

Agenda

Standards Committee Process Subcommittee Meeting

November 15, 2018 | 11:00 a.m. – 12:00 p.m. Eastern

Dial-in: 1-415-655-0002 | Access Code: 732 691 407 | Meeting Password: 111518

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Introduction and Chair's Remarks

NERC Antitrust Compliance Guidelines and Public Announcement*

Agenda Items

1. **Review Meeting Agenda — Approve**
2. **Consent Agenda — Approve**
 - a. September 12, 2018 Standards Committee Process Subcommittee (SCPS) Meeting Minutes*
 - b. Updated SCPS Roster
3. **Review SCPS Work Plan* — Discuss (S. Bodkin)**
4. **Review of The Standards Resource Document* — Discuss (L. Oelker)**
5. **Projects — Update/Review**
 - a. Identify, Maintain, Prioritize and Categorize Standards Resources Documents (J. Hagen)
 - b. Reference Inventory Project (J. Flandemeyer)
 - c. Standard Grading Spreadsheet (S. Bodkin)
 - d. Single Portal (S. Bodkin)
6. **Standards Committee Meeting (November 14, 2018) — Report (S. Bodkin)**
7. **Discussion (All)**
8. **Review of Actions/Assignments — (A. McMeekin)**
9. **Future Meetings**
 - a. Meetings in coordination with Standards Committee:
 - i. December 11, 2018 — Atlanta, GA (NERC) | 1:00 p.m. – 5:00 p.m. Eastern
10. **Adjourn**

*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 Announcements

Conference call:

Participants are reminded that this conference call is public. The access number 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.

Meeting Notes

Standards Committee Process Subcommittee

September 12, 2018 | 1:00 – 5:00 p.m. Pacific

Introduction and Chair's Remarks

Standards Committee Process Subcommittee (SCPS or Subcommittee) Chair S. Bodkin called the duly noticed meeting to order at 1:00 p.m. Pacific and welcomed the members and observers. J. Tarantino welcomed everyone to Sacramento and provided the building and safety logistics.

NERC Antitrust Compliance Guidelines and Public Announcement

A. McMeekin reviewed the NERC Antitrust Compliance Guidelines and the public meeting announcement.

Roll Call (Item 1)

A. McMeekin called the roll; seven of the twelve members were present so quorum was achieved.

Review Meeting Agenda and Objectives (Item 2)

S. Bodkin reviewed the meeting agenda and objectives. There were no changes made to the agenda.

Consent Agenda (Item 3)

The meeting notes from August 23, 2018 were approved by unanimous consent.

Review the SCPS Work Plan (Item 4)

S. Bodkin reported that draft 2 of the revisions to the Standard Processes Manual had passed ballot on August 9, 2018. No action required by the SCPS at this time.

Review the Standards Resource Document (Item 5)

S. Bodkin presented the Standards Resource Document (Matrix) noting that the Functional Model was currently posted for informal comment, and that there are three documents pending retirement based on the revisions to the SPM.

Projects – Update/Review (Item 6)

- a. Identify, Maintain, Prioritize and Categorize Standards Resources Documents
J. Hagen will contact team members to schedule initial meeting.
- b. Identify and review references to Functional Model in NERC documents
J. Flandermeyer reviewed the revised one-pager. The review prompted discussion of whether or not the project was within the scope of the SCPS. After reviewing the SCPS Scope document (dated October 22, 2014), it was agreed that the purpose of the SCPS is to develop, maintain, and document processes and guidelines to aid the ERO Enterprise. The decision was made to focus the project on the process aspects of identifying, inventorying, and reviewing references

to the Functional Model within Standards Resource documents. J. Flandermeyer and S. Bodkin to re-write the one-pager and present to the SC at a future meeting.

Standards Committee Meeting (September 13, 2018) (Item 7)

S. Bodkin stated he would report the SCPS Work Plan to the SC the following day (September 13).

Discussion Items (Item 8)

S. Bodkin asked if anyone had ideas for projects that would benefit the ERO stating the Subcommittee needs to be proactive and to identify projects to submit to the SC for its projected annual Work Plan. J. Flandermeyer suggested members touch base with any industry and/or trade groups they participate in for potential project ideas.

