

## System Personnel Training Standard Drafting Team Meeting Notes

April 10–12, 2007

Sheraton Suites San Diego  
 701 A Street  
 San Diego, California 92101

### Meeting Notes

#### Attendees:

|                     |                           |             |
|---------------------|---------------------------|-------------|
| John Taylor (Chair) | Jim Bradley (Vice Chair)  | Jim Bowles  |
| Ed Seddon           | Ray Gross                 | Earl Cass   |
| Geoff Elmer         | Laurel Hennebury          | Rod Byrnell |
| Dan Daily           | Dave Folk                 | John Smith  |
| Cesar Seymour       | Arevalo Hermes (observer) | Mike Gammon |
| Linda Clarke        |                           |             |

#### 1. Introductions

John Taylor reviewed the agenda and explained that the next three days will be devoted to the standard development effort. The PS business will be covered during a conference call.

The Vice Chairman Julie Pierce has withdrawn from the SDT and the team will need a replacement. Earl Cass also withdrew from the SDT; a new compliance liaison will be needed.

John reviewed the Antitrust Guidelines.

#### 2. Meeting Objectives

John Taylor reviewed the meeting objectives, explaining that the goal is to finalize the documents for the second posting of the proposed standard.

#### 3. Standard Development Process

Linda Clarke, the new NERC Standards Development Coordinator, discussed the NERC Standard Development Process. The presentation provided an overview of the process, as well as roles and responsibilities of the drafting team. The group discussed the need to respond to each stakeholder comment and the requirement to include a “Summary Consideration” for each question.

Linda agreed to provide the SPTS DT with a copy of the presentation.

#### **4. Review Comments on Documents Submitted to NERC**

The SPTS DT reviewed the stakeholder comment on the first posting of the standard and prepared responses to each comment, focusing on the responses to the following questions: 1–11, inclusive, and 14–15, inclusive. The team also revised the applicable standard requirements.

#### **5. Date & Time for Next Meeting**

The SPTS DT will hold a WebEx conference on Monday, April 23, 2007 from 11 a.m. to 3 p.m. The WebEx conference/conference call information and meeting materials will be distributed to the team in advance of the meeting.