

## Agenda

# Project Management and Oversight Subcommittee Meeting

January 29, 2020 | 1:00 – 3:00 p.m. Eastern

Dial-in: 1-415-655-0002 | Access Code: 739 425 045 | Meeting Password: 012920

Click here for: [WebEx Access](#)<sup>1</sup>

### Introduction and Chair's Remarks

### NERC Antitrust Compliance Guidelines and Public Announcement NERC Participant Policy

### Agenda Items

1. **Consent Agenda – Approve** (C. Yeung)
  - a. December 18, 2019 Project Management and Oversight Subcommittee Meeting Minutes\*
2. **Prior Action Items – Review** (S. Barfield/E. Prince)
3. **Project Tracking Spreadsheet ([PTS](#)) – Review**
  - a. 2015-09 – Establish and Communicate System Operating Limits – **Update** (K. Lanehome)
  - b. 2016-02 – Modifications to CIP Standards (K. Lanehome, A. Mayfield, or K. Rosener)
    - i. (2016-02c) TO Control Centers performing TOP obligations (CIP-002) – **Update**
    - ii. (2016-02d) Version 5 TAG, Cyber Asset and BES CA (BCA) definitions, Network and Externally Accessible Devices (ESP, ERC, IRA), Virtualization, and CIP Exceptional Circumstances – **Update**
  - c. 2017-01 – Modifications to BAL-003-1 (L. Lynch)
    - i. 2017-01 (Phase 1) – **Archive**
    - ii. 2017-01 (b) (Phase 2) – **Update**
      1. Liaison Assignment
  - d. 2017-07 – Standards Alignment with Registration – **Update** (M. Brytowski)
  - e. 2018-04 – PRC-024-2 and Inverter Based Resources – **Update** (L. Lynch)

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<sup>1</sup> When joining the web portion, start with the web link first. Once logged in, a dialog box will open with all numbers or an option for WebEx to call your number. More importantly, it will give you your ATTENDEE ID#. Please use that number, if calling in, when prompted to do so. It links your web session to the caller on the phone.

- f. 2019-01 – Modifications to TPL-007-3 – **Update** (M. Brytowski)
- g. 2019-02 – BES Cyber System Information Access Management (CIP-004 and CIP-011) – **Update** (C. Bellville or K. Rosener)
- h. 2019-03 – Cyber Security Supply Chain Risks – **Update** (M. Bussey, L. Lynch, or K. Rosener)
- i. 2019-04 – Modifications to PRC-005-6 – **Update** (M. Pratt or L. Lynch)
- j. 2019-05 – Modifications to PER-003 – **Update** (C. Bellville or C. Yeung)
- k. 2019-06 – Cold Weather – **Update** (Q. Morrison or M. Brytowski)
- l. 2020-01 – Modifications to MOD-031-1 - Assign

#### **4. Other**

- a. Next meeting
  - i. In-person meeting at NERC Wednesday, March 18, 2020 from 8:00 - 10:00 a.m. Eastern
- b. Other

#### **5. Adjournment**

\*Background materials included.

# NERC Antitrust Compliance Guidelines

## I. General

It is NERC's policy and practice to obey the antitrust laws and to avoid all conduct that unreasonably restrains competition. This policy requires the avoidance of any conduct that violates, or that might appear to violate, the antitrust laws. Among other things, the antitrust laws forbid any agreement between or among competitors regarding prices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that unreasonably restrains competition.

It is the responsibility of every NERC participant and employee who may in any way affect NERC's compliance with the antitrust laws to carry out this commitment.

Antitrust laws are complex and subject to court interpretation that can vary over time and from one court to another. The purpose of these guidelines is to alert NERC participants and employees to potential antitrust problems and to set forth policies to be followed with respect to activities that may involve antitrust considerations. In some instances, the NERC policy contained in these guidelines is stricter than the applicable antitrust laws. Any NERC participant or employee who is uncertain about the legal ramifications of a particular course of conduct or who has doubts or concerns about whether NERC's antitrust compliance policy is implicated in any situation should consult NERC's General Counsel immediately.