R. Shu suggested the questions on the Standards Grading template be reviewed and updated as needed. R. Shu will draft a one-pager outlining the project scope.

J. Loewer asked for a status update on her suggestion that NERC Legal compile a change log (similar to a version history) for revisions made to the NERC Rules of Procedure (ROP). S. Bodkin stated that he had discussed the idea with L. Perotti and that she was socializing the idea within NERC Legal staff.

A. McMeekin noted that NERC IT staff is developing a menu-driven application accessed from the NERC Standards webpage that could obviate the need for updating the Single Portal document. The development is scheduled for completion prior to the end of 2018. Concurrently, R. Shu and S. Bodkin will draft a one-pager outlining the potential project to update the Single Portal document to be presented to the SC at the December meeting in Atlanta.

Action Items/Assignments

1. J. Hagen will contact team members to schedule initial meeting.
2. J. Flandermeyer and S. Bodkin to re-write the one-pager for the 'Functional Model references' project.
3. R. Shu to draft a one-pager for the project to review and update the Standards Grading template.
4. R. Shu and S. Bodkin to draft a one-pager outlining the potential project to update the Single Portal document.

Future Meetings

- a. Conference Calls:
 - i. October 25, 2018 | 2:00 – 4:00 p.m. Eastern
 - ii. November 15, 2018 | 2:00 – 4:00 p.m. Eastern
- b. Meetings in coordination with Standards Committee:
 - iii. December 11, 2018 — Atlanta, GA (NERC) | 1:00 – 5:00 p.m. Eastern

Adjourn

S. Bodkin adjourned the meeting at 2:31 p.m. Pacific.

Attachment 1

Last	First	Company	Member/Observer
Bodkin	Sean	Dominion Resources Services, Inc.	M
Flandermeyer	Jennifer	Kansas City Power & Light (KCP&L)	M
Gowder	Chris	Florida Municipal Power Agency	M
Hagen	John	Pacific Gas and Electric Company	M
Harward	Matthew	SPP, Inc.	M
Loewer	Jill	Utility Services	M
Rueckert	Steve	WECC	M
Shu	Ruida	Northeast Power Coordinating Council	M
McMeekin	Al	NERC	N/A
Hecht	Marisa	NERC	N/A
Blackley	Katrina	NERC	N/A
Jenkins	Linda	NERC	N/A
Kim	Soo Jin	NERC	N/A
Muller	Wendy	NERC	N/A
Gallo	Andrew	Austin Energy	O
Brytowski	Michael	Great River Energy	O
Cavote	Sean	PSEG	O
Coyne	Rachel	Texas RE	O

Defontes	Kenneth	NERC BOT	0
Feliks	Kent	American Electric Power	0
Lanehome	Ken	BPA	0
Lynch	Linda	Next Era/FP&L	0
Severino	Julie	First Energy Corp	0
Tarantino	Joe	SMUD	0
Zito	Guy	NPCC	0

Standards Committee Process Subcommittee (SCPS) Roster

November 2018

Term	Participant	Entity
2018–19	Sean Bodkin (Chair)	Dominion Resources Services, Inc.
2017–18	Jennifer Flandermeyer (Vice Chair)	Kansas City Power & Light (KCP&L)
2018–19	Chris Gowder	Florida Municipal Power Agency
2018–19	John Hagen	Pacific Gas and Electric Company
2018–20	Daniela Hammons	CenterPoint Energy Houston Electric, LLC
2018–20	Matt Harward	Southwest Power Pool, Inc.
2018–20	Jill Loewer	Utility Services, Inc.
2018–20	Paul Malozewski	Hydro One
2017–18	Linn Oelker	LG&E and KU
2017–18	Steve Rueckert	Western Electricity Coordinating Council
2017–18	Ruida Shu	Northeast Power Coordinating Council
N/A	Al McMeekin (NERC Standards)	NERC
N/A	Lauren Perotti (NERC Legal Advisor)	NERC

