

***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)



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### **NERC ANTITRUST COMPLIANCE GUIDELINES**

#### **I. GENERAL**

It is NERC's policy and practice to obey the antitrust laws and to avoid all conduct that unreasonably restrains competition. This policy requires the avoidance of any conduct that violates, or that might appear to violate, the antitrust laws. Among other things, the antitrust laws forbid any agreement between or among competitors regarding prices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that unreasonably restrains competition.

It is the responsibility of every NERC participant and employee who may in any way affect NERC's compliance with the antitrust laws to carry out this commitment.

Antitrust laws are complex and subject to court interpretation that can vary over time and from one court to another. The purpose of these guidelines is to alert NERC participants and employees to potential antitrust problems and to set forth policies to be followed with respect to activities that may involve antitrust considerations. In some instances, the NERC policy contained in these guidelines is stricter than the applicable antitrust laws. Any NERC participant or employee who is uncertain about the legal ramifications of a particular course of conduct or who has doubts or concerns about whether NERC's antitrust compliance policy is implicated in any situation should consult NERC's General Counsel immediately.

#### **II. PROHIBITED ACTIVITIES**

Participants in NERC activities (including those of its committees and subgroups) should refrain from the following when acting in their capacity as participants in NERC activities (e.g., at NERC meetings, conference calls and in informal discussions):

- Discussions involving pricing information, especially margin (profit) and internal cost information and participants' expectations as to their future prices or internal costs.
- Discussions of a participant's marketing strategies.
- Discussions regarding how customers and geographical areas are to be divided among competitors.
- Discussions concerning the exclusion of competitors from markets.
- Discussions concerning boycotting or group refusals to deal with competitors, vendors or suppliers.

Approved by NERC Board of Trustees, June 14, 2002  
Technical revisions, May 13, 2005

### III. ACTIVITIES THAT ARE PERMITTED

From time to time decisions or actions of NERC (including those of its committees and subgroups) may have a negative impact on particular entities and thus in that sense adversely impact competition. Decisions and actions by NERC (including its committees and subgroups) should only be undertaken for the purpose of promoting and maintaining the reliability and adequacy of the bulk power system. If you do not have a legitimate purpose consistent with this objective for discussing a matter, please refrain from discussing the matter during NERC meetings and in other NERC-related communications.

You should also ensure that NERC procedures, including those set forth in NERC's Certificate of Incorporation and Bylaws are followed in conducting NERC business. Other NERC procedures that may be applicable to a particular NERC activity include the following:

- Reliability Standards Process Manual
- Organization and Procedures Manual for the NERC Standing Committees
- System Operator Certification Program

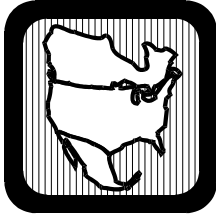
In addition, all discussions in NERC meetings and other NERC-related communications should be within the scope of the mandate for or assignment to the particular NERC committee or subgroup, as well as within the scope of the published agenda for the meeting.

No decisions should be made nor any actions taken in NERC activities for the purpose of giving an industry participant or group of participants a competitive advantage over other participants. In particular, decisions with respect to setting, revising, or assessing compliance with NERC reliability standards should not be influenced by anti-competitive motivations.

Subject to the foregoing restrictions, participants in NERC activities may discuss:

- Reliability matters relating to the bulk power system, including operation and planning matters such as establishing or revising reliability standards, special operating procedures, operating transfer capabilities, and plans for new facilities.
- Matters relating to the impact of reliability standards for the bulk power system on electricity markets, and the impact of electricity market operations on the reliability of the bulk power system.
- Proposed filings or other communications with state or federal regulatory authorities or other governmental entities.
- Matters relating to the internal governance, management and operation of NERC, such as nominations for vacant committee positions, budgeting and assessments, and employment matters; and procedural matters such as planning and scheduling meetings.

Any other matters that do not clearly fall within these guidelines should be reviewed with NERC's General Counsel before being discussed.