## II. Prohibited Activities

Participants in NERC activities (including those of its committees and subgroups) should refrain from the following when acting in their capacity as participants in NERC activities (e.g., at NERC meetings, conference calls and in informal discussions):

- Discussions involving pricing information, especially margin (profit) and internal cost information and participants' expectations as to their future prices or internal costs.
- Discussions of a participant's marketing strategies.
- Discussions regarding how customers and geographical areas are to be divided among competitors.
- Discussions concerning the exclusion of competitors from markets.
- Discussions concerning boycotting or group refusals to deal with competitors, vendors or suppliers.
- Any other matters that do not clearly fall within these guidelines should be reviewed with NERC's General Counsel before being discussed.

## III. Activities That Are Permitted

From time to time decisions or actions of NERC (including those of its committees and subgroups) may have a negative impact on particular entities and thus in that sense adversely impact competition. Decisions and actions by NERC (including its committees and subgroups) should only be undertaken for the purpose of promoting and maintaining the reliability and adequacy of the bulk power system. If you do not have a

legitimate purpose consistent with this objective for discussing a matter, please refrain from discussing the matter during NERC meetings and in other NERC-related communications.

You should also ensure that NERC procedures, including those set forth in NERC's Certificate of Incorporation, Bylaws, and Rules of Procedure are followed in conducting NERC business.

In addition, all discussions in NERC meetings and other NERC-related communications should be within the scope of the mandate for or assignment to the particular NERC committee or subgroup, as well as within the scope of the published agenda for the meeting.

No decisions should be made nor any actions taken in NERC activities for the purpose of giving an industry participant or group of participants a competitive advantage over other participants. In particular, decisions with respect to setting, revising, or assessing compliance with NERC reliability standards should not be influenced by anti-competitive motivations.

Subject to the foregoing restrictions, participants in NERC activities may discuss:

- Reliability matters relating to the bulk power system, including operation and planning matters such as establishing or revising reliability standards, special operating procedures, operating transfer capabilities, and plans for new facilities.
- Matters relating to the impact of reliability standards for the bulk power system on electricity markets, and the impact of electricity market operations on the reliability of the bulk power system.
- Proposed filings or other communications with state or federal regulatory authorities or other governmental entities.
- Matters relating to the internal governance, management and operation of NERC, such as nominations for vacant committee positions, budgeting and assessments, and employment matters; and procedural matters such as planning and scheduling meetings.

## Public Meeting Notice

REMINDER FOR USE AT BEGINNING OF MEETINGS AND CONFERENCE CALLS THAT HAVE BEEN PUBLICLY NOTICED AND ARE OPEN TO THE PUBLIC

### **Conference call/webinar version:**

As a reminder to all participants, this webinar is public. The registration information was posted on the NERC website and widely distributed. Speakers on the call should keep in mind that the listening audience may include members of the press and representatives of various governmental authorities, in addition to the expected participation by industry stakeholders.

### **Face-to-face meeting version:**

As a reminder to all participants, this meeting is public. Notice of the meeting was posted on the NERC website and widely distributed. Participants should keep in mind that the audience may include members of the press and representatives of various governmental authorities, in addition to the expected participation by industry stakeholders.

### **For face-to-face meeting, with dial-in capability:**

As a reminder to all participants, this meeting is public. Notice of the meeting was posted on the NERC website and widely distributed. The notice included the number for dial-in participation. Participants should keep in mind that the audience may include members of the press and representatives of various governmental authorities, in addition to the expected participation by industry stakeholders.

# NERC Participant Conduct Policy

## General

Consistent with its Rules of Procedure, Bylaws, and other governing documents, NERC regularly collaborates with its members and other stakeholders to help further its mission to assure the effective and efficient reduction of risks to the reliability and security of the grid. Many NERC members and other bulk power system experts provide time and expertise to NERC, and the general public, by participating in NERC committees, subcommittees, task forces, working groups, and standard drafting teams, among other things. To ensure that NERC activities are conducted in a responsible, timely, and efficient manner, it is essential to maintain a professional and constructive work environment for all participants, including NERC staff; members of NERC committees, subcommittees, task forces, working groups, and standard drafting teams; as well as any observers of these groups. To that end, NERC has adopted the following Participant Conduct Policy (this “Policy”) for all participants engaged in NERC activities. Nothing in this Policy is intended to limit the powers of the NERC Board of Trustees or NERC management as set forth in NERC’s organizational documents, the NERC Rules of Procedure, or under applicable law. This Policy does not apply to the NERC Board of Trustees or the Member Representatives Committee.

