to comments provided by the electricity sector. The current plan is to post for the 30 day pre-ballot period on January 16, 2006. The initial ballot will commence February 15, 2006. Given final approval by the ballot body, the NERC Board of Trustees will be asked to adopt the standards at their meeting on May 2, 2006, with an effective date of June 1, 2006. The implementation plan details the expected times for compliance over the next several years. CIPC members were encouraged to become advocates for the standards.

Outreach Working Group

Wally Johnson reported on the working group deliberations regarding the very important outreach required for Cyber Security Standards. This is considerably more complex than the outreach done for the Standard 1200. The program is currently being designed. The steering committee for this outreach has requested support from the Standard 1200 Education Team, the Cyber Security Standard Drafting Team, and others. Outside support may also be recommended on a cost recovery basis.

Control Systems Security

Tom Flowers presented the Control Systems Security Working Group work plan for 2006. Tom moved for approval, it was seconded and CIPC approved this document with recognition that the active participants list is being updated.

The Potential Mitigations Strategies for the Common Vulnerabilities of Control Systems were presented. Tom moved its approval as a reference document. It was seconded and approved by CIPC. The mitigations for each of the ten vulnerabilities are described as foundational, intermediate, and advanced. This work will be given wide dissemination within the electricity sector and will be a publicly available document. The working group is now engaged in developing an update of this ongoing document.

Electricity sector entities engaged in the security of control systems are encouraged to consider participation in the 2006 SCADA Security Summit, March 1–3, 2006 in Orlando, Florida.

Indications, Analysis, and Warning Working Group

Larry Bugh reported that the updated Indications, Analysis, and Warning program document, approved by CIPC in September, has been signed by NERC and the U.S. DHS. The total program review is expected to be presented to CIPC for the June 2006 meeting.

Homeland Security Information Network (HSIN)

Julie Silberger, Carlos Kizzee, Patrick Ansaldi, and Greg Holland, representatives of the DHS, updated the current project status. The DHS and NERC are developing a memorandum of understanding regarding how HSIN submissions will be protected. An end user agreement is also being written to guide HSIN users. The laws were explained including the exemptions to FOIA, the passing of submitted information to other agencies, recurring submissions, and submitter control of input and subsequent use thereof. The intent is to finalize all documentation, mechanics, and user registration process for formal approval at the March 2006

CIPC meeting. Following that, the HSIN implementation including registration and training will proceed. There will be a logical tie between the Reliability Coordinator Information System and HSIN, for HSIN information only, to facilitate use by the reliability coordinators. CIPC gave a general consensus that the approach appears on track and will take action as indicated. HSIN will be used during the Cyber Storm exercise.

Ground Truth Task Force Authorized

The Executive Committee authorized a task force to lead the “ground truth” initiative and to support the Risk Assessment Working Group and the Control Systems Security Working Group. The “ground truth” initiative is intended to determine the implications to the electricity sector of attacks on the bulk electric system control systems. Roger Lampila will chair the task force that will develop a scope to include the expectations for the project, collaboration with the NERC Operating Committee, and studies with asset owners and operators, and the involved National Laboratories.

Crisis Response Task Force

Tom Bowe reported that a standard operating procedure to support the ESISAC will be presented to the CIPC for the March 2006 meeting.

Laptop and Handheld Computer Thefts

Seiki Harada and Dave Baumken made presentations based on their experiences with laptop thefts. A reference document that included good practices for consideration by the electricity sector has been prepared and is attached to these minutes as **Exhibit E**. The document will be distributed to the electricity sector and to other critical infrastructure Information Sharing and Analysis Centers (ISACs)

Cyber Intrusion Detection Systems

Rob Walters, EWA-Canada and George Bakos, Dartmouth College reported on the conclusions of a pilot project conducted during the past year involving several ISOs to evaluate IDS tools and analytical capabilities.