Version	Date	Description
1.0	02/13/14	Initial Posting.
2.0	05/19/14	Added B. Buckley, R. Crissman, B. Hampton, L. Jones, and E. Skiba. Removed B. Walker (NERC).
3.0	06/03/14	Added terms.
4.0	09/16/14	Replaced E. Chanzas (NERC) with K. Street (NERC). Replaced S. Tyrewalla (NERC) with W. Edwards (NERC).
5.0	02/04/15	Removed G. Zito, B. Hampton, and R. Rhodes.
6.0	03/25/15	Replaced W. Edwards (NERC) with A. Wills (NERC). Removed M. Benson (NERC).
7.0	04/30/15	Added J. Bussman, J. Flandermeyer, and J. Smith.
8.0	01/07/16	Replaced K. Street (NERC) with S. Crutchfield (NERC). Removed L. Lee, L. Jones, K. Porterfield, and J. Tarantino. Identified P. Heidrich as Chair and B. Li as Vice Chair.
9.0	08/09/16	Replaced S. Crutchfield (NERC) with M. Bunch (NERC). Replaced A. Wills (NERC) with L. Perotti (NERC). Added C. Gowder, J. Hagen, S. Bodkin, R. Shu, and R. Sporseen.
10.0	03/31/17	Replaced M. Bunch (NERC) with L. Harkness (NERC). Removed J. Bussman, R. Crissman, and P. Heidrich. Identified B. Li as Chair.
11.0	1/31/18	Replaced L. Harkness (NERC) with A. McMeekin (NERC). Removed B. Li. Identified S. Bodkin as Chair and J. Flandermeyer as Vice Chair.
12.0	05/10/18	Added M. Bailey, D. Hammons, M. Harward, J. Loewer, and P. Malozewski.
13.0	07/02/18	Removed Ed Skiba.
14.0	11/01/18	Removed Michael Bailey.

Standards Committee Process Subcommittee Work Plan (SC Endorsed Project Scopes)

Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
<p>1. Revisions to NERC Standard Processes Manual (SPM)</p> <ul style="list-style-type: none"> a. Section 6: Processes for Conducting Field Tests and Collecting and Analyzing Data b. Section 7: Process for Developing an Interpretation c. Section 11.0: Process for Approving Supporting Documents <p>Linn Oelker (Lead) Jennifer Flandermeyer Steve Rueckert Chris Gowder Sean Bodkin Guy Zito (consulting) Lauren Perotti (NERC Legal)</p>	<ul style="list-style-type: none"> a. Develop and propose recommendations to the SC for revisions and/or modifications to the SC Charter Section 10 and Section 6 of the Standard Processes Manual (SPM), which will address the coordination and oversight involvements of the NERC technical committees. b. Develop and propose recommendations to the SC for revisions and/or modifications to the Interpretation Process in Section 7 of the SPM which will improve the effectiveness and efficiency of (i) validation of a request for Interpretation (RFI), and (ii) development of an interpretation of an approved Reliability Standard or individual Requirement(s) within an approved Reliability Standard. c. Develop and propose recommendations to the SC for revisions and/or modifications to the Technical Document Approval Process in Section 11 of the SPM. 	<p>July 2015</p>	<p>July 2018 (completed) Responses to additional comments: September 2018</p>	<p>September 2018: Stakeholder comments to July 2018 posting being reviewed and responses formulated to along with updates based on comments being made to the document. Evaluating need to re-post changes. October 2018: Final ballot ended with 81.61% approval. November 2018: Presented to and approved by the NERC BOT.</p>

Standards Committee Process Subcommittee Work Plan (SC Endorsed Project Scopes)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
<p>2. Standing task to review/revise resource documents</p> <p>Documents to be updated in next 6 months:</p> <p>i. <i>Roles and Responsibilities: Standards Drafting Team Activities</i></p> <p>John Hagen (Lead) Sean Cavote Linda Lynch Douglas Webb</p> <p>ii. <i>Three documents are slated for retirement and one is being revised as part of the SPM revisions project</i></p>	<p>Per the resource document matrix and periodic update process approved by the SC, review the current version of all resource documents and update them as necessary.</p>	<p>December 2017</p> <p>June 2017</p>	<p>May 2018 (completed)</p> <p>July 2018 (pending current ballot of SPM changes Update: Comments being reviewed and second posting being evaluated.)</p>	<p>Approved</p> <p>Documents to be retired after SPM is revised (cont'd):</p> <ul style="list-style-type: none"> - Approving a Field Test Associated with a Reliability Standard;