*Agenda Item 1h  
CIPC Meeting  
December 8-9, 2005*

## **NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL**

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### **Critical Infrastructure Protection Committee Meeting**

September 29–30, 2005  
Denver, Colorado

### **Draft Minutes**

A regular meeting of the Critical Infrastructure Protection Committee (CIPC) was held on September 29–30, 2005 in Denver, Colorado. 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) Todd Thompson for Tom Bowe.
- 2) Joe Doetzl for Larry Dolci.

#### **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 required by individual's availability.

#### **Parliamentary Procedures**

The secretary reminded the attendees of the use of proper parliamentary procedures and the scheduled election of officers at the meeting.

#### **Agenda**

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

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## **Minutes**

The CIPC members approved the minutes of the June 9, 2005 meeting, moved by Bob Windus, seconded, and passed with no dissenting votes.

### **CIPC Nominating Task Force Report**

Roger Lampila presented the report from the Nominating Task Force. He explained the task force's process as it reviewed the positions of chairman and vice chairman. He moved the nomination of Stuart Brindley as chairman. He also moved the nomination of Pat Laird and Larry Bugh as vice chairmen. The task force will be ready to nominate a slate for non-officer members of the Executive Committee at the December CIPC meeting .

### **Election of CIPC Officers for 2006–2007**

The election of officers was conducted by the secretary with the chairman's position first, followed by the two vice chairman positions.

For the chairman position, the secretary solicited nominations from the floor. None were received. Bob Windus moved nominations be closed. A second was received. Stuart Brindley was elected chairman by acclamation.

For the vice chairmen positions, the secretary solicited nominations from the floor. Mike Lynch nominated Barry Lawson. Bob Windus moved nominations be closed. A second was received. On the first ballot, 31 members cast votes and Pat Laird received more than the required two-thirds of votes cast and was duly elected. Four additional ballots were conducted with neither candidate receiving the required two-thirds of the votes cast. Larry Bugh then generously conceded to Barry Lawson. A motion to commend Larry Bugh for his excellent work as the committee vice chairman was made by Bob Canada, second, and unanimously approved.

### **CIPC Executive Committee Report**

Chairman Brindley reviewed the recent activities of the Executive Committee. He reviewed the NERC Board of Trustees meeting held on August 2, 2005, and the Stakeholders meeting held on August 1, 2005.

He discussed the proposed formation of the ReliabilityFirst region and indicated CIPC membership will remain unchanged for the immediate future.

He discussed the functioning of the Executive Committee as the Electric Sector Coordinating Council and the meetings that have been held with the Electric Sector Government Council including representatives from the U.S. Department of Energy (DOE), U.S. Department of Homeland Security, and the U.S. Federal Energy Regulatory Commission. He mentioned the letter sent to DOE by Mike Gent as the industry's response to the sector specific National Infrastructure Protection Plan.

He closed by reviewing his draft letter to the regional managers and associations to solicit member nominations for CIPC by the end of 2005 as required by the CIPC Charter. He asked the CIPC members to review the letter and return any comments or suggestions by October 6, 2005.

### **NERC Report**

Lou Leffler presented the NERC report and discussed:

- 1) New President and CEO Rick Sergel named August 12, 2005.
- 2) Operating Committee investigating Eastern Interconnection frequency excursions.
- 3) New Brunswick Province will be added as a reliability coordinator.
- 4) The September 12 outage involving significant portion of Los Angeles. WECC is conducting an investigation.
- 5) Concerns about natural gas availability due to the hurricanes coupled with coal availability due to rail system limitations in the Powder River Basin area. The Reliability Assessment Subcommittee will include consideration of the situation in its upcoming winter assessment.
- 6) The e-tag incident in August and the report prepared by Jeff Dagle of Pacific Northwest National Laboratories. A report is being prepared for the electric sector.

### **Electric Sector Information Sharing and Analysis Center (ESISAC) Report**

Lou Leffler reviewed the recent activity of the ESISAC.