## Participant Conduct Policy

All participants in NERC activities must conduct themselves in a professional manner at all times. This Policy includes in-person conduct and any communication, electronic or otherwise, made as a participant in NERC activities. Examples of unprofessional conduct include, but are not limited to, verbal altercations, use of abusive language, personal attacks or derogatory statements made against or directed at another participant, and frequent or patterned interruptions that disrupt the efficient conduct of a meeting or teleconference.

Additionally, participants shall not use NERC activities for commercial purposes or for their own private purposes, including, but not limited to, advertising or promoting a specific product or service, announcements of a personal nature, sharing of files or attachments not directly relevant to the purpose of the NERC activity, and communication of personal views or opinions, unless those views are directly related to the purpose of the NERC activity. Unless authorized by an appropriate NERC officer, individuals participating in NERC activities are not authorized to speak on behalf of NERC or to indicate their views represent the views of NERC, and should provide such a disclaimer if identifying themselves as a participant in a NERC activity to the press, at speaking engagements, or through other public communications.

Finally, participants shall not distribute work product developed during the course of NERC activities if that work product is deemed Confidential Information consistent with the NERC Rules of Procedure Section 1500. Participants also shall not distribute work product developed during the course of NERC activities if distribution is not permitted by NERC or the relevant committee chair or vice chair (e.g., an embargoed report), provided that NERC, or the committee chair or vice chair in consultation with NERC staff, may grant in writing a request by a participant to allow further distribution of the work product to one or more specified entities within its industry sector if deemed to be appropriate. Any participant that distributes

work product labeled “embargoed,” “do not release,” or “confidential” (or other similar labels) without written approval for such further distribution would be in violation of this Policy. Such participants would be subject to restrictions on participation, including permanent removal from participation on a NERC committee or other NERC activity.

## **Reasonable Restrictions on Participation**

If a participant does not comply with this Policy, certain reasonable restrictions on participation in NERC activities may be imposed as described below.

If a NERC staff member, or committee chair or vice chair after consultation with NERC staff, determines, by his or her own observation or by complaint of another participant, that a participant’s behavior is disruptive to the orderly conduct of a meeting in progress or otherwise violates this Policy, the NERC staff member or committee chair or vice chair may remove the participant from a meeting. Removal by the NERC staff member or committee chair or vice chair is limited solely to the meeting in progress and does not extend to any future meeting. Before a participant may be asked to leave the meeting, the NERC staff member or committee chair or vice chair must first remind the participant of the obligation to conduct himself or herself in accordance with this Policy and provide an opportunity for the participant to comply. If a participant is requested to leave a meeting by a NERC staff member or committee chair or vice chair, the participant must cooperate fully with the request.

Similarly, if a NERC staff member, or committee chair or vice chair after consultation with NERC staff, determines, by his or her own observation or by complaint of another participant, that a participant’s behavior is disruptive to the orderly conduct of a teleconference in progress or otherwise violates this Policy, the NERC staff member or committee chair or vice chair may request the participant to leave the teleconference. Removal by the NERC staff member or committee chair or vice chair is limited solely to the teleconference in progress and does not extend to any future teleconference. Before a participant may be asked to leave the teleconference, the NERC staff member or committee chair or vice chair must first remind the participant of the obligation to conduct himself or herself in accordance with this Policy and provide an opportunity for the participant to comply. If a participant is requested to leave a teleconference by a NERC staff member or committee chair or vice chair, the participant must cooperate fully with the request. Alternatively, the NERC staff member or committee chair or vice chair may choose to terminate the teleconference.

At any time, a NERC officer, after consultation with NERC’s General Counsel, may impose a restriction on a participant from one or more future meetings or teleconferences, a restriction on the use of any NERC-administered listserv or other communication list, or such other restriction as may be reasonably necessary to maintain the orderly conduct of NERC activities. Before approving any such restriction, the NERC General Counsel must provide notice to the affected participant and an opportunity to submit a written objection to the proposed restriction no fewer than seven days from the date on which notice is provided. If approved, the restriction is binding on the participant, and NERC will notify the organization employing or contracting with the restricted participant. A restricted participant may request removal of the restriction by submitting a request in writing to the NERC General Counsel. The restriction will be removed at the reasonable discretion of the NERC General Counsel or a designee.

Upon the authorization of the NERC General Counsel, NERC may require any participant in any NERC activity to execute a written acknowledgement of this Policy and its terms and agree that continued participation in any NERC activity is subject to compliance with this Policy.