Standards Committee Process Subcommittee Work Plan (SC Endorsed Project Scopes)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
3. Standing task to review/revise resource documents (cont'd)				<p>Documents to be retired after SPM is revised (cont'd):</p> <ul style="list-style-type: none"> - Procedure document: Approving the Posting of Reliability Standard Supporting References; - Procedure document: Processing Requests for an Interpretation; <p>Document to be updated in conjunction with SPM changes:</p> <ul style="list-style-type: none"> - Guideline document: Guidelines for Interpretation Drafting Teams.

Standards Committee Process Subcommittee Work Plan (SC Endorsed Project Scopes)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
4. Develop process for review of references to projects across NERC documents	Approved by SC at October 2018 meeting. Scope to be refined at November 2018 SCPS meeting based on SC approval of revised scope.	November 2018	TBD	- Project in initial stages to refine scope, allocate resources, and develop project plan.

Standards Committee Process Subcommittee Work Plan (Completed Projects)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
Review/Revise Periodic Review Assessment Template	Review the current version of the periodic review template and revise it as appropriate	May 2017	Completed January 17, 2018 w/approval by SC	Ruida Shu (Lead) Jennifer Flandermeyer Laura Anderson Sean Bodkin
Reliability Standard Quality Review Form	Per the resource document matrix and periodic update process approved by the SC, review the current version of all resource documents and update them as necessary.	March 2017	Completed w/approval by SC January 17, 2018	Ed Skiba (Lead) Sean Bodkin Soo-Jin Kim