- 1) Hurricanes Katrina and Rita have generated considerable activity for the ESISAC. Daily calls have been conducted with DOE, DHS, and FERC. Also, daily calls with other critical infrastructure ISACs have aided in the information sharing between sectors. Superb cooperation was received from SERC, ERCOT, SPP, and FRCC regions throughout the events. The impacted electric sector organizations were commended for their restoration performance and cooperation.
- 2) Government Emergency Telecommunications Service (GETS) — CIPC members were encouraged to request cards prior to a forecast emergency. A call to Lou Leffler or Stan Johnson can initiate the process to obtain cards.
- 3) Upcoming Exercises:
  - a) Cyber Storm will be a DHS-sponsored nationwide exercise including several critical infrastructures in the later part of 2005 or early 2006. Anyone interested in participating should contact Lou Leffler.
  - b) Blue Cascade 3 — a major regional exercise is also planned for later 2005.
- 4) Critical Infrastructure Warning Information Network (CWIN) — This network is being deployed to the NERC reliability coordinators. This network is intended to be a backup to the existing hotline and not its replacement. A memorandum of understanding, training, and testing for this reliable communications system will be provided.

### **Homeland Security Information Network (HSIN) Update**

The HSIN development team, led by Carl Eng, presented an update on its progress. The team is working on user authentication and portal features. Issues regarding confidentiality of information, entity control of the information, protected critical infrastructure information issues, and how information will be submitted (by individual entity or through NERC) were all discussed. Most attendees agreed HSIN could create significant value by improving the cross-sector information sharing but numerous concerns remain. This topic will be a primary topic at the December CIPC meeting.

### **Threat Materials**

Mike Peters, U.S. Department of Defense, distributed three manuals and three compact discs that address the threat environment. All materials are to be treated as For Official Use Only and should be shared with those involved in the electric sector with a “valid need to know.” Recipients are encouraged to comment on the value of the materials to Hank Kenchington (DOE), or Paul Carrier (DHS).

## NERC President and CEO Address

Recently appointed NERC President and CEO Rick Sergel teleconferenced into the meeting and spoke with the committee about the future of NERC. He discussed the work in becoming recognized as the Electric Reliability Organization by FERC. He explained how CIPC and infrastructure security fits into the future and the critical importance of industry technical expertise contributing to NERC's committees as the electric sector moves into the future.

## Working Groups and Task Forces 2005–2006 Plans

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

Group	Chair	Update
Reporting Technologies	C. Eng	<ul style="list-style-type: none"><li>• Focused on HSIN</li><li>• PCII issues</li></ul>
Outreach	W. Johnson	<ul style="list-style-type: none"><li>• Planning CIP-002-009 workshops</li><li>• Supporting regional CIP committees</li><li>• Prepared media guidance document</li><li>• HSIN training will be required</li></ul>
Security Guidelines	S. Harada	<ul style="list-style-type: none"><li>• Organization issues</li><li>• 15 of 18 guidelines need review</li></ul>
Control Systems Security	L. Nappier (T. Flowers)	<ul style="list-style-type: none"><li>• Guidelines need revision</li></ul>
Indications, Alerts, Warning	L. Bugh	<ul style="list-style-type: none"><li>• Version 4.2 approved</li><li>• Version 5 due in March 2006</li></ul>
Risk Assessment	T. Heller	<ul style="list-style-type: none"><li>• No report</li></ul>
Critical Spares	R. Niebo (M. Innocenzo)	<ul style="list-style-type: none"><li>• Drill conducted in June</li><li>• Procedures update</li><li>• EEI STEP initiative under way</li></ul>
Crisis Response	S. Heffentrager (T. Bowe)	<ul style="list-style-type: none"><li>• Scope prepared</li><li>• Project plan approved</li></ul>

## Public Messages and Media Guide

Wally Johnson briefly reviewed the public messages and media guide reference document prepared by the Outreach Working Group. The document was prepared in response to a request received at the June CIPC meeting. It includes input and review by Ellen Vancko, NERC's Director of Communication and Government Affairs. The document strongly encourages a partnership between the CIPC members and their local media relations professionals when responding to inquiries from the media on CIPC topics. These documents are available on the NERC Web site.

## Standards and Guidelines Working Group

The working group recommended its name be changed to the Security Guidelines Working Group. The recommendation was moved by Barry Lawson, seconded, and approved by the committee.

