

## Meeting Notes Project 2014-02 Standard Drafting Team

January 13, 2015 | 9:00 a.m. – 5:00 p.m. Eastern  
January 14, 2015 | 9:00 a.m. – 5:00 p.m. Eastern

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

[Location Information](#)

### Meeting Objectives

- Review comments received
- Draft consideration of comments
- Prepare documents for next steps

### Tuesday, January 13

1. **Welcome and Introductions**
2. **Safety Information and Logistics**
3. **NERC Antitrust Guidelines and Public Meeting Notice**
4. **Determination of Quorum**

The rule for a NERC Standard Drafting Team (SDT) states that a quorum requires two-thirds of the voting members of the SDT. Nine out of ten SDT members were present in-person and one was on the phone, so quorum was achieved.

5. **Review Agenda and Meeting Objectives**

The SDT reviewed the meeting objectives and the components needed for the next posting for final ballot, if the SDT determined that the changes were nonsubstantive.

6. **Overview of Additional Comment Period and Ballot Results**

- a. **Ballot Results**

The additional ballot concluded on January 9, 2015, and all ballots received sufficient affirmative votes to pass ballot.

b. Overview of Comments

The SDT provided an overview of comments received as a result of the additional comment period. The comments discussed are posted [here](#).

c. Standard Processes Manual Requirements and Next Steps

NERC staff provided an overview of next steps according to the Standard Processes Manual. The SDT had the option of either posting for final ballot or for an additional comment period and ballot if substantive changes were made to the standards. NERC staff reviewed what would be considered substantive or nonsubstantive changes according to the SPM.

**7. CIP-010 Consideration of Comments**

a. Overview of Comment Summary for Question 3 (CIP-010) and Question 4 (CIP-010 Definitions)

After review of the comments, the SDT determined that the standards and definitions regarding transient devices should be posted for final ballot.

b. Response to comments for Question 3, CIP-010 and Question 4, Transient Cyber Asset and Removable Media

o Develop responses and assign additional drafting for revisions, if any

The SDT discussed responses to the comments received. The SDT focused its discussion on asset categorization. The SDT noted that the intent behind Transient Cyber Assets and Removable Media is that they are frequently connected and disconnected. The responses developed are located [here](#).

**8. CIP-003 Consideration of Comments**

a. Overview of Comment Summary for Question 1 (CIP-003) and Question 2 (CIP-003 Definitions)

After review of the comments, the SDT determined that the standards and definitions regarding low impact should be posted for final ballot.

b. Response to comments for Question 1, CIP-003 and Question 2, Low Impact External Routable Connectivity (LERC) and Low Impact BES Cyber System Electronic Access Point (LEAP) Definitions

o Develop responses and assign additional drafting for revisions, if any

The SDT discussed responses to comments received. The SDT focused on more guidance for reference models regarding LERC in the Guidelines and Technical Basis section of the standards. The responses developed are located [here](#).

**9. Implementation Plan Consideration of Comments**

a. Overview of Comment Summary for Question 5 (Implementation Plan)

After review of the comments, the SDT determined that the implementation plan should be posted for final ballot.

b. Response to comments for Question 5

The SDT discussed responses to comments received. The responses developed are located [here](#).

## Wednesday, January 14

### 10. Continue Response to Comments and Any Revisions to Standards and Definitions

The SDT continued developing its response to comments.

### 11. Finalize Documents for Next Posting

The SDT reviewed the list of documents below needed to post for final ballot.

- a. Standards and Definitions
- b. Implementation Plan
- c. Consideration of Comments
- d. Mapping Document
- e. Consideration of Issues and Directives
- f. VRF/VSL Justification

### 12. Action Items

- a. Consideration of Comments
- b. Quality Review Next Steps

The SDT would submit documents to the quality review team. After receiving feedback, the SDT would review the changes suggested by the quality review team on a phone call.

### 13. Next Steps

The SDT would hold a sign-off call on January 22, 2015 to post the documents for final ballot.

### 14. Adjourn