

Standards Committee Procedure

- Title:** NERC Glossary of Terms Used in Reliability Standards Definition Development Procedure
- Purpose:** The procedure establishes the process for development of, consensus for approval, revision, and withdrawal of the definitions associated with the terms contained in the NERC Glossary of Terms. The NERC Glossary of Terms establishes working definitions of terms used in the NERC and Regional Reliability Standards and various technical and informational documents associated with the reliability planning and reliable operation of the Bulk Electric System of North America.
- Conditions:** When a term used in a reliability standard, either approved or in the development process, technical or informational document is unclear, and the lack of clarity or an incorrect assessment could result in a material impact to the reliability of the Bulk Electric System.
- Definition Requester:** Any person or entity (organization, company, government agency, individual, standard drafting team, interpretation drafting team, etc.) directly or materially affected by an existing standard or standard under development, may request that a term be defined by completing a “Request for Definition Development/Revision” form.

Note: The development of new definitions should be avoided unless absolutely necessary. Before a ‘Definition Requester’ requests that a new term be defined, the requester should check the latest version of the *NERC Glossary of Terms Used in Reliability Standards* to determine if the same term, or a term with the same meaning, has already been defined. If a term is used in a standard and the term is defined in a collegiate dictionary, then there is no need to also include the term in the *NERC Glossary of Terms Used in Reliability Standards*, unless the Standard Drafting Team can provide a technical basis for adding clarity to or better defining the application of the commonly defined term. The addition of an adjective or a prefix to an already defined term should not result in a new defined term. If a simple phrase can be used in a standard to replace a new term, then the drafting team should consider using the phrase rather than trying to obtain stakeholder consensus on the new term.

<u>Responsibility</u>	<u>Activity</u>
Definition Requester	Complete the applicable sections of the “Request for the Development/Revision of a Definition for a Term Used in Reliability Standards” form and submit to the Director, Standards Process.
Director, Standards Process	<p>Within ten calendar days, complete the following:</p> <ul style="list-style-type: none"> • Send the Requester an electronic confirmation of receipt of the request. • Verify that all required information has been provided. • Determine the extent of use of the identified term in the NERC Reliability Standards and Regional Reliability Standards (approved and in development). • Based on the results of this review, determine if the identified term should be defined and added to the NERC Glossary of Terms.

- Document and provide identified issues and concerns to the Definition Requester for resolution.

Definition Requester As soon as reasonably possible after receipt of the Director, Standards Process identified issues and concerns regarding the request, if any, work with the Director, Standards Process to resolve all issues and concerns to the satisfaction of the Definition Requester and the Director, Standards Process and determine if the Definition Requester seeks to either move forward with or withdraw the request.

Note: In the event that all of the identified issues or concerns are not resolved to the satisfaction of the Definition Requester or the Director, Standards Process and the Definition Requester seeks to move forward with the request; all unresolved issues or concerns will be documented and presented with the request to the Standards Committee for resolution.

Standards Committee The Standards Committee (SC) will determine if the identified term falls within the scope of:

- 1) One (1) Standard Development Project,
- 2) Multiple (>1) Standard Development Projects, or
- 3) Cannot be associated with a current Standard Development Project.

Based on the review of existing Standard Development Projects, the SC will assign the definition development to the appropriate Standard Drafting Team (SDT) or will direct the Director, Standards Process to establish a Definition Drafting Team (DDT) to initiate the project.

Note: The NERC Standards Committee has the authority to determine the appropriate path that the definition development should take. (See NERC Definition Development Process Diagram)

Standards Committee Assigns Definition Development to an Existing Standard Drafting Team

Standard Drafting Team The SDT will revise the existing project SAR to reflect:

- 1) All Reliability Standards that require revision as a result of the *newly defined/revised term*, and
- 2) Development of an Implementation Plan.

Standards Committee Assigns Definition Development to a Definition Drafting Team

Director, Standards Process Post a request allowing interested parties the opportunity to nominate individuals to the definition drafting team. Self-nominations shall be acceptable. Those individuals who are nominated shall be considered for appointment to the associated definition drafting team. The Director, Standards Process shall recommend a list of candidates for appointment to the team and shall submit the list to the Standards Committee.

Note: The Requester may serve as a member of the drafting team.

The Director, Standards Process shall conduct a review of active standard development projects to identify projects which may be impacted by the new or revised definition.

The Director, Standards Process will notify the NERC Standard Drafting Team (SDT) chairs from the previously identified active development projects, that a Request for Definition Development/Revision has been submitted and approved; and direct the SDT chairs to perform an assessment of the potential impact to the standard development project and provide the results to the Director, Standards Process for dissemination to the definition drafting team.

Note: To facilitate a coordinated effort in the development of the definition, current SDT members should be encouraged to participate in the development of the definition as a definition drafting team member.

Standards Committee	The Standards Committee may accept the recommendations of the Director, Standards Process or may select other individuals to serve on the definition drafting team. This team shall consist of a group of people who collectively have relevant experience, the necessary technical expertise and the work process skills to perform an extensive review of the NERC Reliability Standards, the NERC Glossary of Terms and any regionally defined terms; and prepare a definition that supports the overall use of the term. The Standards Committee shall appoint the definition drafting team, including its officers.
Director, Standards Process	The Director, Standards Process shall assign staff personnel as needed to assist in the drafting of the definition and development of the associated Standard Authorization Request (SAR).
Definition Drafting Team	The SDT will develop a SAR which has a clearly defined scope that includes: 1) All Reliability Standards that require revision as a result of the <i>newly defined/revised term</i> , and 2) Development of an Implementation Plan.

Note: From this point forward, based on the assignment made by the Standards Committee, either the Standard Drafting Team or the Definition Drafting Team will be responsible for the 'Drafting Team' activities documented throughout the remainder of this procedure(See NERC Definition Development Process Diagram).