Contagious Disease Pandemic Preparedness

Stan Johnson reported on the proposed reference guide. The guide has been prepared to assist the electricity sector in enhancing its business continuity planning in light of the threat posed by the Avian flu occurring in Asia. The document will be submitted to CIPC for email ballot in January, followed by subsequent distribution to the electricity sector.

Agency Reports

U.S. Department of Homeland Security (DHS) — Paul Carrier presented an update. He reported reorganization is under way in the department but the implications for the electricity sector are minimal. He reviewed the Base NIPP development schedule and the sector specific NIPP development schedule.

U.S. Department of Energy (DOE)— Matt Rosenbaum presented a few brief remarks.

Public Safety Emergency Preparedness Canada (PSEPC) — Joan Eagan made an interesting presentation on the PSEPC’s Strategy Development process. Extensive work has been done to collect input from the public, private sector, and the government agencies. The “all threats” approach is based on information sharing and good planning. (Presentation is posted on the NERC Web site)

Federal Energy Regulatory Commission (FERC) — Regis Binder presented an update. He discussed the commission's progress in complying with the Energy Policy Act of 2005 and its process for establishing the Electricity Reliability Organization.

Round Table

Mike Peters has been appointed to the key Cyber Security position at the U.S. FERC. Mike encouraged CIPC members who used the security information distributed at the September CIPC meeting to send a note of appreciation to Paul Carrier or Hank Kenchington.

Dave Norton offered to present a lessons learned from Hurricane Katrina at the next CIPC meeting.

Appreciation

CIPC expressed its appreciation to Jamey Sample for his service on the CIPC Executive Committee.

CIPC expressed its appreciation Ted Heller for his leadership in development of the NERC reference document: Risk-Assessment Methodologies for Use in the Electric Utility Industry.

Closing

Chairman Brindley closed the meeting at 11:00 am on December 9, 2005.

Future Meetings

2006

- 1) Thursday (8 a.m. to 5 p.m.) – Friday (8 a.m. to noon), March 16–17, 2006; Mesa, Arizona (coupled with NERC standing committees and AGA/EEI Security Committee).
- 2) Wednesday (8 a.m. to 5 p.m.) – Thursday (8 a.m. to 5 p.m.), June 21–22, 2006; Washington, DC (to include cleared briefing with DHS).
- 3) Thursday (8 a.m. to 5 p.m.) – Friday (8 a.m. to 5 p.m.), September 14–15, 2006; Cambridge, Massachusetts (possibly coupled with NERC standing committees and possibly with AGA/EEI Security Committee).
- 4) Thursday (8 a.m. to 5 p.m.) – Friday (8 a.m. to noon), December 7–8, 2006; Tampa, Florida or Houston, Texas (coupled with NERC standing committees).

Respectfully submitted,

Stanley L. Johnson
NERC Staff

Lori Rolfe

From: Rocio Wong [mailto:Rocio.Wong@nerc.net]
Sent: Wednesday, October 26, 2005 4:25 PM
To: pc_plus@nerc.com; oc_plus@nerc.com; cipc_plus@nerc.com; nercroster@nerc.com
Cc: tsc_plus@nerc.com; rm_plus@nerc.com
Subject: December 7-9, 2005 Standing Committees' Meetings Announcement

TO: PLANNING COMMITTEE
OPERATING COMMITTEE
CRITICAL INFRASTRUCTURE PROTECTION COMMITTEE
REGIONAL MANAGERS
NERC ROSTER

Dear Members:

I have attached the December 7-9, 2005 Planning Committee, Operating Committee, and Critical Infrastructure Committee meetings announcement and Web site registration link. You also can register online at the following Web sites:

<http://www.nerc.com/committees/>

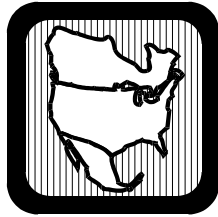
<http://www.nerc.net/meetings/>

You MUST respond by November 14, 2005. EVERYONE must register online.

Please let me know if you have any questions regarding the registration process.