### **Guidelines for Use of NERC Email Lists**

NERC provides email lists, or “listservs,” to NERC stakeholder committees, groups, and teams to facilitate sharing information about NERC activities. It is the policy of NERC that all emails sent to NERC listservs be limited to topics that are directly relevant to the listserv group’s assigned scope of work. NERC reserves the right to apply administrative restrictions to any listserv or its participants, without advance notice, to ensure that the resource is used in accordance with this and other NERC policies.

Prohibited activities include using NERC-provided listservs for any price-fixing, division of markets, and/or other anti-competitive behavior. Recipients and participants on NERC listservs may not utilize NERC listservs for their own private purposes. This may include lobbying for or against pending balloted standards, announcements of a personal nature, sharing of files or attachments not directly relevant to the listserv group’s scope of responsibilities, or communication of personal views or opinions, unless those views are provided to advance the work of the listserv’s group. Any offensive, abusive, or obscene language or material shall not be sent across the NERC listservs.

Any participant who has concerns about this Policy may contact NERC’s General Counsel.

<b>Version History</b>		
<b>Version</b>	<b>Date</b>	<b>Revisions</b>
1	February 6, 2019	Initial version
2	February 22, 2019	Clarified policy does not apply to Board or MRC  Address participants speaking on behalf of NERC

# Meeting Minutes Project Management and Oversight Subcommittee (PMOS)

December 18, 2019 | 8:00–10:00 a.m. Eastern

## Introduction and Chair's Remarks

Chair C. Yeung called the meeting, an in-person, to order at 8:01 a.m. Eastern. The meeting was announced via the PMOS email distribution list on December 9, 2019 as well as being publicly posted on the [www.nerc.com](http://www.nerc.com) website. The chair provided the subcommittee with opening remarks and welcomed members<sup>1</sup> and guests. The secretary held roll call for members and identified other attendees that were in attendance. Those in attendance included:

Members: Charles Yeung (PMOS chair), Michael Brytowski (PMOS vice chair), Colby Bellville, Masuncha Bussey, Ken Lanehome, Linda Lynch, Quinn Morrison, Mark Pratt, and Kirk Rosener. A quorum of voting members (i.e., seven of eight) in addition to non-voting members Andrew Gallo and Amy Casuscelli of the Standards Committee (SC).

Observers: from industry: John Allen (City Utilities), Sean Bodkin (Dominion), Troy Brumfield (ATC), Dennis Chastain (TVA), Rachel Coyne (TRE), Deborah Currie (SPP), Rebecca Moore Darrah (ACES), Kent Feliks (AEP), Venona Greaff (Oxy), Matthew Harward (SPP), Linn Oelker (LG&E and KU Services Company), Eric Scott (Ameren), Kim Thomas (Duke Energy) and Guy Zito (NPCC); from NERC: Scott Barfield-McGinnis (secretary), Soo Jin Kim, Chris Larson, Jordan Mallory, and Lauren Perotti.

## NERC Antitrust Compliance Guidelines and Public Announcement

NERC Antitrust Compliance Guidelines and Public Announcement were presented and reviewed by the secretary. The secretary noted the full antitrust guidelines and public announcement were provided in the agenda package to each member via email and posted on the PMOS webpage. There were no questions.

## NERC Participant Policy

The secretary noted that the revised NERC Participant Policy was included in the meeting announcement and for attendees to make themselves aware of its content.

## Agenda Items

### 1. Review of Agenda

C. Yeung reviewed the agenda with members and attendees.

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<sup>1</sup> The PMOS is composed of industry stakeholders where the chair or vice chair must be a member of the Standards Committee (SC) and the SC leadership are non-voting members of the PMOS.

## 2. Consent Agenda

The November 13, 2019 Meeting Minutes were reviewed, motion by M. Pratt, was properly seconded, and approved by unanimous consent.