The working group's recommendation to adjust its membership was tabled until a future meeting. Kevin Perry made the motion to table, it was seconded, and approved by CIPC. The CIPC Executive Committee and NERC staff will coordinate with the other NERC committees to clarify the process regarding working group and task force membership rules.

The working group's recommendation to revise the security guideline process flow as amended and approved. Kevin Perry moved, it was seconded, and approved by CIPC.

The working group's recommendation to approve the revised Security Guideline: Physical Response was moved by Barry Lawson, seconded, and approved by CIPC. Following the approval, Lyman Shaffer was recognized for his outstanding contributions in furthering NERC's CIP program.

At the conclusion of the working group's report, Seiki Harada, who will be retiring soon, was recognized for his outstanding leadership of the working group.

### **Critical Spares Task Force**

Ron Niebo made the presentation for Chairman Mike Innocenzo who was unable to attend.

The task force recommended the acceptance of the June Spare Equipment Database (SED) drill report and the resulting recommendations. It was moved by Barry Lawson, seconded, and approved by CIPC. The committee directed the drill report be sent to all SED participants, CIPC members, and associates.

The task force recommended the revised SED procedure be approved. It was moved by Barry Lawson, seconded, and approved by CIPC.

Ken Hall of EEI presented an update on the Spare Transformer Equipment Program (STEP). The program is making excellent progress and CIPC members were encouraged to be supportive of the program and to solicit support across the industry.

CIPC directed the task force to take the initial steps beyond transformers and evaluate the NERC database's ability to contain other substation equipment and components. Considerable discussion followed about logistical issues involved in large substation components, the role of DHS, and DOE. Everyone agreed, however, to be fully supportive of the transformer initiative and address the other issues in parallel.

### **Recognition**

For her leadership role in developing the Security Guideline – Patch Management for Control Systems, Linda Nappier was presented with a plaque for her outstanding contributions in furthering NERC's CIP program.

### **Electric Reliability Organization**

Gerry Cauley made a comprehensive presentation about the Electric Reliability Organization (ERO) as envisioned by the U.S. Energy Policy Act of 2005. He discussed the changing role of FERC, the role of the provincial and federal governments in Canada, and the possible role of the Mexican government. He outlined the expected time lines for establishing the ERO and the critical intervening steps. His emphasis throughout was the need to maintain and improve the technical expertise in NERC, the regions, and the standing committees. His slides are publicly available on the NERC Web site.

### **Crisis Response Task Force**

The task force recommended its scope document be approved by CIPC and work proceed according to the project plan. It was moved by Todd Thompson (proxy for Tom Bowe), seconded, and approved by

CIPC. CIPC directed the task force to engage with other NERC committees to encourage broad-based input and support for the initiative.

### **Recommended Executive Committee Change**

In order to help assure continued active awareness of executive committee activities, including participation with the Electric Sector Coordinating Council, a CIPC scope amendment was moved by the executive committee (Stuart Brindley), seconded, and approved by CIPC. It will be forwarded to the NERC Board of Trustees for their approval and reads as follows:

“In addition, the CIPC Executive Committee includes, as non-voting participants, named representatives from American Public Power Association, Canadian Electricity Association, Edison Electric Institute, and National Rural Electric Cooperative Association.”

### **Committee, Working Group, and Task Force Participants**

On October 19, 2005, CIPC Chairman Stuart Brindley will be sending out a letter to the NERC regional managers and the electric sector trade organizations asking for nominations of members for CIPC for the next two years. The letter will emphasize the need for members who are committed to make the required contributions to CIPC and its subgroups. The working group and task force chairs will also be expected to canvas their rosters to determine the level of interest in the work plans and the members' commitment to contribute. NERC President and CEO Rick Sergel spoke specifically to the need to keep the groups well staffed with a high level of technical expertise and fueled with the energetic, committed contributing members.

### **Indications, Analysis and Warnings**

The program standard operating procedure was balloted by CIPC via e-mail and was approved on September 1, 2005 by a 24 yes to 1 no vote. The major program revision (Version 5.0) is now under development and is expected to be ready for CIPC consideration at the March 2006 meeting.

