

# Standards Committee Process Subcommittee

## Scope

Approved by the Standards Committee

### Purpose

The purpose of the Standards Committee Process Subcommittee (SCPS) is to develop, maintain, and document processes and guidelines to aid the Standards Committee (SC), Standard Drafting Teams, NERC staff, and industry in developing clear, effective, and enforceable Reliability Standards. The SCPS also ensures that the documents provide transparency to the industry to facilitate understanding of the standard development process and promote the efficient use of industry technical subject matter expertise.

The SCPS takes direction from the SC and collects information from all SC members to identify needed process improvements and modifications.

### Activities

The SCPS shall have, at a minimum, the following duties:

1. Maintain a list of all documents for which it has responsibility and establish a review cycle to conduct periodic reviews.
2. Monitor the effectiveness, including clarity and flexibility, of the standard development processes, and recommend additions, modifications, and retirement of processes and associated documentation as appropriate.
3. Work with NERC staff and Regional Entities to communicate standard development processes to the industry and trade organizations.
4. Provide technical support to NERC's standard development training activities.
5. In collaboration with the SC, annually establish and maintain a work plan which identifies projects in initial development and projects endorsed by the SC with SC-approved scopes to effectively track the progress of the individual projects through completion.
6. Present consensus proposals and recommendations to the SC for information or approval. When the SCPS cannot reach a consensus, majority and minority opinions may be presented to the SC for it to make the final decision.

## Membership

1. SCPS membership and participation is open to SC members and interested parties.
2. The need to add or replace members will be evaluated at least annually and nominations for new members may be solicited as necessary. The SCPS officers will select the new SCPS members.
3. The SCPS size will be determined by the workload needs of the Subcommittee.
4. Members will serve staggered two-year terms with no term limits.
5. The SC Chair and Vice Chair may participate and support the SCPS as non-members.
6. A NERC staff member will be assigned as the non-voting SCPS Coordinator.

## Officers

1. The NERC SC Chair will appoint the SCPS officers (Chair and Vice Chair) for a specific term (generally two years).
2. The SCPS may recommend officer candidates for the SC Chair's consideration following a supporting motion by the SCPS membership. This may be via a nominating committee and/or election.
3. The SCPS officer appointment will be made at the third quarter SC meeting.
4. At least one SCPS officer must also be a member of the SC.
5. The SCPS Chair or Vice Chair will set the agenda and preside over the meetings and calls.
6. SCPS officers will generally serve two-year terms with no limits on terms.
7. The SCPS Vice Chair should be available to succeed the SCPS Chair.
8. The Committee Chair and Vice Chair are non-voting subcommittee members.

## Reporting

1. The SCPS is accountable to the full SC and will report jointly with NERC staff on the status of all activities and any issues at regularly scheduled SC meetings and calls.
2. This Scope is subject to SC approval.

## Meetings

1. The SCPS will generally follow the approach used by the SC.
2. Four to six meetings per year, or as needed. Emphasis will be given to conference calls and web-based meetings.
3. Members of the SCPS may not send a proxy.
4. SCPS meetings are open to any and all interested parties.