Standards Committee	<p>Upon acceptance of the SAR, the Standards Committee will authorize NERC Standards staff to post the project's SAR in accordance with the following:</p> <ul style="list-style-type: none"> • For SARs that are limited to addressing regulatory directives, or revisions to definitions currently in the NERC Glossary of Terms, authorize posting the SAR for a 30-day informal comment period with no requirement to provide a formal response to the comments received. • For SARs that address the development of new projects or definitions, authorize posting the SAR for a 30-day formal comment period.
---------------------	---

Drafting Team	<p>If the SAR is posted for a 30-day formal comment period, the Drafting Team shall review and respond to all comments provided by industry.</p> <p>If the comments indicate that there is not a consensus for the scope of the SAR, consider revising the SAR.</p> <p>Draft a definition that does not modify the intent of what is in the reliability standards (approved or in the development process). Care should be taken to ensure that the draft definition can be consistently applied across all regions.</p> <p>Submit the draft definition and the revised SAR (including the revised (redline) versions of the approved NERC Reliability Standards that contain the 'term' and the Implementation Plan) to the Director, Standards Process for quality review.</p> <p>If agreement cannot be reached on the scope of the SAR, the draft definition the revisions to the applicable NERC Reliability Standards or the Implementation Plan, seek the guidance of the Standards Committee.</p>
Standards Committee	<p>If guidance is sought, the Standards Committee shall meet as soon as reasonably possible to consider the request for guidance. The Standards Committee shall provide guidance as requested, which may include one or more of the following:</p> <ul style="list-style-type: none"> • Provide assistance in drafting the definition • Solicit assistance from industry and regulatory experts • Direct the drafting team to move the drafted definition forward in the development process
Director, Standards Process	<p>Conduct quality review and recommend to the Standards Committee to post the definition for a parallel comment and ballot period, or remand to the drafting team for revision if the definition does not meet established Quality Review criteria.</p>
Standards Program Administrator	<p>Post the Request for Definition Development/Revision, the SAR, (including the revised (redline) versions of the approved NERC Reliability Standards that contain the 'term' and the Implementation Plan) and the proposed definition for a 45-day concurrent posting period. In conjunction with the 45-day comment period, the ballot pool will be established during the first 30-days of the posting period and the initial ballot will be conducted during the final 10-days of the posting period. The following questions should be addressed during the comment period:</p> <ul style="list-style-type: none"> • Does the definition alter the intent of the identified reliability standards? • Does the definition correctly define the 'term'? If not, why not? • Does the scope of the project include all affected NERC Reliability Standards? <p>Assemble comments submitted during the comment period and the ballot period, tabulate the ballot results and distribute to the Drafting Team.</p>

*** Notes:**

1. **When the definition development has been assigned to an existing SDT, the draft definition and associated documents may be balloted at the same time as the original project.**
2. **If the number of NERC Reliability Standards requiring revisions to properly address the addition of the term into the NERC Glossary of Terms is substantial, the posting periods may be extended as necessary to provide adequate time for industry participation.**
3. **If the number of NERC Reliability Standards requiring revisions to properly address the addition of the term into the NERC Glossary of Terms is substantial, separate balloting may be conducted based on Reliability Standard categories to eliminate the potential of disagreement with a single revision resulting in the failure of the entire ballot.**

Drafting Team

Review and respond to all comments.

If the comments or the results of the ballot (i.e. negative votes with comments) do not indicate consensus for the definition or the associated documents, and either no changes or only minor changes are needed to improve consensus, either:

- As necessary, revise the definition, the applicable NERC Reliability Standards or the Implementation Plan and recommend posting for a 10-day recirculation ballot.

If the comments or the results of the ballot (i.e. negative votes with comments) do not indicate consensus for the definition or the associated documents, and require substantive changes to improve consensus, either:

- Revise the definition, the applicable NERC Reliability Standards or the Implementation Plan and recommend posting for a 30-day concurrent posting. In conjunction with the 30-day comment period, a 10-day successive ballot will be conducted during the final 10-days of the posting period, or
- Recommend that the request be withdrawn and the project terminated.

Standards Program
Administrator

If the initial ballot results indicate consensus (i.e. no negative votes with comments and ballot requirements (quorum and 2/3 affirmative majority reached), submit the definition, the applicable NERC Reliability Standards and the Implementation Plan to the Director, Standards Process.

Post the Drafting Team's response to comments.

If the comments or the results of the initial ballot (i.e. negative votes with comments) do not indicate a consensus for the definition, the applicable NERC Reliability Standards and the Implementation Plan and either no changes or only minor changes have been made to improve consensus, announce and conduct a recirculation ballot for 10-days.

If the comments or the results of the ballot (i.e. negative votes with comments) do not indicate consensus for the definition or the associated documents, and

require substantive changes to improve consensus, announce and conduct a successive ballot during the final 10-days of a 30-day concurrent posting.

Director of Standards
Development

Submit the definition, the applicable NERC Reliability Standards and the Implementation Plan to the board for its approval.

Board of Trustees

The board shall adopt or reject the definition, the applicable NERC Reliability Standards and the Implementation Plan, but may not modify the proposed definition, the applicable NERC Reliability Standards or the Implementation Plan. If the board chooses not to adopt, it shall provide its reasons for not doing so.

Director of Standards
Development

Submit the definition, the applicable NERC Reliability Standards and the Implementation Plan to the applicable government authorities for regulatory approvals.

Standards Administrator

Incorporate the definition into the NERC Glossary of Terms, post the approved NERC Reliability Standards and the Implementation Plan and send notice of the approval to the Regional Entities and the standards list servers.