Agenda Item 4
Standards Committee
Process Subcommittee
November 15, 2018

Resources for Standards		Today is: November 7, 2018		Approved by SC December 9, 2015			
DOCUMENT TITLE	DOCUMENT OWNER	Document Last Revised	Age of Document (in Months)	Periodic review frequency (months)	Party responsible for periodic review and proposed updates:	Overdue by (months):	Notes / Comments
Standards Committee Process Subcommittee (SCPS) Scope	SCPS	October 22, 2014	49	60	SCPS	CURRENT	
Approving Errata in an Approved Reliability Standard	STANDARDS COMMITTEE (SC)	March 15, 2017	20	24	SCPS	CURRENT	
Guidance Document for Management of Remanded Interpretations	STANDARDS COMMITTEE (SC)	January 18, 2017	22	24	SCPS	CURRENT	
Technical Rationale for Reliability Standards	STANDARDS COMMITTEE (SC)	June 14, 2017	17	24	TBD	CURRENT	
Acceptance Criteria of a Reliability Standard [Quality Objectives]	STANDARDS COMMITTEE (SC)	January 18, 2017	22	24	SCPS	CURRENT	
Standards Committee Guideline - Drafting Team Nominee Selection Criteria	STANDARDS COMMITTEE (SC)	March 14, 2018	8	24	SCPS	CURRENT	
Roles and Responsibilities: Standards Drafting Team Activities	STANDARDS COMMITTEE (SC)	June 13, 2018	5	24	SCPS	CURRENT	
Standard Drafting Team Scope	STANDARDS COMMITTEE (SC)	December 6, 2017	11	24	SCPS	CURRENT	
Standards Committee Guideline - Approving a Field Test Associated with a Reliability Standard	STANDARDS COMMITTEE (SC)	March 10, 2008	128	24	SCPS	104	3/8/16 SCPS meeting - This document will be retired after SPM changes and will require SC approval to retire.
Reliability Functional Model Function Definitions and Functional Entities	STANDARDS COMMITTEE (SC)	November 30, 2009	107	24	FMAG	83	Being reviewed by FMAG.
Guidelines for Interpretation Drafting Teams	STANDARDS COMMITTEE (SC)	September 19, 2013	62	24	SCPS	38	9/13/18 - this document was not reviewed as part of the SPM project. 3/8/16 SCPS meeting - reported as this document being reviewed with SPM revisions project.
Approving the Posting of Supporting Technical Documents Under Section 11 of the Standard Processes Manual	STANDARDS COMMITTEE (SC)	December 9, 2014	47	24	SCPS	23	10/17/18 - SC approved revised document to be effective concurrent with SPM when approved by FERC.
SC Procedure - Processing Requests for an Interpretation	STANDARDS COMMITTEE (SC)	December 9, 2014	47	24	SCPS	23	12/13/16 SCPS meeting - This document will be retired after SPM changes and will require SC approval to retire. [see SCPS scope document for Section 7, SC 1/21/16]
Standards Committee Charter	STANDARDS COMMITTEE (SC)	September 14, 2016	26	24	SCPS	2	9/7/17 SC meeting - during next update, the SC charter should reflect the requirement in ROP 3D that SC members must be an RBB member.
Drafting Team Reference Manual	STANDARDS COMMITTEE (SC)	October 19, 2016	25	24	SCPS	1	
Violation Severity Level Guidelines	Standards Staff	NONE		24	Standards Staff		12/13/16 SCPS meeting - For NERC Staff owned items, block out Age and Overdue columns.
Drafting Team Nomination Form	Standards Staff	March 30, 2017		24	Standards Staff		
Request for Interpretation Form	Standards Staff	June 28, 2017		24	Standards Staff		
Standards Authorization Request Form	Standards Staff	January 18, 2017		24	Standards Staff		
Periodic Review Template	Standards Staff	January 17, 2018		24	Standards Staff		
Weighted Segment Voting Examples	Standards Staff	November 4, 2009		24	Standards Staff		
Reliability Principles	Standards Staff	March 18, 2010		24	Standards Staff		
Nomination Form Standard Drafting Team	Standards Staff	January 28, 2014		24	Standards Staff		
Time Horizons	Standards Staff	April 15, 2014		24	Standards Staff		
FERCs Criteria for Approving Reliability Standards from Order 672	Standards Staff	May 16, 2014		24	Standards Staff		
Market Principles	Standards Staff	May 16, 2014		24	Standards Staff		
Standards Development Process - Participant Conduct Policy	Standards Staff	May 16, 2014		24	Standards Staff		
Ten Benchmarks of an Excellent Reliability Standard	Standards Staff	May 16, 2014		24	Standards Staff		
Violation Risk Factors	Standards Staff	May 16, 2014		24	Standards Staff		
Reliability Standards Suggestions and Comments Form	Standards Staff	June 12, 2014		24	Standards Staff		
Request to Develop a Definition Form	Standards Staff	August 29, 2014		24	Standards Staff		
Results-Based Reliability Standard Development Guidance	Standards Staff	August 29, 2014		24	Standards Staff		
NERC Standards Numbering System	Standards Staff	July 1, 2015		24	Standards Staff		
NERC Standards Numbering System	Standards Staff	July 1, 2015		24	Standards Staff		

Identify, Maintain, Prioritize and Categorize Standards Resources Documents (Scope Document)

Project Need

In 2015, the Standards Committee (SC) approved a Resource Document Matrix (Matrix) developed by the Standards Committee Process Subcommittee (SCPS). The Matrix provides information about each resource document posted to the NERC Standards Resources webpage, the most recent revised date of each document, periodic review frequency, ownership, and the party responsible for the periodic review and updating of each document.

While conducting the periodic review of the Reliability Standard Quality Review Form, the SCPS identified standards development related documents which were not included on the Resources webpage, such as the [Guideline for Quality Review of NERC Reliability Standards Project Documents](#) and the [General Quality Review Checklist](#).

As additional documents are identified, a standardized approach to classify and prioritize all standards resource documents will be developed to assist standard drafting teams in understanding if the documents are items such as templates, procedures, forms, standards, charters, policies, principles, guidelines, criteria, manuals, or job aids.