## 3. Review of Prior Action Items

S. Barfield-McGinnis reported on the following action items from the November 13, 2019 in-person meeting:

- a. Secretary to obtain status and next steps for PMOS chair prior to the November 20, 2019 SC meeting. The leadership has no term limits. (Complete)
- b. PMOS to determine why Project 2019-01 finished well in advance of the expected completion date. (The PMOS noted during this meeting that the revisions seem to affect only a small portion of industry stakeholders and therefore was not contentious causing the project to finish without additional comment and ballot periods.)
- c. Secretary to add M. Bussey as a liaison to Project 2019-03 and introduce her to the standard developer and added to the project email list. (Complete)
- d. Secretary to add Q. Morrison as primary to Project 2019-06 and M. Brytowski as backup. Introduce Q. Morrison to the standard developer to have him added to the project email list. (Complete)
- e. Secretary to prepare liaison training for December 18, 2019 meeting. (Complete)
- f. Secretary to determine if PMOS leadership have term limits. (Complete)
- g. Secretary to review A. Casuscelli's projects to determine if other liaisons need to be added since she will be transitioning into the SC chair role. A. Casuscelli advised that she would like to step during her role as the SC chair in 2020. (Complete)
- h. Secretary to publish and announce the 2020 in-person and conference call schedule. The PMOS support administrator will be issuing the calendar invites by the end of the year. (Complete)
- i. Secretary to have M. Bussey and Q. Morrison added to the PMOS email list. (Complete)

## 4. Project Tracking Spreadsheet (PTS) and Project Review

- a. 2015-09 – Establish and Communicate System Operating Limits (SOL) – K. Lanehome reported the following:  
**Phase I (2015-09):** Most recently, the standard drafting team (SDT) met in November 2019 to review documentation prior to a leadership transition. Vic Howell has transitioned from the role of chair. The team made revisions to Reliability Standards FAC-011, TOP-001 and IRO-008 to address the logging and reporting of SOL exceedances. The team is awaiting feedback from technical staff at the Federal Energy Regulatory Commission (FERC) in order to move forward. The SDT next steps is to have an in-person meeting, which is tentatively scheduled in January 2020 to finalize documentation for posting. The goal is to have a formal posting in late February or early March 2020.

**Phase II (2015-09b):** The Interconnection Reliability Operating Limit (IROL) portion of the project has been placed on hold pending additional information.

The SDT decided that IROL modifications will not be made to Reliability Standard CIP-002 at this time. The CIP SDT (2016-02c) will finish their work and post with no changes to the IROL language. The CIP-002 standard will be re-opened during Phase II of this project to address the IROL language.

- b. 2016-02 – Modifications to Critical Infrastructure Protection (CIP) Standards – K. Lanehome reported the following:
- i. (2016-02c) CIP-002-5.1a: A formal comment and ballot period ends on December 16, 2019 and the SDT is awaiting results from the comment and ballot period. A final ballot is targeted for late January 2020 with it going to the NERC Board of Trustees (“Board”) in February 2020, assuming industry approves.
  - ii. (2016-02d) Version 5 TAG, Cyber Asset and BES Cyber Asset (BCA) definitions, Network and Externally Accessible Devices (i.e., ESP, ERC, IRA), Virtualization, and CIP Exceptional Circumstances: This project is being delayed due to the same set of standards being opened for the CIP Bulk Electric System (BES) Cyber System Information (BCSI) and Supply Chain SDTs. There is concern that posting multiple versions of the same standards will confuse industry. The Supply Chain team is acting on a FERC deadline and has priority. The next steps include working on updates to Reliability Standards CIP-005, -007, -010 and the associated definitions, however, the planned informal posting has been cancelled. The team will await completion by the other SDTs before requesting its first formal posting. The goal of the SDT is to finish the work by summer of 2020, and the team is anticipating that the first formal posting will be in July 2020. A workshop will be held at NERC in Atlanta on April 1, 2020.
- S. Bodkin asked what the plan was for the various versions (e.g., version 4, 5, etc.). J. Mallory, the project developer, acknowledged that was the plan due to the various moving parts. The supply chain component has a FERC directive connected with it, so it will be in the forefront.

- c. 2017-01 – Modifications to BAL-003-1.1 – L. Lynch reported the following:

**Phase I (2017-01):** Phase I passed industry approval at 100 percent and was adopted by the Board in November 2019. There was an in-person meeting in Denver, Colorado in October 2019 where work began for Phase II.

**Phase II (2017-01b):** The SDT is planning for an in-person meeting in late January 2020; at which time the team will be preparing for initial posting in the first quarter of 2020 for industry comment. At the January 2020 meeting, the project timeline will be revised and may account for a Field Trial, which would create a multi-year (early estimate is 18-24 months) timeline for Phase II.

L. Oelker noted that the most recent version of the NERC Rules of Procedure (“ROP”) has a process for bringing the Field Trial to the SC for approval. S. Bodkin added it is a two-part

process, a technical committee must approve before going to the SC. L. Perotti noted that the ROP has sufficient flexibility for technical committees to review and process accordingly.