Sincerely,

Rocio Wong (mailto:rocio.wong@nerc.net)
Meeting Coordinator
North American Electric Reliability Council (NERC)
116-390 Village Blvd.
Princeton, NJ 08540
Phone: 609-452-8060
Fax: 609-452-955



NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

October 26, 2005

TO: PLANNING COMMITTEE
OPERATING COMMITTEE
CRITICAL INFRASTRUCTURE PROTECTION COMMITTEE
REGIONAL MANAGERS
NERC ROSTER

Ladies and Gentlemen:

I have listed the December 7–9, 2005 Operating, Planning and Critical Infrastructure Protection Committees' meeting logistics and registration link in the table below. The meetings will be held at the Renaissance Vinoy Resort and Golf Club, 501 Fifth Avenue, NE, St. Petersburg, FL 33701. (Phone: 727-894-1000, Fax: 727-822-2785)

You can click on the “details” link in the table to access the hotel information and click on the “registration” link to register for the meetings. The schedule of meetings is attached. Note: The OC meeting will end at noon on December 8, 2005.

You MUST respond by November 14, 2005. EVERYONE must register online.

Date & Time	Group	Staff	City	Registration Link	Details
12/7/2005: 9:00 AM - 12:00 PM	PC/OC/CIPC JOINT	Don Benjamin Lou Leffler Virginia Sulzberger	St. Petersburg	Register	Details
12/7/2005: 1:00 PM - 5:00 PM 12/8/2005: 8:00 AM - 12:00 PM	PC	Virginia Sulzberger	St. Petersburg	Register	Details
12/7/2005: 1:00 PM - 5:00 PM 12/8/2005: 8:00 AM - 12:00 PM	OC	Don Benjamin	St. Petersburg	Register	Details
12/8/2005: 8:00 AM - 5:00 PM 12/9/2005: 8:00 AM - 12:00 PM	CIPC	Lou Leffler	St. Petersburg	Register	Details

Meeting logistics:

- Room rate: \$145 single/double occupancy
- Room block: Nights of December 4–9, 2005
- Hotel cut-off date: Monday, November 14, 2005
- Check-in: 4 p.m., Check-out: noon
- Tampa International Airport (TPA): Approximate driving time is 30 minutes and distance is 21 miles.
- St. Petersburg International Airport (PIE): Approximate driving time is 15 minutes and approximate distance is 7 miles.
- Super shuttle service is available at baggage area in both airports (\$30–\$50 one way).
- Dress code: Business casual

When making your hotel reservation, please be sure to mention the “NERC/North American Electric Reliability Council” meeting to get the preferred rate and to ensure your reservation is credited to the NERC room block. The hotel may charge NERC a penalty if the total rooms blocked for this event are not picked up. Also, if you use a travel agency for your travel plans, please make sure the agency mentions NERC.

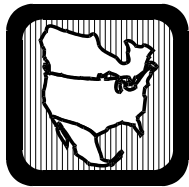
Please let me know if you have any questions regarding the registration process.

Sincerely,

Rocio Wong

Rocio Wong

Meeting Coordinator



Business Casual Attire

NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

Critical Infrastructure Protection Committee

Wednesday, December 7, 2005 — 9 a.m. to noon (Joint with PC and OC)

Thursday, December 8, 2005 — 8 a.m. to 5 p.m.

Friday, December 9, 2005 — 8 a.m. to noon

Renaissance Vinoy Resort
501 Fifth Avenue N.E.
St. Petersburg, Florida

(PLEASE BE PREPARED TO STAY FOR THE ENTIRE MEETING.)