The long-term benefits of this effort will be achieved through the periodic review process the SCPS established to review resource documents. When one of these newly identified documents is reviewed, a determination will be made on:

- Whether the document is needed or can be retired,
- Whether portions of the document can be incorporated into existing documents and the remainder of the document retired, or
- How to address any conflicts the document contains relative to other resource documents.

Project Scope Statement

The purpose of this project is to identify standards resource document(s) that are not currently contained on the Standards Resources webpage, identify document owner(s), and establish periodicities for reviewing and maintaining the document(s). The project will develop a structure and hierarchy that will be applied to these additional documents along with the existing documents on the Standards Resources webpage.

To accomplish this objective, the SCPS will, in collaboration with NERC staff:

1. Establish criteria for determining whether a document should be on the Standards Resources webpage.
2. Review all NERC website pages and identify potential standards resource documents to add to the Matrix.
 - a. Identify the potential document owners and propose periodic review frequencies.

3. Review all existing documents on the Standards Resources webpage to determine if they have hyperlinks to other documents that should be treated as resource documents.
4. Develop a structure and hierarchy to categorize and prioritize standards resource documents. To achieve this objective, the following will occur:
 - a. Create a document hierarchy and taxonomy to clearly identify the logical cascade of relative importance of one document to another. (for example: Policies>>Standards>>Procedures>>Job Aids>>Templates and Forms)
 - b. Accurately identify the requirements, roles, responsibilities, and tasks involved to manage the overall Standards process and provide guidance to industry participants involved in drafting teams or in other aspects of the Standards process.
 - c. Minimize human error through a human-factored writing style and formatting techniques that enhance user comprehension. This may be beneficial when conducting reviews of these guidance documents to reduce gaps and unnecessary duplication.
 - d. Categorize other types of documents separately, which may support reference documents (Standard Processes Manual or the Drafting Team Reference Manual), for example:
 - I. Job aids
 - II. Criteria
 - III. Templates
 - IV. Forms
 - V. Technical specifications

Deliverables

The SCPS will present the following to the SC for endorsement:

1. The list of proposed resource documents and owners, along with the suggested periodic review frequencies.
2. The proposal for categorizing and prioritizing all standards resource documents.

Following SC endorsement:

1. NERC staff will make the applicable updates to the Standards Resources webpage.
2. The SCPS will update the Matrix.
3. The SCPS will review and maintain the resource documents in accordance with the existing processes.

Resources

A small team comprised of several SCPS members, NERC Standards staff, and NERC Legal staff will be assembled to complete this project in a timely manner. The project is expected to last approximately eight to ten months, with an expected start in July 2018 and projected completion in April 2019, pending SC approval of this scope document at the June 2018 SC meeting.

Reference Inventory Project

Action

Endorse a project led by the Standards Committee Process Subcommittee (SCPS) to develop a process to compile an inventory of all references to any standards development project in NERC documents. The process will also review the inventory to determine if a reference is appropriate based on the stated purpose of the standards development project. This project will support the proper application of a standards development project and provide clarity to stakeholders.

Background

As the NERC Reliability Standards continue to evolve and the lines between the Critical Infrastructure Protection (CIP) and the Operations & Planning (O&P) Standards become blurred, standards development teams need to be cognizant of the interrelationships between not only the various standards but also with various NERC documents, processes, and procedures. The recent initiative to revise the NERC Functional Model (FM) is an example of the complicated relationship between standards and other NERC documents.

For example, the FM is a reference document currently used to outline various functions and tasks performed to ensure reliable operation of the Bulk Electric System. The FM is referenced in many other NERC documents, including Reliability Standards (e.g. CIP-002) and the Standard Authorization Request form.

Development of a process outlining the steps to ensure that all references to the FM and other standards documents have been identified and analyzed would assist in ensuring that all NERC documents are coordinated and consistent.

The SCPS seeks the SC's approval to establish a project to develop a process to 1) identify references to standards development projects in NERC documents, and 2) after completing the identification, review the references for possible modification or deletion.

