

# Agenda

## Standards Committee Process Subcommittee Meeting

December 17, 2019 | 1:00–5:00 p.m. Eastern

NERC HQ  
3353 Peachtree Road NE, Suite 600 – North Tower  
Atlanta, GA 30326

Dial-in/Login Information: Dial-in: 1-415-655-0002 | Access Code: 731 585 581 | Password: 121719  
Click here to: [WebEx Meeting](#)

### 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. September 17, 2019 Standards Committee Process Subcommittee (SCPS) Meeting Minutes\*
- 3. Review SCPS Work Plan\* — Discuss (S. Bodkin)**
- 4. Standards Resource Document\* — Discuss (L. Oelker)**
- 5. Project(s) — Updates**
  - a. Hyperlinks issue in Reliability Standards and reference documents (C. Larson)
- 6. Vice-chair Nomination(s)\* — Discuss (S. Bodkin)**
- 7. Standards Committee Meeting (October, November, December) — Report (S. Bodkin)**
- 8. Discussion — (All)**
  - a. Potential new project(s)
  - b. Review of Vendor/Consultant criteria document
- 9. Review of Actions/Assignments — (A. McMeekin)**
- 10. Future Meetings**
  - a. Meetings in coordination with Standards Committee:
    - i. March 17, 2020: Atlanta, GA

- ii. June 16, 2020: Denver, CO
- iii. September 23, 2020: Salt Lake City, UT (Joint with CCC)
- iv. December 8, 2020: Atlanta, GA

**11. 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 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

## Standards Committee Process Subcommittee

September 17, 2019 | 1:00–5:00 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. Quorum was achieved as seven of the eight members were present. An attendance list is found in Attachment 1.

### NERC Antitrust Compliance Guidelines and Public Announcement

A. McMeekin, NERC staff reviewed the NERC Antitrust Compliance Guidelines, the public meeting announcement, and referenced the new NERC Participant Conduct Policy that was included in the announcement package.

### Review Meeting Agenda (Item 1)

S. Bodkin reviewed the meeting agenda with members and attendees. There were no objections and the agenda was approved by unanimous consent.

### Consent Agenda (Item 2)

The meeting minutes from June 25, 2019 were approved by unanimous consent.

### Review of SCPS Work Plan (Item 3)

S. Bodkin reviewed the 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)

L. Oelker reviewed the Standards Resource Document.

### Projects — Updates (Item 5)

- a. NERC Document 'Cleanup' Project: General discussion around 'broken links' and 'bad references' in NERC documents and Reliability Standards. C. Larson, Manager of Standards Information at NERC stated that NERC corrected broken links as they were identified and suggested to reference more stagnant URLs (such as the webpage where a specific document may be located) in the future to reduce the occurrence of broken links.
- b. Drafting Team Reference Manual Review: Project put on hold pending the outcome of the Standards Efficiency Review (SER) project, specifically to see whether or not the SER project changes the evidence retention requirements for standards.

### Standards Committee Meeting Report (Item 6)

S. Bodkin previewed his report, which includes the following recommendations, to be presented at the Standards Committee meeting the next day.

- a. Retire SC Procedure – Approving Errata in an Approved Reliability Standard (January 15, 2010)
- b. Approve revised SC Guidance Document – Management of Remanded Interpretations (April 19, 2014)
- c. Approve revised SC document – Acceptance Criteria of a Reliability Standard (Quality Objectives) (May 16, 2014)

### **Discussion Items (Item 7)**

1. S. Bodkin asked SCPS members and attendees if there were any ideas for projects to better the ERO. There were no suggestions.

### **Action Items/Assignments (Item 8)**

1. M. Harward and J. Loewer to provide NERC staff with examples of ‘broken links’ and ‘bad references’ they have found in NERC documents and Reliability Standards.

### **Future Meetings (Item 9)**

- a. Meetings in coordination with Standards Committee:
  - i. December 17, 2019 — Atlanta, GA (NERC) | 1:00 p.m.–5:00 p.m. Eastern

### **Adjourn (Item 10)**

S. Bodkin adjourned the meeting at 2:01 p.m. Central.

# Attachment 1

Last	First	Company	Member/Observer
Bodkin	Sean	Dominion Resources Services, Inc.	Chair
Harward	Matthew	Southwest Power Pool, Inc.	M
Hammons	Daniela	CenterPoint Energy Houston Electric, LLC	M
Loewer	Jill	Utility Services	M
Oelker	Linn	LG&E and KU Services	M
Rueckert	Steve	WECC	M
McMeekin	Al	NERC	N/A
Ayoub	Kal	FERC	O
Brytowski	Mike	Great River Energy	O
Coyne	Rachel	Texas RE	O
Crane	Donovan	WECC	O
Darrah	Rebecca	ACES	O
Feliks	Kent	AEP	O
Lanehome	Ken	BPA	O
Shu	Ruida	NPCC	O
Currie	Debbie	SPP	O
Pratt	Mark	Southern Company	O
Yeung	Charles	SPP	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><b>Team Members:</b> Matthew Harward, SPP Douglas Webb, KCPL Donovan Crane, WECC Lauren Perotti, NERC</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 style="color: red;">Recommendations approved by SC at September 2019 meeting.</p>	<p>March 2019</p>	<p>September 2019 <span style="color: red;">(completed)</span></p>	<ul style="list-style-type: none"> <li>- Additional documents under review:</li> <li>- Approving Errata in an Approved Reliability Standard (Retire)</li> <li>- Guidance Document for Management of Remanded Interpretations (Revise)</li> <li>- Acceptance Criteria of a Reliability Standard [Quality Objectives] (Revise)</li> </ul>

