

Agenda

Standards Committee Process Subcommittee

Meeting

May 14, 2019 | 1:00–3:00 p.m. Eastern

Dial-in: 1-415-655-0002 | Access Code: 737 542 328 | Meeting Password: 050819

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Introduction and Chair's Remarks

NERC Antitrust Compliance Guidelines and Public Announcement*

NERC Participant Conduct Policy*

Agenda Items

- 1. Review Meeting Agenda — Approve**
- 2. Consent Agenda — Approve**
 - a. March 19, 2019 Standards Committee Process Subcommittee (SCPS) Meeting Notes*
- 3. Review SCPS Work Plan* — Discuss (S. Bodkin)**
- 4. Standards Resource Document* — Discuss (L. Oelker)**
- 5. Projects — Updates**
 - a. Review of:
 - i. Approving Errata in an Approved Reliability Standard
 - ii. Guidance Document for Management of Remanded Interpretations
 - iii. Acceptance Criteria of a Reliability Standard [Quality Objectives]
 - iv. Drafting Team Reference Manual (deferred to September)
- 6. Reference Inventory Project Summary* — Discuss**
- 7. Standards Committee Meeting Report (May 22, 2019) — Update (S. Bodkin)**
- 8. Discussion — (All)**
 - a. Potential new project(s)
- 9. Review of Actions/Assignments — (L. Harkness)**
- 10. Future Meetings**
 - a. Meetings in coordination with Standards Committee:

- i. June 25, 2019 — Atlanta, GA (NERC) | 1:00–5:00 p.m. Eastern
- b. Conference Calls in coordination with Standards Committee Calls:
 - i. July 10, 2019 — Conference Call | 1:00–3:00 p.m. Eastern
 - ii. August 7, 2019 — Conference Call | 1:00–3:00 p.m. Eastern

11. Adjourn

*Background materials included.

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.

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.

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.

Version History

Version	Date	Change Tracking
1	February 6, 2019	
2	February 22, 2019	<ul style="list-style-type: none">• Clarified policy does not apply to Board or MRC• Addressed participants speaking on behalf of NERC

Meeting Minutes

Standards Committee Process Subcommittee

March 19, 2019 | 1:00–2:20 p.m. Central

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. Central and welcomed the members and observers. He also had those in attendance in-person and remotely introduce themselves. Quorum was achieved as seven of the nine members were present. An attendance list is found in Attachment 1.

NERC Antitrust Compliance Guidelines and Public Announcement

S. Barfield-McGinnis, NERC staff filling in for A. McMeekin, reviewed the NERC Antitrust Compliance Guidelines and the public meeting announcement. He also referenced the new NERC Participant Conduct Policy that was included in the announcement package, and that L. Perotti, NERC Legal, would provide a presentation at the Standards Committee (SC) meeting the following day.

Review Meeting Agenda (Item 1)

S. Bodkin reviewed the meeting agenda. There were no changes and the agenda was approved by unanimous consent.

Consent Agenda (Item 2)

The meeting minutes from January 22, 2019 and SCPS Roster were approved by unanimous consent.

Review of SCPS Work Plan (Item 3)

S. Bodkin reviewed the two-page Work Plan that was included in the agenda package and provided highlights of each item. There was no significant discussion.

Discuss/Approve Standards Resource Document (Item 4)

For agenda item 4a, L. Oelker presented the Standards Resource Document (i.e., Matrix) noting the following documents need volunteers to review: (1) Approving Errata in an Approved Reliability Standard, (2) Guidance Document for Management of Remanded Interpretations, and (3) Acceptance Criteria of a Reliability Standard [Quality Objectives]. SCPS members M. Harward, P. Malozewski, and D. Crane volunteered to review the documents and NERC Legal staff, L. Perotti, also agreed to assist. A review of the fourth document, Agenda Item 4(a)(iv), "Drafting Team Reference Manual" was deferred to September.

For agenda item 4b, S. Bodkin, referenced the SC "one-pager" found in the agenda package recommending retirement of three documents, which include: (1) SC Procedure – Approving a Field

Test Associated with a Reliability Standard; (2) Guidelines for Interpretation Drafting Teams; and (3) SC Procedure – Processing Requests for an Interpretation. S. Bodkin requested a motion to approve the recommendation. A motion was put forth by P. Malozewski and properly seconded. The motion carried unanimously.