Meeting Agenda

- | | |
|---|--------|
| 1. Administrative Matters | 45 min |
| a) Arrangements — Stan Johnson | |
| b) Announcement of quorum — Stan Johnson | |
| c) Procedures — Stan Johnson | |
| *d) NERC Antitrust Compliance Guidelines — Stan Johnson | |
| e) Parliamentary procedures — Stan Johnson | |
| f) Introduction of members, alternates, and associates — Stan Johnson | |
| g) Approval of agenda — Stuart Brindley | |
| *h) Approval of September 29–30, 2005 CIPC meeting minutes — Stuart Brindley | |
| i) CIPC Nominating Committee report — Roger Lampila | |
| j) Election of Executive Committee for 2006–2007 — Stuart Brindley | |
|
2. Information Items | |
| a) CIPC Executive Committee report — Stuart Brindley | 15 min |
| 1. Board of Trustees highlights — Larry Bugh | |
| 2. Electricity Sector Coordinating Council update | |
| a. NIPP comments | |
| b) NERC report — Lou Leffler | 5 min |
| c) ESISAC report and planned exercises update — Lou Leffler | 15 min |
| d) Electric Reliability Organization formation process update — Gerry Cauley | 30 min |
| *e) Working Group/Task Force Organization and Procedures — Stuart Brindley | 30 min |
| 1. Approve document | |

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- f) Working groups and task force 2006–2007 plans 30 min
 - 1. Critical Spares Task Force — Stan Johnson
 - 2. Risk Assessment Working Group — Ted Heller
 - 3. Security Guidelines Working Group — Seiki Harada
- Note: Other working groups will report out in items 3 and 4 below.

3. Security Planning

- a) Cyber Security Standard: CIP-002-009 — Larry Bugh 60 min

Note: The drafting team will have met on December 6–7 and will likely have a nearly finalized document. Drafting team members will present a review of the standards and the steps to follow, up through implementation.
- b) Outreach Working Group — Walter Johnson 60 min
 - 1. CIP-001–009 workshops
- c) Control System Security Working Group — Tom Flowers 60 min
 - 1. SCADA summit
 - 2. Grounded approach
 - 3. Control systems vulnerability
 - 4. Proposed information security guideline (draft)

4. Security Operating

- a) Indications, Analysis, Warnings Working Group — Larry Bugh 15 min
 - 1. Program review
- b) Reporting Technology Working Group — Carl Eng 90 min
 - 1. Homeland Security Information Network (HSIN)
 - 2. **Approve** recommendation to proceed
- c) Crisis Response Task Force – Interim Plan (to be posted 12/2/05) — Task Force 30 min
- d) Laptop theft incident discussion — Stan Johnson and others 60 min
- e) IDS pilot project results — Rob Walters, EWA-Canada 30 min
- f) Flu pandemic – reference document (to be posted 12/2/05) 15 min

5. Agency Reports 45 min

- a) Department of Homeland Security
- b) Department of Energy
- c) Public Safety Emergency Preparedness Canada
- d) Federal Energy Regulatory Commission

6. Closing

- a) Follow-up items and future actions — Stuart Brindley 15 min
- b) Future meetings — Stan Johnson 5 min
 - 2006**
 - March 15–17, Phoenix, Arizona (with NERC)
 - June 21–22, Washington, D.C.
 - September 13–15, Boston, Massachusetts (with AGA/EEI)
 - December 6–8, either Tampa, Florida, or Houston, Texas (with NERC)

CIPC Meeting Attendees

December 8–9, 2005 Meeting

(V = voting member; P = proxy)

