

## Violation Severity Levels SAR Drafting Team Meeting

**MISO Offices  
701 Center City Drive  
Carmel, IN 46032  
(317) 249-5400**

### Meeting Notes

- 1) **Administrative** — Mr. Gumm began the meeting and led introductions and a review of the roster.
  - a) Introductions of team members, review roster  

Bert Gumm	Jason Marshall	Jim Nickel	Tim Kucey
Joe Emde	Al Calafiore	Doug Johnson	Doug Hohlbaugh
Steve Crutchfield	Leanne Harrison	Mark MacDonald	Steve Myers
  - b) NERC Antitrust Compliance Guidelines — Mr. Crutchfield led a review of the NERC Antitrust Compliance Guidelines.
- 2) **Review Standards Drafting Team Guidelines and Standards Committee expectations of team (PowerPoint)** — Mr. Crutchfield presented the information for the Drafting Team Guidelines and expectations and reviewed the links to reference documents for the team.
  - a) Review links to reference documents
- 3) **Compliance Overview Review** — Mr. Kucey led a discussion on the NERC Compliance Enforcement Program and how VSL's are used in it.
- 4) **Review Comments to SAR and Develop Responses for Posting** — Mr. Crutchfield reviewed the comments that were received for the SAR and drafted responses. The team finalized the responses to the comments.
- 5) **Violation Severity Levels Guidelines Criteria** — Mr. Calafiore and Mr. Crutchfield led the review of a straw man proposal for VSL Guideline criteria. After some lengthy discussion, Mr. Johnson volunteered to develop the criteria further. The meeting was adjourned for the day at 5:00 p.m. On Wednesday morning, Mr. Johnson presented his work and the group discussed how to develop the criteria for assigning VSL's.

- a) **Action Item:** Mr. Calafiore to complete drafting of the criteria and send to the team.
- 6) Assigning VSL values to requirements** — The team reviewed various Requirements and assigned VSL's based on the criteria that we discussed.
- a) **Action item:** The list of Requirements assigned to the VSL team was divided among individuals for them to assign VSL's based on the criteria. These will be developed by noon Monday, September 10 and sent to reviewers. The team will hold a WebEx and conference call on September 11 from 5 p.m. to 8 p.m. EDT.
- 7) Project Plan / Roadmap** — Mr. Crutchfield and Mr. Calafiore discussed the timeline for team activities. The VSL DT expects to complete the criteria by September 14<sup>th</sup> and will work with other teams involved to educate them on the criteria and assist if necessary, in assigning the VSL's to the Requirements. This will be completed the week of September 17–24. The goal is to post revised Standards and the Criteria document October 1, 2007.
- 8) Summarize Action Items**
- a) See above items 5 and 6
- b) Mr. Gumm will summarize assignments and action items and send to the group.
- 9) Select Dates and Times for Future Meetings**
- a) WebEx and conference call on September 11, 2007 from 5 p.m. to 8 p.m. EDT.
- 10) Adjourn** — The meeting was adjourned at noon on September 5, 2007.

**Links to Reference documents:**

- Violation Severity Levels SAR —  
[ftp://www.nerc.com/pub/sys/all\\_updl/standards/sar/SAR\\_VSLs\\_1st\\_posting\\_17Jul07.pdf](ftp://www.nerc.com/pub/sys/all_updl/standards/sar/SAR_VSLs_1st_posting_17Jul07.pdf)
- FERC Order on Compliance Filing —  
[ftp://www.nerc.com/pub/sys/all\\_updl/docs/ferc/060707-Order-Violation-Severity-Level.pdf](ftp://www.nerc.com/pub/sys/all_updl/docs/ferc/060707-Order-Violation-Severity-Level.pdf)
- The Approved Scope Document —  
[ftp://www.nerc.com/pub/sys/all\\_updl/standards/sc/SAR\\_Drafting\\_Team\\_Scope\\_04Jun07.pdf](ftp://www.nerc.com/pub/sys/all_updl/standards/sc/SAR_Drafting_Team_Scope_04Jun07.pdf)
- Reliability Functional Model —  
[ftp://www.nerc.com/pub/sys/all\\_updl/oc/fmrtg/Function\\_Model\\_Version3\\_Board\\_Approved\\_13Feb07.pdf](ftp://www.nerc.com/pub/sys/all_updl/oc/fmrtg/Function_Model_Version3_Board_Approved_13Feb07.pdf)
- Reliability Standards development Procedure Manual —  
[ftp://ftp.nerc.com/pub/sys/all\\_updl/oc/stp/RSDP\\_V6\\_1\\_12Mar07.pdf](ftp://ftp.nerc.com/pub/sys/all_updl/oc/stp/RSDP_V6_1_12Mar07.pdf)
- Drafting Team Guidelines
- Consideration of Comments