Projects – Updates (Item 5)

a. Identify, Maintain, Prioritize and Categorize Standards Resources Documents

S. Bodkin reported the project could be marked as completed. An action was taken to close.

b. Reference Inventory Project

J. Flandermeyer reported that the team (M. Harward, J. Loewer, and J. Flandermeyer) found a number of “document hygiene” issues, which include things like broken links, formatting, and to a lesser degree circular references within a document. One notable issue pertained to documents that have another document encapsulated within it rather than linked or referenced. J. Loewer noted that some documents reference a NERC document, however, there is no hyperlink or other reference to aid the reader in locating the reference. J. Flandermeyer suggested further discussion was needed to determine if the administrative effort was warranted to clean up the documents. She recommended a follow up discussion on the topic of determining how things like hyperlinks should be handled going forward and level of effort for administration in an off-line discussion with NERC staff.

C. Larson, Manager of Standards Information at NERC suggested the group consider whether hyperlinks needed to be direct to the specific document or be more general, such as, taking the reader to a webpage where the reader could navigate to the particular document. He gave examples, such as, the NERC Standards Processes Manual (SPM) which is fairly static and could be hyperlinked directly; however, other more general documents that are updated often where names could change should be referenced via a webpage with multiple documents.

S. Bodkin also asked what process NERC staff had in place to improve the quality of the documents and to correct items like broken reference links to nerc.com. S. Barfield responded that NERC staff were currently working to update Standards’ website pages to the typical out of the box SharePoint foundation functionality. For example, current project pages are simple tables with no sorting or searching capability, whereas, one of the Reliability Standards’ pages allows groups of standard documents to be expanded and collapsed as well as sorted. C. Larson emphasized that a firm direction has not been decided on which pages would be enhanced and that other factors like document retention periods could influence which webpages get attention and priority. NERC staff noted these initial conclusions and will be having internal discussions on proposed next steps to address the team findings going forward.

c. Standard Grading Spreadsheet

S. Bodkin reported that the spreadsheet is complete and that it appears that the SC will be postponing the grading process in 2019 due to the Standards Efficiency Review effort. S. Rueckert

suggested approving the spreadsheet so that the work/project could be considered complete. S. Bodkin noted he would speak with H. Gugel, NERC Senior Director of Engineering and Standards as to what the next steps should be regarding the spreadsheet. An action item was taken.

d. Single Portal

S. Bodkin solicited volunteers to work with S. Barfield-McGinnis and/or other staff to update the single portal. G. Zito questioned whether current the single portal link and process should be removed from the Standards' page due to logic problems in the document and given that NERC Standards has added additional features for industry stakeholders to submit questions and issues. S. Barfield-McGinnis provided a demonstration of the newly activated helpdesk submission form and noted that it is a simple implementation to test the process. Some attendees recommended a decision tree process and to have more information to help a user understand the terminology. S. Barfield-McGinnis noted that NERC is in the process of updating the system to a cloud-based environment and it may be possible to incorporate additional detail and provide guidance currently contained in the Single Portal. Attendees also encouraged NERC to seek input on the submission form from stakeholders early in the updating process. Due to a lack of interest in applying SCPS resources to the single portal and because of the potential to incorporate single portal concepts into the NERC helpdesk cloud-based submission form, the project to update the single portal was scrubbed.

Further work on the single portal is stopping due to changes in NERC processes and the lack of updates to the single portal have compromised its value to stakeholders. NERC is currently upgrading the existing helpdesk tracking system to a cloud-based environment specifically tailored to Standards issues. This helpdesk tracking system will address stakeholder needs in a more efficient and effective manner. An action item was taken for NERC to consider the removal/retirement of the single portal as the NERC technology upgrade evolves.

Standards Committee Meeting (March 20, 2019) (Item 6)

S. Bodkin provided a summary of the items he would be reviewing at the SC meeting the following day.

Discussion Items (Item 7)

S. Bodkin asked attendees and SCPS members if there were any topics or issues the group wanted to take on. There were no specific suggestions or thoughts.