REPR	VOTE	POSITION	NAME	ORGANIZATION
APPA	P	Alternate	James Strange (for Michael Hyland)	American Public Power Association
CEA	V	Member: Chair	Stuart Brindley	IMO
	V	Member	Dave Baumken	Hydro One
		Alternate	Seiki Harada	BC Hydro & Power Authority
	P	Alternate:	Mike Knauer (for Robert Richhart)	Hoosier Energy
NRECA	V	Member:	Barry R. Lawson	NRECA
		Alternate	T.C. Wilson	Alaska Power Association
ECAR	V	Member: Cybr Vice Chair	Larry Bugh	ECAR
	P	Alternate: Cybr	Gerry Freese (for Scott P. Moore)	AEP
		Alternate: Oper	Franklin Dessuit	NIPSCO
ERCOT	V	Member: Phys	William Bojorquez	ERCOT
	V	Member: Cybr	Jim Brenton	ERCOT
		Alternate: Phys	Shelly Anderson	TXU
		Alternate: Cybr	Tom Flowers	CenterPoint Energy
FRCC	V	Member: Cybr	Brian Malfant	FRCC
MAAC	V	Member: Phys	Robert H. Beahm	Constellation Energy
	P	Alternate: Cybr	Todd Thompson (for Thomas Bowe)	PJM Interconnection
	V	Member: Oper	Walter A. Johnson	Potomac Electric Power
		Alternate: Phys	R. Scott Heffentrager	PJM
MAIN	V	Member: Phys	Patrick Laird	Exelon
	V	Member: Oper	Eric Solberg	ATC
	P	Alternate: Cybr	Kurt Muehlbauer (for Linda Nappier)	Exelon
MRO	V	Member: Phys	Scott McCoy	Xcel Energy
	V	Member: Cybr	Greg J. Fraser	Manitoba Hydro
	P	Alternate: All	Michael Brytowski (for Dave Kulissek)	MAPP
NPCC	V	Member: Phys	Bruce Metruck	New York Power Authority
	V	Member: Cybr	Charles E. Noble	ISO New England
	V	Member: Oper	Roger Lampila	New York ISO
		Alternate: Cybr	Brian Hogue	NPCC
SERC	V	Member: Phys	Robert D. Canada	Southern Company Servies
	V	Member: Cybr	Jay S. Cribb	Southern Company Services
		Alternate: Phys	Michael Hagee	Duke Energy
		Alternate: Cybr	Dave Norton	Entergy
SPP	V	Member: Cybr	Kevin Perry	SPP
	V	Member: Oper	Allen Klassen	Westar Energy
	P	Alternate: Cybr	Joe Doetzi (for Larry Dolci)	Great Plains Energy

WECC	V	Member: Phys	Robert L. Windus	Bonneville Power Administration
		Alternate: Oper	D. Jack Bernhardsen	PNSC
NERC	-----	Secretary	Louis G. Leffler	NERC
		Staff	Stanley L. Johnson	NERC
		Staff	Lyn Costantini	NERC
		Staff	Angie Nicastro	NERC
		Associate	Michael Assante	INL
		Associate	David Batz	Alliant Energy
		Associate	Regis Binder	FERC
		Associate	Laurence Brown	EEl
		Associate	Paul Carrier	Department of Homeland Security
		Associate	Frances Cleveland	Xanthus Consulting Int'l
		Associate	Joann Cooper	American Electric Power
		Associate	Jeff Dagle	PNNL
		Associate	Joan Egan	PSEPC
		Associate	Mark Engels	Dominion
		Associate	John Fridye	Reliant Energy
		Associate	Rey Garcia	FRCC
		Associate	Joe Graziano	Areva
		Associate	Ken Hall	EEl
		Associate	Ted Heller	Department of Energy
		Associate	Bob Hill	INL
		Associate	Greg Holland	CSC
		Associate	Len Januzick	IZR Technologies
		Associate	Hank Kenchington	Department of Energy
		Associate	Thomas Kropp	EPRI
		Associate	Robert Mathews	PG&E
		Associate	William McEvoy	Northeast Utilities
		Associate	George Miserendino	Triton Security Solutions
		Associate	Scott Mix	KEMA
		Associate	Tim O'Neil	National Resources Canada
		Associate	Roy Otterson	Reedy Creek Energy Service
		Associate	Stan Partlow	American Electric Power
		Associate	David Patt	Areva T&D
		Associate	Mike Peters	Department of Defense
		Associate	Tim Rigg	Progress Energy
		Associate	Edmond Rogers	Ameren
		Associate	Matt Rosenbaum	Department of Energy
		Associate	Gail Royster	EEl
		Associate	Pete Scussel	ITC
		Associate	Paul Shipps	Lakeland Electrical
		Associate	Walter Sikora	Verano, Inc.
		Associate	Julie Silberger	CSC
		Associate	Bob Walters	EWA-Canada
		Associate	David Zahn	We Energies

