

Standards Committee Procedure

Title: Approving the Posting of Reliability Standard Supporting References

Purpose: To ensure that each supporting reference posted with a link to an approved reliability standard has received an open, inclusive, technical review

Conditions: When a drafting team or technical committee has prepared a reference document that supports the implementation or understanding of an approved reliability standard and wants the Standards Committee to approve posting the document with a link to the approved reliability standard

Responsibility	Activity
Authors	Draft a reference to aid stakeholders in the implementation or understanding of a reliability standard
Authors	Submit the reference to the Standards Process Manager, with a request to post the reference document for at least a 30-day public comment period
Standards Administrator	Format the reference according to the NERC Style Guide
Standards Process Manager	Post the reference with a comment form that includes, as a minimum, the following questions: <ul style="list-style-type: none"> - Does this reference document aid in either the implementation or understanding of the associated standard? - Is the terminology in the document consistent with the related standard? If not please explain. - Has this been approved through some other open process? Please identify. - Please provide any other comments you have on this reference document that you haven't already provided.
Standards Process Manager	Announce the posting of the reference document for a comment period
Standards Administrator	Assemble the comments submitted during the comment period and send a copy to both the Authors and the Standards Process Manager
Authors	Develop a report that includes a response to each comment submitted and submit the report to the Standards Process Manager Based on the comments received, either revise the reference and request another posting for comment or submit the reference to the Standards Process Manager for submission to the Standards Committee
Standards Process	Include approval of the reference in the next regularly scheduled Standards

Manager	<p>Committee meeting</p> <p>Provide a summary that includes:</p> <ul style="list-style-type: none"> - Dates the reference was posted - Number and diversity of commenters (number of industry segments and NERC Regions represented) - Issues resolved with changes to the reference - Issues unresolved - Recommendation on whether to approve posting the reference
Standards Committee	<p>Approve posting the reference document if the following conditions have been met:</p> <ul style="list-style-type: none"> - Stakeholders indicated the reference would aid in the implementation or understanding of the associated reliability standard - Stakeholders indicated that the reference is technically correct and provides a complete treatment of the subject - Stakeholders have not identified any issues with the reference document that should preclude posting
Standards Administrator	<p>If approved, on the Approved Reliability Standards web page, add a link from the standard to the approved reference</p>