L. Oelker asked if the Standards' version of the Participant Conduct Policy would be removed from the Standards resource webpage. L. Perotti responded that she would check and confirm whether the ERO-wide policy would supplant the current Standards version. An action item was taken.

M. Gildea, FERC staff, asked for a clarification on who governs the Functional Model. A. Gallo responded that he understands the SC owns and manages the Functional Model, however, the Standing

Committees (i.e., Critical Infrastructure Protection Committee, Operating Committee, and Planning Committee) have a say in the revision of the model document.

Action Items/Assignments (Item 8)

- a. M. Harward, P. Malozewski, D. Crane (WECC), and L. Perotti to review: (1) Approving Errata in an Approved Reliability Standard, (2) Guidance Document for Management of Remanded Interpretations, (3) Acceptance Criteria of a Reliability Standard [Quality Objectives].
- b. Close agenda item 5(a) Identify, Maintain, Prioritize and Categorize Standards Resources Documents on the SCPS Work Plan.
- c. J. Flandermeyer Agenda Item 5(b) to discuss the Reference Inventory project off-line with interested members and others about next steps (e.g., an administrative review)
- d. C. Larson to have internal NERC discussions to address hyperlink issues when moving documents to the new format on nerc.com.
- e. S. Bodkin to discuss with H. Gugel the next steps concerning Standards Grading.
- f. NERC to consider the removal/retirement of the single portal as the NERC technology upgrade evolves.

Future Meetings (Item 9)

- a. Meetings in coordination with Standards Committee:
 - i. June 25, 2019 — Atlanta, GA (NERC) |1:00 p.m. – 5:00 p.m. Eastern
- b. Scheduled conference calls:
 - i. April 3, 2019 | 1:00 – 3:00 p.m. Eastern
 - ii. May 8, 2019 | 1:00 -3:00 p.m. Eastern

Adjourn (Item 10)

S. Bodkin adjourned the meeting at 2:20 p.m. Central.

Attachment 1

Last	First	Company	<u>Member/Observer</u>
Bodkin	Sean	Dominion Resources Services, Inc.	Chair
Flandermyer	Jennifer	Kansas City Power & Light (KCP&L)	Vice Chair
Hagen	John	Pacific Gas and Electric Company	M
Harward	Matthew	Southwest Power Pool, Inc.	M
Hammons	Daniela	CenterPoint Energy Houston Electric, LLC	M
Loewer	Jill	Utility Services	M
Malozewski	Paul	Hydro One	M
Oelker	Linn	LG&E and KU	M
Rueckert	Steve	WECC	M
Barfield-McGinnis	Scott	NERC	N/A
Perotti	Lauren	NERC	N/A
Larson	Chris	NERC	N/A
Manning	Rob	NERC Board of Trustees	N/A
Mueller	Wendy	NERC	N/A
Allen	John	City Utilities	O
Brytowski	Mike	Great Rivers Energy	O
Bussey	Masuncha	Duke Energy	O
Casuscelli	Amy	Xcel Energy, Inc.	O
Chou	Yee	AEP	O
Coyne	Rachel	Texas RE	O
Crane	Donovan	WECC	O
Darrah	Rebecca Moore	ACES	O
Gallo	Andrew	City of Austin dba Austin Energy	O
Gildea	Michael	Federal Energy Regulatory Commission	O

Lanehome	Ken	Bonneville Power Administration	O
Pratt	Mark	Southern Company	O
Shu	Ruida	Northeast Power Coordinating Council	O
Van Brimer	Kim	Southwest Power Pool, Inc.	O
Vedvik	Alexander	Public Service Commission of Wisconsin	O
Webb	Douglas	Kansas City Power & Light Co.	O
Williams	Jim	Southwest Power Pool, Inc.	O
Winters	William	Con Edison	O
Yeung	Charles	Southwest Power Pool, Inc.	O
Zito	Guy	Northeast Power Coordinating Council	O