Review of the Standard Grading Spreadsheet

Action

Approve the proposed scope of the project for a team of Standards Committee Process Subcommittee (SCPS) members to work in collaboration with NERC staff to review the current Standards Grading template. The team will review the format and content of the current template and present recommended changes to the Standards Committee (SC) for adoption.

Background

SCPS members, as well as some industry representatives identified that there may be value to reviewing and revising the content of the Standard Grading Spreadsheet to, among other things, make the standard grading process more efficient and effective through improvements to the questions based on experience gathered during the most recent standards grading cycles. Updated questions would not only enhance the Standard Grading team's contributions but would also enable all industry stakeholders to provide better information to more accurately grade the specific standards.

On March 9, 2016, the SC endorsed using an enhanced version of the Independent Expert Review Panel grading tool as the metric to grade all NERC Reliability Standards. The periodic review teams use the results of the annual standards grading as an input to their work. The Chairs of the SC, Operating Committee, Planning Committee, a Regional representative, and NERC staff comprise the Periodic Review Standing Review Team (PRSRT). The PRSRT has been tasked with evaluating currently-enforceable Reliability Standards that have been subject to enforcement in the United States for at least one year using Standard Grading spreadsheet and providing a standardized 'grade' for each Reliability Standard and Requirement. Based on feedback from various parties, opportunities for improving the clarity of questions asked during the Standards Grading process are available. In order to make the Standard Grading processes more efficient and effective the SCPS members approved initiating a project for a small group of SCPS member volunteers to review the Standard Grading Spreadsheet for potential revisions and updates.

To accomplish this objective, the SCPS will, collaboratively with NERC staff:

- Review the existing Standard Grading Spreadsheet to determine if improvements can be made to the existing format.
- Review the existing grading questions and develop improvements to increase understanding by stakeholders and participants in the Standards Grading process.
- Recommend to the SC an improved version of the Standard Grading Spreadsheet for approval.

A small team comprised of several SCPS members and NERC staff will be required to complete this project in a timely manner. The project is expected to last approximately four to six months, with an expected start in December 2018 and projected completion in June 2019, pending SC approval of this scope document at the next SC meeting.

Review of the Single Portal

Action

Approve the proposed scope of the project for a team of Standards Committee Process Subcommittee (SCPS) members to coordinate with NERC staff on reviewing the current NERC Single Portal, revising any links used by the Single Portal that are currently corrupted, and assist in implementation of any improvements and or new technology related to the Single Portal or its successor technology.

Background

SCPS members, as well as some industry representatives identified that there may be value to reviewing and revising the Single Portal currently posted on the [NERC website](#). Suggestions include aligning it with the current processes (i.e. Compliance Guidance Process) updating, improving and revising the Single Portal language, as well as ensuring all the hyperlinks are functional and point to the correct documents.

The purpose of the Single Portal is to provide stakeholders with the ability to determine an approach to solving an issue and providing the guidance needed to locate and submit various forms to the appropriate department within NERC. A series of questions are provided within the Single Portal. By answering a few questions, the Single Portal should guide stakeholders to the correct tools for addressing their issue. This project will support increased efficiencies within the ERO Enterprise and lead to more timely resolution(s) of issues for stakeholders. At its September 12, 2018 meeting, SCPS members approved initiation of a project to have a small group of SCPS member volunteers review the Single Portal for potential revisions and updates. NERC staff is also working on a potential new solution to improve stakeholder interactions with the NERC website. The SCPS project team will work closely with the NERC staff to assist in the rollout of the final product.

To accomplish this objective, the SCPS will, collaboratively with NERC staff:

- Review the existing Single Portal to determine whether it continues to be a useful to and, if so, make improvements and clarifications.
- Work with NERC staff in support of their effort to develop the successor to the Single Portal.
- Recommend to the Standards Committee an improved version of the Single Portal for approval.

Resources:

A small team comprised of several SCPS members and NERC staff will be required to complete this project in a timely manner. The project is expected to last approximately four to six months, with an expected start in December 2018 and projected completion in June 2019, pending SC approval of this scope document at the next SC meeting.