Standards Committee Process Subcommittee Work Plan (SC Endorsed Project Scopes)				
Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
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	<ul style="list-style-type: none"> <li>- Identifying broken links within documents as well as bad references. Identifying references in Standards. Suggesting parameters for links and references within documents.</li> </ul>

### 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"> <li>a. Section 6: Processes for Conducting Field Tests and Collecting and Analyzing Data</li> <li>b. Section 7: Process for Developing an Interpretation</li> <li>c. Section 11.0: Process for Approving Supporting Documents</li> </ul> <p><b>Linn Oelker (Lead)</b>                      Jennifer Flandermeyer                      Steve Rueckert                      Chris Gowder                      Sean Bodkin                      Guy Zito (consulting)                      Lauren Perotti (NERC Legal)</p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	<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 (Completed Projects)

Task	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
<p>Project: Standing task to review/revise resource documents</p> <p style="text-align: center;"><i>Two documents are slated for retirement and two documents are 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>June 2017</p>	<p>July 2019 (small group currently reviewing applicable documents for retirement/revision)</p>	<p>Documents to be retired/revised after SPM is revised:</p> <ul style="list-style-type: none"> <li>- Approving a Field Test Associated with a Reliability Standard (Retire);</li> <li>- Procedure document: Processing Requests for an Interpretation (Retire);</li> <li>- Guideline document: Guidelines for Interpretation Drafting Teams (Retire).</li> <li>- Procedure document: Approving the Posting of Reliability Standard Supporting References (pending);</li> </ul>

## Standards Committee Process Subcommittee Work Plan (Completed Projects)

	General Scope of Task	Task Initiated	Target Completion	Status/Remarks
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	Approved by SC at May 2019 meeting.  -

Item 3  
Standards Committee  
Process Subcommittee  
December 17, 2019

<a href="#">Resources for Standards</a>		Today is: December 6, 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	62	60	SCPS	2	
Standards Committee Guideline - Drafting Team Nominee Selection Criteria	STANDARDS COMMITTEE (SC)	March 14, 2018	21	24	SCPS	CURRENT	
Roles and Responsibilities: Standards Drafting Team Activities	STANDARDS COMMITTEE (SC)	June 13, 2018	18	24	SCPS	CURRENT	
Standard Drafting Team Scope	STANDARDS COMMITTEE (SC)	December 6, 2017	24	24	SCPS	CURRENT	
Approving the Posting of Supporting Technical Documents Under Section 11 of the Standard Processes Manual	STANDARDS COMMITTEE (SC)	March 1, 2019	9	24	SCPS	CURRENT	
Standards Committee Charter	STANDARDS COMMITTEE (SC)	March 20, 2019	9	24	SCPS	CURRENT	
Reliability Functional Model Function Definitions and Functional Entities	STANDARDS COMMITTEE (SC)	October 23, 2019					10/23/2019 - Endorsed as historic documents by SC, no longer maintained. Removed from Standards Resources page but maintained Functional Model page.
Guidance Document for Management of Remanded Interpretations	STANDARDS COMMITTEE (SC)	September 17, 2019	3	24	SCPS	CURRENT	9/18/2019 - Approved by SCPS and SC.
Acceptance Criteria of a Reliability Standard [Quality Objectives]	STANDARDS COMMITTEE (SC)	September 17, 2019	3	24	SCPS	CURRENT	9/18/2019 - Approved by SCPS and SC.
Drafting Team Reference Manual	STANDARDS COMMITTEE (SC)	October 19, 2016	38	24	SCPS	14	9/17/19 - Review of the Drafting Team Reference Manual (DTRM) was placed on hold due to the SER project, specifically due to how the SER project may impact evidence retention requirements for DT to write into
Technical Rationale for Reliability Standards	STANDARDS COMMITTEE (SC)	June 14, 2017	30	24	TBD	6	
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.
Periodic Review Template	Standards Staff	January 17, 2018		24	Standards Staff		
NERC Participant Conduct Policy	Standards Staff	April 9, 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		
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		
Standards Authorization Request Form	Standards Staff	January 18, 2017		24	Standards Staff		
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 Committee Process Subcommittee Scope

Approved by the Standards Committee October 22, 2014

## **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 it has responsibility for 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.

## 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 open 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.