Standards Committee Process Subcommittee Work Plan (SC Endorsed Project Scopes)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
<p>Project: Standing task to review/revise resource documents</p> <p><i>Two documents are slated for retirement and two documents are being revised as part of the SPM revisions project</i></p> <p>Team Members: Matthew Harward, SPP Douglas Webb, KCPL Donovan Crane, WECC Lauren Perotti, NERC</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.	June 2017	July 2018 (small group currently reviewing applicable documents for retirement/revision)	<p>Documents to be retired/revised after SPM is revised:</p> <ul style="list-style-type: none"> - Approving a Field Test Associated with a Reliability Standard (Retire); - Procedure document: Processing Requests for an Interpretation (Retire); - Guideline document: Guidelines for Interpretation Drafting Teams (Retire). - Procedure document: Approving the Posting of Reliability Standard Supporting References (pending);

Standards Committee Process Subcommittee Work Plan (SC Endorsed Project Scopes)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
Project: Standing task to review/revise resource documents (continued)		March 2019	TBD	<ul style="list-style-type: none"> - Additional documents under review: - Approving Errata in an Approved Reliability Standard - Guidance Document for Management of Remanded Interpretations - Acceptance Criteria of a Reliability Standard [Quality Objectives] - Identifying broken links within documents as well as bad references. Identifying references in Standards. Suggesting parameters for links and references within documents.
Project: 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: NERC Standards Grading Worksheet review	Review and revise, as appropriate, the content of the spreadsheet used to evaluate Standards and Requirements during the annual Standards Grading process	November 2018	February 2019	<ul style="list-style-type: none"> - Final draft completed and ready for presentation to SC. Grading effort being proposed to be put on hold until 2020 so this document is also pending re-evaluation of standards

Standards Committee Process Subcommittee Work Plan (SC Endorsed Project Scopes)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks

Standards Committee Process Subcommittee Work Plan (Completed Projects)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
<p>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>	<p>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.</p> <p>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.</p> <p>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	July 2018 (completed) Responses to additional comments: September 2018	<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.</p> <p>October 2018: Final ballot ended with 81.61% approval.</p> <p>November 2018: Presented to and approved by the NERC BOT.</p>

Standards Committee Process Subcommittee Work Plan (Completed Projects)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
i. <i>Roles and Responsibilities: Standards Drafting Team Activities</i> John Hagen (Lead) Sean Cavote Linda Lynch Douglas Webb		December 2017	May 2018 (completed)	Approved

Agenda Item 4
Standards Committee
Process Subcommittee
May 14, 2019

Resources for Standards			Today is:	May 2, 2019	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	54	60	SCPS	CURRENT		
Approving Errata in an Approved Reliability Standard	STANDARDS COMMITTEE (SC)	March 15, 2017	26	24	SCPS	2		
Guidance Document for Management of Remanded Interpretations	STANDARDS COMMITTEE (SC)	January 18, 2017	28	24	SCPS	4		
Technical Rationale for Reliability Standards	STANDARDS COMMITTEE (SC)	June 14, 2017	23	24	TBD	CURRENT		
Acceptance Criteria of a Reliability Standard [Quality Objectives]	STANDARDS COMMITTEE (SC)	January 18, 2017	28	24	SCPS	4		
Standards Committee Guideline - Drafting Team Nominee Selection Criteria	STANDARDS COMMITTEE (SC)	March 14, 2018	14	24	SCPS	CURRENT		
Roles and Responsibilities: Standards Drafting Team Activities	STANDARDS COMMITTEE (SC)	June 13, 2018	11	24	SCPS	CURRENT		
Standard Drafting Team Scope	STANDARDS COMMITTEE (SC)	December 6, 2017	17	24	SCPS	CURRENT		
Standards Committee Guideline - Approving a Field Test Associated with a Reliability Standard	STANDARDS COMMITTEE (SC)	March 10, 2008	134	24	SCPS	110	3/19/19 SCPS meeting - approved for presentation to SC for retirement.	
Reliability Functional Model Function Definitions and Functional Entities	STANDARDS COMMITTEE (SC)	November 30, 2009	113	24	FMAG	89	Being reviewed by FMAG.	
Guidelines for Interpretation Drafting Teams	STANDARDS COMMITTEE (SC)	September 19, 2013	68	24	SCPS	44	3/19/19 SCPS meeting - approved for presentation to SC for retirement.	
Approving the Posting of Supporting Technical Documents Under Section 11 of the Standard Processes Manual	STANDARDS COMMITTEE (SC)	December 9, 2014	53	24	SCPS	29	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	53	24	SCPS	29	3/19/19 SCPS meeting - approved for presentation to SC for retirement.	
Standards Committee Charter	STANDARDS COMMITTEE (SC)	September 14, 2016	32	24	SCPS	8	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	31	24	SCPS	7	3/19/19 SCPS meeting - team led by LO still reviewing.	
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	April 9, 2018		24	Standards Staff		5/2/19 - Needs updated on the Resources webpage - NERC staff indicated during the 3/19/19 SCPS meeting they would check and confirm whether the ERO-wide policy would supplant the current Standards version.	
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			