### **Cyber Security Standards CIP-002-009**

Larry Bugh reported on the substantial progress on CIP-002-009. The enormous effort involved in creating eight critical cyber standards at the same time has become a labor of love for the drafting team. The team is driving hard for consensus and has decided on the following timeline:

- Draft 3 is final draft — 67 comments received
- 30-day pre-ballot review to start (January 16, 2006)
- Ballot to occur (February 15, 2006)
- NERC board approval target (May 2006)
- Effective date (June 1, 2006)

The implementation plan and schedule are being developed. CIP-002-009 will go to vote as a package.

The drafting team was commended for its work and results to date and encouraged to drive on to conclusion.

## **Agenda Items Postponed**

Two items on the agenda were not covered. The first, laptop theft incident discussion will be on the December meeting agenda. The second, substation break-ins discussion has been dropped due to most break-ins are the result of petty vandalism or material theft and do not involve substantial threats to the critical infrastructure.

## **Outreach**

Wally Johnson followed the cyber security standards discussion with the discussion about how to train the electric sector on the new standards. CIPC is supporting a train-the-trainer approach to this critical initiative. Teams with the necessary expertise will need to be formed. Training aids, including tapes, DVDs, canned PowerPoint presentations, will need to be considered for development. The Outreach Working Group will be soliciting assistance and ideas in the coming months and will be presenting its plan at the December CIPC meeting. Consistency and clarity are the main training objectives while presenting the authoritative interpretation of the standards.

## **Agency Reports**

*Public Safety Emergency Preparedness Canada* (PSEPC) — Kara Yorke reviewed PSEPC's role in response to hurricanes Katrina and Rita. The Canadian Government Operations Centre (GOC) actively monitored the situation on a 24/7 basis, coordinated requests for assistance received from the United States and coordinated offers of assistance from the Canadian government and private sector. CIPC members Dave Norton and Kevin Perry both expressed appreciation for the assistance provided to those affected areas by the Canadian government. The GOC participated in two briefings a day during Katrina and one per day during Rita. The mutual assistance arrangements already in place were helpful in eliminating roadblocks to timely assistance.

*Federal Energy Regulatory Commission* (FERC) — Regis Binder presented an update. He complimented Gerry Cauley on his presentation on the ERO and for the presentation's accuracy, breadth, and depth. Mr. Binder discussed the many changes occurring at FERC as a result of the recent Energy Policy Act. He also provided some insight as to how FERC will move through the ERO approval process. He predicted there will be many contested issues and reminded CIPC that FERC will need to be ready to defend itself from a legal perspective on most issues.

## **Role of National Infrastructure Advisory Council**

Bill Muston presented a valuable overview of the National Infrastructure Advisory Council and how the various industry sectors are working together and with the respective government agencies to develop a recognized framework for collaboration, respecting legal considerations including the Federal Advisory Committee Act.

## **Round Robin**

Fred Hudson informed CIPC of some issues he and his company have been dealing with during the construction of a new substation. The local fire prevention authorities are interpreting the International Fire Code, 2003 issue to require access to the substation in a way that could comprise security. The issue will continue to be worked.

Bob Windus informed CIPC of a successful cooperative effort to obtain funds to install protective devices at three critical substations in King County. The effort involved collaboration between the Bonneville Power Authority, King County, and DHS.

## **Closing**

Chairman Brindley closed the meeting at 11:30 a.m. on September 30, 2005.

## **Future Meetings**

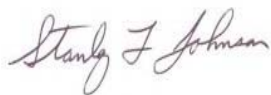
### **2005**

- 1) Thursday (8 a.m. to 5 p.m.) – Friday (8 a.m. to noon), December 8–9, 2005; St. Petersburg, FL (coupled with NERC standing committees).

### **2006**

- 1) Thursday (8 a.m. to 5 p.m.) – Friday (8 a.m. to noon), March 16–17, 2006; Phoenix, AZ (coupled with NERC standing committees and AGA/EEI Security Committee).
- 2) Wednesday – Thursday, 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 noon), September 14–15, 2006; Baltimore, MD, or Boston, MA (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; Houston, TX (coupled with NERC standing committees).

Respectfully submitted,



Stanley L. Johnson  
NERC Staff

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

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### ***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.

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

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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.