Critical Infrastructure Protection Committee (CIPC) Working Group and Task Force Organization and Procedures

Purpose of the CIPC Working Groups and Task Forces (WG/TF)

The principal role of WG/TF is to work on CIPC initiatives and develop the products necessary to meet CIPC's goals and objectives. Tasks include:

1. Develop a scope and work plan identifying deliverables and timelines
2. Develop and maintain products such as security guidelines, white papers or others included in the WG/TF work plan
3. Develop or recommend the means to share developed products with the NERC community
4. Provide expert technical support to assist CIPC and NERC staff

Some WG/TF scopes may include additional responsibilities. Generally, a working group will be established for a long term or ongoing issue while a task force will be formed to address a short term issue. The task force will disband at the conclusion of its assignment.

Membership

General Requirements

Membership requirements are based upon *expertise and commitment* and allow the WG/TF the flexibility they need to ensure they have this expertise.

Expertise. Each WG/TF must have sufficient expertise within its ranks to fulfill its scope and complete its work plan. This requires the electric sector entities, regional councils, trade organizations and government partners to provide their best experts.

The expertise the WG/TF needs may include members with physical, cyber, or operations experience. Expertise from various geographic areas of North America will also be required.

Commitment and Participation. WG/TF members must be *committed* to their service on the WG/TF. This means preparing for and actively *participating* in all meetings in person or on conference calls. It also means writing and reviewing draft reports on a timely basis, providing expert input and serving as the liaison with their regional councils, trade organizations, and electric sector organizations for further discussion and insight.

Membership Considerations. Each WG/TF membership will vary according to its CIPC approved scope and deliverables. The desirable membership for a working group should not be less than seven or more than fifteen. WG/TF members should be assigned primarily on the basis of the required technical expertise. Consideration should also be given to regional and industry segment representation. Broad based and diverse representation with the required technical expertise is the desired WG/TF composition. WG/TF membership from research/standards organizations, government, consultants, manufacturers, and academia may be appropriate. The

Critical Infrastructure Protection Committee (CIPC) Working Group Organization and Procedures

WG/TF Chair will select and dismiss the members on the basis of their ability to contribute to the WG/TF.

CIPC members and their alternates may be assigned to WG/TF and have voting privileges on the WG/TF. Non-CIPC members of the WG/TF have the same voting privileges WG/TF meetings are open to others who wish to contribute as non-voting members. The chairman will provide non-voting members the opportunity to contribute to the WG/TF discussions.

Periodic Review. The membership of the WG/TF will be reviewed periodically. The purpose of the review will be to ensure the WG/TF workload is well matched to the membership and the membership burden is well distributed. The WG/TF chair, executive committee sponsor, and executive committee will participate in the review.

Quorum and Voting. A quorum for conducting business is 2/3 of the voting members listed on the current working group roster. If a quorum is not present, the WG/TF may not take any actions requiring a vote. However, the chair may, with the consent of the members present, allow discussion of agenda items. Votes are used to decide if WG/TF products or deliverables are ready for presentation to or approval by CIPC.

Additionally, the WG/TF activities will be conducted in an open, inclusive and collaborative style consistent with:

1. The latest edition of the “Organization and Procedures Manual For NERC Standing Committees,” and
2. *Robert’s Rules of Order, Newly Revised.*

The CIPC chair is responsible for appointing the WG/TF chair and vice chair. WG/TF chairs are considered members of the WG/TF and have voting privileges.

CIPC Executive Committee Sponsor

Each WG/TF will have a designated executive committee sponsor who will support the WG/TF chair by providing advice and guidance to address policy, prioritization or resource issues.



NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

Critical Infrastructure Protection Committee Laptop Computer Theft Avoidance Reference Document

Introduction

The theft of laptop (notebook) computers has been occurring with increasing frequency as the devices have become more common in the workplace. Laptops are very useful for those who work in multiple locations or regularly travel to off-site activities. The NERC Critical Infrastructure Protection Committee (CIPC) recommends the following theft prevention strategies and measures organized in three categories; general, physical and cyber.

