Standards Committee Procedure
NERC Glossary of Terms Used in Reliability Standards Definition Development 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: 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.
<table>
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<tr>
<th>Responsibility</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Definition Requester</td>
<td>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 NERC staff</td>
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<tr>
<td>NERC staff</td>
<td>Within 10 calendar days, complete the following:</td>
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<td></td>
<td>• Send the Requester an electronic confirmation of receipt of the request.</td>
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<td>• Verify that all required information has been provided.</td>
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<td></td>
<td>• Determine the extent of use of the identified term in the NERC Reliability Standards and Regional Reliability Standards (approved and in development).</td>
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<td></td>
<td>• Based on the results of this review, determine if the identified term should be defined and added to the NERC Glossary of Terms.</td>
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<td>• Document and provide identified issues and concerns to the Definition Requester for resolution.</td>
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<tr>
<td>Definition Requester</td>
<td>As soon as reasonably possible after receipt of NERC staff identified issues and concerns regarding the request, if any, work with the NERC staff to resolve all issues and concerns to the satisfaction of the Definition Requester and NERC staff and determine if the Definition Requester seeks to either move forward with or withdraw the request.</td>
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**Note:** In the event that all of the identified issues or concerns are not resolved to the satisfaction of the Definition Requester or NERC staff 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: |
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<tr>
<td></td>
<td>1) One (1) Standard Development Project,</td>
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<td></td>
<td>2) Multiple (&gt;1) Standard Development Projects, or</td>
</tr>
<tr>
<td></td>
<td>3) Cannot be associated with a current Standard Development Project.</td>
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|                      | 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 NERC staff 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

NERC staff

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. NERC staff 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.

NERC staff shall conduct a review of active standard development projects to identify projects which may be impacted by the new or revised definition.

NERC staff 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 NERC staff 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 NERC staff 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.
NERC staff 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 newly defined/revised term, 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

Upon acceptance of the SAR, the Standards Committee will authorize NERC staff to post the project’s SAR in accordance with the following:

- 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

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.

If the comments indicate that there is not a consensus for the scope of the SAR, consider revising the SAR.

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.

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 NERC staff for quality review.

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.
Standards Committee  
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:

- 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

NERC staff  
Conduct quality review and recommend to the Standards Committee to post the definition for a comment and ballot period, or remand to the drafting team for revision if the definition does not meet established Quality Review criteria.

NERC staff  
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 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:

- 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?

Assemble comments submitted during the comment period and the ballot period, tabulate the ballot results and distribute to the Drafting Team.

* 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) indicate consensus for the definition or the associated documents, and either no changes or only minor changes are needed to improve consensus:

- As necessary, revise the definition, the applicable NERC Reliability Standards or the Implementation Plan and recommend posting for a 10-day final 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 45-day posting. In conjunction with the additional 45-day comment period, a 10-day additional 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 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 NERC staff.

Post the Drafting Team’s response to comments.

If the comments or the results of the initial ballot (i.e. negative votes with comments) 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 final 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 an additional ballot during the final 10-days of a 45-day posting.
NERC staff 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.

NERC staff 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 to the applicable government authorities for regulatory approvals and send notice of the approval to the Regional Entities and the standards list servers.

**Version History**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Owner</th>
<th>Change Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>July 13, 2011</td>
<td>NERC (Standards Committee Endorser)</td>
<td>Endorsed by Standards Committee</td>
</tr>
<tr>
<td>2</td>
<td>August 29, 2014</td>
<td>NERC (Standards Committee Endorser)</td>
<td>Updated template</td>
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<tr>
<td>3</td>
<td>October 15, 2014</td>
<td>NERC (Standards Committee Endorser)</td>
<td>Updated job titles and the revision posting and comment time period</td>
</tr>
<tr>
<td>3</td>
<td>December 9, 2014</td>
<td>NERC (Standards Committee Endorser)</td>
<td>Updates endorsed by the Standards Committee</td>
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