- d. 2017-03 – Periodic Review of FAC-008-3 Standard – M. Pratt reported the project has concluded due to the standard’s revision within the Standards Efficiency Review (SER) project. The project will be archived in the PTS.
- e. 2017-04 – Periodic Review of Interchange Scheduling and Coordination Standards – C. Yeung reported the project has concluded due to the standard’s revision within the SER project. The project will be archived in the PTS.
- f. 2017-05 – Project 2017-05 NUC-001-3 Periodic Review – C. Bellville reported the project has concluded due to the standard’s revision within the SER project. The project will be archived in the PTS.
- g. 2017-07 – Standards Alignment with Registration – M. Brytowski reported that all seven standards posted for initial ballot were passed by industry. The next steps are to respond to comments and post for final ballot.
- h. 2018-04 – Modifications to PRC-024-2 – L. Lynch reported that the standard passed industry balloting at 82.47 percent. The standard will be presented to the Board for adoption in February 2020. C. Yeung asked why the project finished a little less than one quarter later than expected. L. Lynch noted the schedule was aggressive and the first ballot that failed caused the SDT to spend more time addressing issues raised in industry comments.
- i. 2019-01 – Modifications to TPL-007-3 – M. Brytowski reported that the *Transmission System Planned Performance for Geomagnetic Disturbance Events* passed final ballot at 78.95 percent and is being prepared for regulatory filing. The project finished ahead of schedule because the additional reporting, probably through the Regional Entities, would be small. Industry was comfortable with the approach and the revisions to the Reliability Standard was consistent with the elements of the FERC directive.
- j. 2019-02 – BES Cyber System Information Access Management – K. Rosener reported the SC rejected the SDT’s request for authorization in November 2019 due to interpreting that CIP-011 brings in Low Impact BES Cyber Systems. This was not the SDT’s intent. The SDT has since reviewed the language and feedback from the SC and made a minor word addition to Requirement R1 Part 1.1. The SDT has resubmitted the project for the December 18, 2019 SC meeting for authorization. The January 2020 meeting was rescheduled to February 2020 for the SDT to respond to comments. After review of comments from industry in January, the SDT will review the current projected start and end dates and provide updates if necessary.
- k. 2019-03 – Cyber Security Supply Chain Risk – L. Lynch reported there was an in-person meeting on November 19-21, 2019, at the NERC offices in Atlanta, followed by a conference call on November 25, 2019 to revise the standards for posting. The SDT is working towards posting the Standards for a formal comment period, which is anticipated from January 27 through March 11, 2020, pending SC authorization at the January 22, 2020 meeting. There is a conference call

scheduled on December 17, 2019, for a Quality Review of the revised standards with the SDT members.

- l. 2019-04 – Modifications to PRC-005-6 – M. Pratt reported that the SC authorized the Standards Authorization Request (SAR) drafting team (10 members) on November 20, 2019. There was an SDT introduction WebEx held on December 13, 2019, and the next step is an in-person meeting that will be scheduled in late January 2020. There are some concerns about the depth of experience of the SDT.
- m. 2019-05 – Modifications to PER-003-2 – C. Bellville reported that the SAR drafting team met a couple of times in November 2019 to revise the SAR based on industry comments from August 2019 posting. The team has finalized the revised SAR and will be submitting to the SC for approval at the December 18, 2019 meeting. In addition, the SC will be asked to authorize the work on the standard and appoint the SAR drafting team as the SDT. The first in-person meeting of the SDT is tentatively scheduled for January 2020.
- n. 2019-06 – Cold Weather – Q. Morrison reported the slate of SDT members is going to the SC for appointment on December 18, 2019. J. Mallory noted that the SDT is planning to meet in January 2020.

## **5. Other**

- a. Standards Efficiency Review – M. Brytowski provided a report that the Phase II team is addressing the goals and needs of data retention. The team is expected to ramp up in early 2020. He is coordinating with C. Larson who is managing the SER work.
- b. PMOS Liaison Training Presentation was presented by the PMOS Secretary. C. Yeung provided comments as well.

## **6. Action Items**

The secretary took the following action items to be addressed prior to the next meeting:

- a. Secretary to create an informational one-pager for developers and liaisons concerning Complexity Factors.

## **7. Adjournment**

C. Yeung adjourned the meeting at 9:36 a.m. Eastern by consent.