Reliability Standard Reference Inventory Materials – Summary

A sub-team of the SCPS (Jennifer Flandermeyer; Matt Harward, and Jill Loewer) performed a review of the Reliability Standard Reference materials which included the NERC Rules of Procedure documents; the currently in-effect Reliability Standards; and the Resource documents posted on the NERC Standards webpage, to identify any interrelationships between these documents on May 2, 2019.

One issue identified was the use of hyperlinks within the document text itself and through footnoted references in these materials. Some of these hyperlinks either do not work (i.e. do not connect to the intended reference) or link to outdated/previous versions of documents. Examples of this issue are as follows:

1. CIP-009-6

GTB starting at page 20 of 25-

NERC, Security Guideline for Electricity Section: Continuity of Business...September, 2011 ed. -link

busted: <http://www.nerc.com/docs/cip/sgwg/Continuity%20of%20Business%20and%20Operation>

2. TPL-007-1

GTB starting page 22 of 26:

Requirement R2. Link

busted: <http://www.nerc.com/comm/PC/Geomagnetic%20Disturbance%20Task%20For%20GMDTF%25>

Requirement R4. Link

busted: <http://www.nerc.com/comm/PC/Geomagnetic%20Disturbance%20Task%20For%20GMDTF%25>

Rationale 2. Link

busted: <http://www.nerc.com/comm/PC/Geomagnetic%20Disturbance%20Task%20For%20GMDTF%25>

Rationale 4. Link

busted: <http://www.nerc.com/comm/PC/Geomagnetic%20Disturbance%20Task%20For%20GMDTF%25>

3. Drafting Team Reference Manual

- SPM reference on page iv is to a pdf (version 3 of the SPM) which is now outdated with the recently approved update to the SPM
- Hyperlink in footnote of page 7 to Resources page for 'Reliability Standard Quality Review Form' which is not on that webpage.

4. Periodic Review Template

- Footnote 1 on page 1 references ANSI website with a link to the SPM - this is incorrect.
- Footnote 2 on page 1 is to a pdf of the SPM which is now outdated with the recently approved update to the SPM.
- Page 7 footnote references Ten Benchmarks document which is not an active link (file not found).

In other documents, a generic reference is made to a NERC document, such as the Standards Processes Manual, only by title with no hyperlink. Examples include:

- Standards Development Process – Participant Conduct Policy
- NERC ROP
- Acceptance Criteria of a Reliability Standard (Quality Objectives)
- SC Procedure – Processing Requests for an Interpretation
- Technical Rationale for Reliability Standards
- Request to Develop a Definition Form

Suggestions

1. Write up a guideline discouraging the use of hyperlinks by Standard Development Teams when Standards and other Guidance and/or Resource documents are being modified and/or developed to ensure longevity of the references to other NERC materials. Suggest instead the use of a ‘generic’ reference to the document and possibly an additional reference to the NERC webpage where the document is located. The NERC ROP uses this convention when referencing the SPM as in this example:

304. Essential Principles for the Development of Reliability Standards

NERC shall develop Reliability Standards in accordance with the NERC *Standard Processes Manual*, which is incorporated into these Rules of Procedure as **Appendix 3A**. Appeals in connection with the development of a Reliability Standard shall also be conducted in accordance with the NERC *Standard Processes Manual*. Any amendments or revisions to the *Standard Processes Manual* shall be consistent with the following essential principles...

2. Due to the recent approval of version 4 of the Standard Processes Manual (on 3/1/2019); remove all hyperlinks to the SPM in Resource documents changing this to a generic reference to the SPM by title only. Identified SC Resource documents with this issue are:
 - Drafting Team Reference Manual
 - Periodic Review Template
 - Reliability Standard Quality Review Form