

SAR Drafting Team Scope

Purpose

The purpose of a SAR Drafting Team (SAR DT) is to assist a standards requester in developing or refining a standards authorization request (SAR).

Each SAR DT assists the requester in helping the industry reach consensus on:

- The industry's need for the new or revised reliability standard
- The scope of that new or revised reliability standard.
- The applicability of the new or revised reliability standard.

The SAR DT will:

- Assist in the development or refinement of a SAR
- Participate in industry forums to help build industry consensus
- Consider and respond to posted comments and attempt to resolve objections
- Identify and consider regional variances
- Assist in the decision to continue with the development of a SAR
- Recommend that a SAR enter the standards drafting phase
- Report progress to the Standards Committee (SC)

Each SAR DT stays in place until its assigned SAR has been approved by the SC to be developed into a standard, or until the SAR is rejected or withdrawn.

Reporting

SAR DTs report to the SC. Each SAR DT works closely with the NERC staff, the associated requester, and the SC.

Membership

When a SAR DT is to be appointed, the NERC Director of Standards will post a notice on the NERC website, requesting that interested parties complete and submit a SAR DT self-nomination form. The Director of Standards will review the list of candidates and forward all self-nominations along with a recommended slate of nominees to the SC.

The SC has the responsibility and authority to make the final determination on appointment to SAR DTs and shall consider each candidate's technical experience in the specific issue being addressed as well as the ability to work effectively in a group situation. In making appointments, the SC shall consider such factors as:

- Representation from as many NERC Regions as possible
- Representation from each Interconnection
- Representation from each of the NERC Standing Committees
- Representation from each of the functions expected to comply with the proposed standard
- Representation from Canada and the United States
- Representation from as many impacted industry segments as possible
- Representation from the NERC compliance program

If more than one candidate provides a similar set of qualifications and diversity, deference shall be given to appointing the candidate who is an employee or agent of an entity in the registered ballot body. If the initial pool of self-nominations does not provide the mix of candidates needed to ensure that there is sufficient technical expertise with diverse views to represent the industry's viewpoints, additional self-nominations may be solicited.

Membership Changes

The SC approves all changes to drafting team membership. If a drafting team member cannot complete work on a SAR DT, that member shall notify the SAR DT chair and coordinator. The coordinator shall report the vacancy to the SC with a recommendation on whether to fill the vacancy.

The coordinator and chair will keep the SC apprised of the need to make changes to the membership (additions, replacements, dismissals, etc.) to keep an efficient and effective team.

SAR DT Chair

When making appointments, the SC shall identify which team member(s) shall serve as the chair. The chair is responsible for leading the drafting team in a fair and impartial manner. The chair reports team progress to the SC.

Coordinator

The coordinator shall be a member of the NERC staff appointed by the Director of Standards and shall be an impartial, non-voting member of the team. The coordinator has overall responsibility for the appearance of team documents submitted for posting, balloting and adoption, records meeting proceedings, and prepares, distributes and posts meeting minutes. The coordinator is also responsible for ensuring that the drafting team adheres to the integrity of the standards process.

Meeting Procedures

Open Meetings

Meetings of SAR DTs shall be open to all interested parties. Meeting notices and agendas shall be publicly posted on the NERC website at least five business days prior to the meeting. Notices shall describe the purpose of meetings and shall identify a readily available source for further information. Guests who wish to attend a SAR DT meeting must pre-register via the NERC Meetings web page to ensure that there are sufficient resources to accommodate guests and SAR DT members.
<http://www.nerc.net/meetings/>

The SAR DT chair is responsible for conducting the meetings in a responsible, timely and efficient manner. To accomplish its assigned tasks there may be times when the chair has to limit the participation of guests to ensure that the SAR DT accomplishes its assigned tasks.

Meeting notes shall be posted on the NERC web site no more than five business days following each meeting.

Quorum

A quorum requires two-thirds of the voting SAR DT members.

Voting

Team members appointed by the SC have the right to vote. Voting may take place during formal meetings or may take place through electronic means. Approval of any action of a SAR DT requires a two thirds majority of the SAR DT member votes cast.

Proxies

Proxies are not allowed.

Expectations of Members and Observers

It is the expectation that all members and observers attending drafting team meetings adhere to the NERC Reliability Standard Development Procedure. Members and observers are expected to participate in a courteous and professional manner.

List Server Use

NERC staff will assign each SAR DT a unique list server. The list server allows drafting team members to simultaneously send a message to all members of the SAR DT. While designed for the use of drafting team members, an observer who asks to be added to a SAR DT's list server may be added to the list server as an 'observer.'

The use of a SAR DT list server is limited to exchange of e-mail relative to the development of the associated SAR. The use of a SAR DT list server for any other reason, such as for the exchange of personal information or for the distribution of commercial information, is prohibited. Repeated use of list servers for non-drafting team business may result in the member or observer being removed from the list server.