Theft Prevention Strategies

General

Policy—All electricity sector issuers of laptop computers should have a policy which addresses laptop security. The policy should clearly establish expectations for physical and cyber security for the device. This should also include service vehicles equipped with laptop/portable computers.

Consider No Place to Be Safe—Laptop theft incidents have occurred in virtually every imaginable environment, from office to home to public places to vehicles. The laptop computer should be treated as cash and never left unprotected. The device is simply too attractive to a thief.

Make Laptop Security a Priority—The loss of a laptop is a financial loss and the data lost could be a serious threat. Use common sense in public places, especially when traveling outside one's normal environment. Use a "buddy system" when traveling with friends or associates to help keep an eye on laptops.

Register the Laptop with the Manufacturer—This is an important function when first acquiring a laptop computer. Good record keeping practices must be used to record the serial numbers of all devices.

Report Thefts to Law Enforcement Rapidly—Laptop computer recover after theft is never very high. It deteriorates rapidly as the trail cools off so law enforcement personnel always encourage thefts to be reported as quickly as possible.

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Theft Reporting—Policies and procedures need to be clearly established and executed to provide complete reporting of any thefts to all appropriate parties within an organization. Each entity needs to establish a clear, quick and easy to initiate the notification process.

Vendors and Contractors— Any and all policies involving security of laptop computers, the data stored on the computers and the functionality they provide must apply to vendors and contractors. Contracts with the vendors and contractors need to include specific, enforceable language for the vendors' obligations to properly secure and protect the devices.

Cyber

Password Security—Ensure logon and access is protected by secure passwords. A robust, secured password regimen is absolutely required for laptop computers used in the electric sector.

Higher Level Security—Many entities in the electric sector are working with higher levels of security for data on laptops. These include multiple password systems, biometric security, voice recognition security and data encryption.

Software and Data Inventory—Record keeping for the software and data loaded on each laptop computer is very important. Recent thefts have been reported where the issuing entity had minimal records of what software and data was on the stolen machine and what threat the missing computer represented.

Security Password Lockout—Electric sector entities must have procedures to quickly identify stolen laptop computers and lock them out from being able to remotely access business or operating systems.

Physical

Do Not Advertise What It Is—Laptop manufacturers make well designed carrying cases to haul the computers around. Unfortunately, they also put their logos on these cases, letting everyone know what is inside. Considerations should be given to not advertising what is in the piece of luggage.

Raise Alertness in Public Places—The prime areas for laptop thefts are busy public places including airports, train stations, public transit locations convention centers, hotels, bars, and restaurants. Laptop thieves like to hang out at places where people may be distracted with other business at phone booths, ticket counters, security check in areas, etc.

Vehicle Issues—Thousands of laptop computers have been stolen from otherwise secured vehicles. If left in a visible and identifiable carrying case, it is almost a challenge for a thief to break in and take it. If it must be left in a vehicle, always put it out of view in a locked trunk or a covered cargo area. The ability to conceal a laptop should be considered when renting a vehicle. Company vehicles equipped with laptop/portable computers should provide for secure storage when the vehicle is unattended.

Hotel Security—Staff traveling on business must be aware of the risks of leaving valuables in a hotel room and the same concerns must also apply to laptop computers. If it is necessary to leave the device in a hotel room, consider anchoring it with a security cable to a piece of immovable furniture.

In the Office—Many laptop thefts occur in the office of the user, especially after normal working hours. When the user leaves for the day, he/she should take the device or lock it away in a desk or cabinet. Keep it secure during the work day by using a lockable docking station.

At Conventions and Conferences—Laptop thieves like to target these events, especially multiple day events where users tend to become more lax as they become more comfortable in an environment.

Asset Tags—The laptop computer should have permanent markings on the case to identify the device. The U.S. FBI reports 97 percent of unmarked computers are never recovered. Clear, permanent, and descriptive markings deter casual thieves and assists greatly in any successful recovery.