



NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

Assess Transmission Future Needs & Develop Transmission Plans SAR Drafting Team

February 3–4, 2004
Tampa, Florida

Meeting Minutes

The Assess Transmission Future Needs & Develop Transmission Plans SAR drafting team held its initial meeting on February 3 and 4, 2004, in the FRCC offices in Tampa, Florida. The meeting agenda is posted on the NERC website.

Attendance

Paul Rocha (Chairman)
John Adams
Steve Herling
Brian K. Keel
Marv Landauer
Robert W. Millard
Thomas C. Mielnik
John E. Odom, Jr.
Bernie Pasternack
Philip D. Riley

Chifong L. Thomas
Brian F. Thumm
Yury Tsimberg
Jim Useldinger
Jeffrey R. Webb
Authur L. Nordlinger
Mark Kuras
Dale Bodden
Margaret Stambach
John R. Twitchell

Administrative

Chairman Paul Rocha reviewed the NERC Antitrust Compliances Guidelines with the attendees. A roster was circulated to serve as the attendance list and to get any information updates from the committee members.

SAR Process Overview

Maureen Long reviewed the SAR drafting and standard setting process with the drafting team. Her presentation is attached as **Exhibit A**. Her presentation described the standards process, the task force duties, the schedule for preparation of this SAR, and the Functional Model components that relate to this SAR.

**MINUTES — TRANSPLAN SAR DT Meeting
February 3–4, 2004**

General Discussion of Transmission Assessment and Planning Issues

The drafting team discussed the various aspects of transmission assessment and planning. The general consensus was that the existing NERC Planning Standards, and Table 1, were a good starting point for a new standard. The NERC Functional Model should be considered when drafting new standards.

Changes to Initial SAR and Initial Comments

The drafting team feels that the initial SAR should be refined with more detail. The next version of the SAR should contain the following components:

- Develop a model
- Satisfy planning reliability criteria
- Assess transmission needs
- Develop transmission plan
- Report progress for implementing plan

The drafting team also reviewed the initial comment on the SAR dating from 2002.

Next Steps

Chairman Rocha will circulate a draft revised SAR and draft responses to comments on the first posting by February 20, 2004.

SAR Drafting Team members should provide their feedback and comments by March 3, 2004.

The next drafting team meeting will be in Phoenix, Arizona, on March 8 (1 p.m. to evening) and March 9 (8 a.m. to 5 p.m.).

Respectfully submitted,



John R. Twitchell
NERC Staff Coordinator

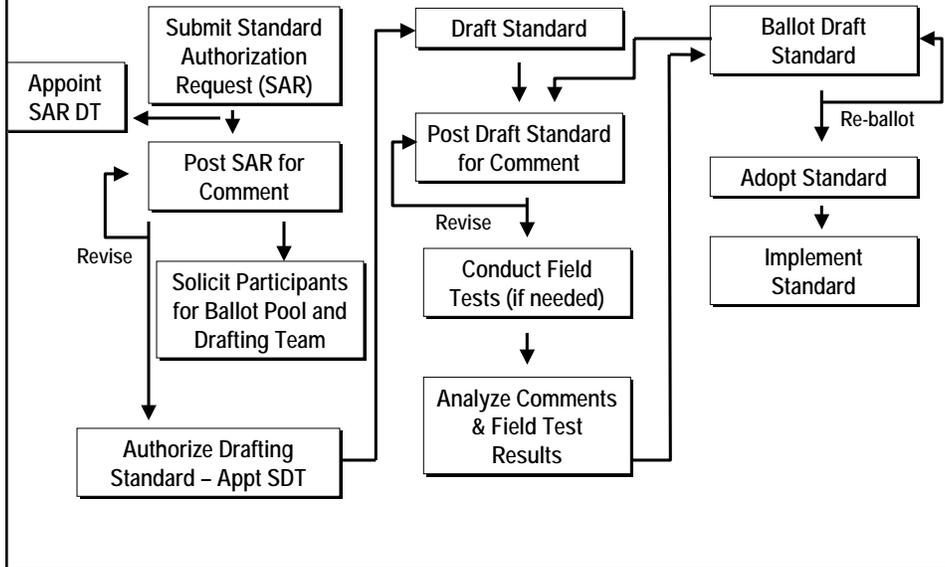
SAR Drafting Teams

Getting Started

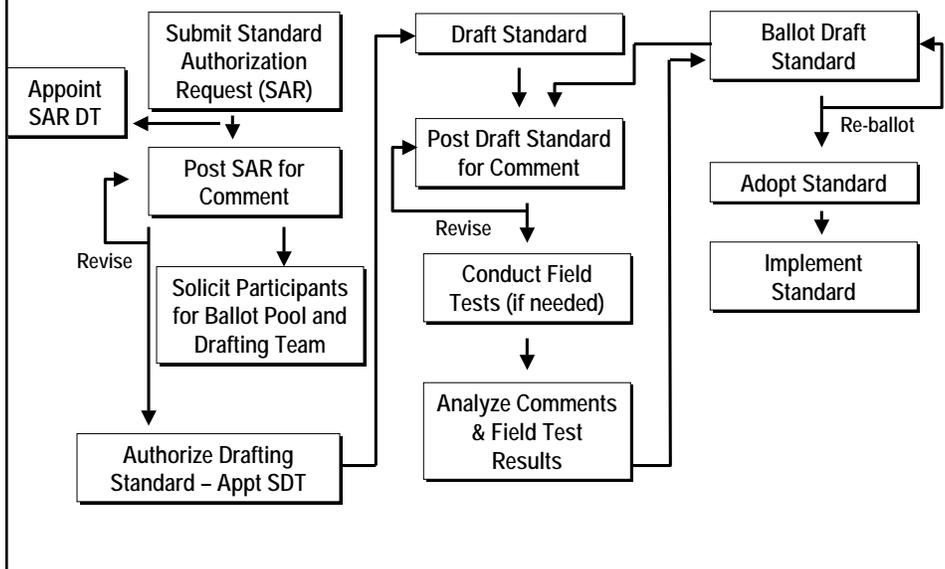
Resources

- **NERC Staff**
 - Director of Standards - Tim Gallagher
 - Director of Compliance - Dave Hilt
- **Reliability Standards Process Manual**
- **Functional Model**
- **SAR DT Scope Document**

Standards Process Overview



Standards Process Overview



Tasks of SAR Drafting Team

- 1. Assist in the Refinement of a SAR**
- 2. Participate in Industry Forums**
- 3. Assist in Responding to Posted Comments**

Roles of Team Participants

- Chairman - Paul Rocha**
- Compliance Rep - Bob Millard**
- Secretary - John Twitchell**
- Facilitator - Margaret Stambach**
- Industry Representatives**

Chairman

- Leads the Team in a neutral capacity
- Ensures the Team makes progress
- Conducts meetings of the Team
- Represents the Team to other bodies
- Reports progress to the SAC

Compliance Representative

- Provides advice on compliance issues
- Helps assure SAR supports measurable requirements

Secretary

- Advises Team and guides its work
- Monitors, reports on, and ensures active progress of the work of the Team
- Provides day to day administration - meeting arrangements, agendas, minutes, etc.

Facilitator

- Assembles & organizes comments
- Produces draft documents
- Edits documents for consistency

Industry Representatives

- **Provide knowledge and expertise**
- **Participate actively**
- **Provide contributions, drafts, comments**
- **Attend meetings**
- **Vote on documents (if needed)**
- **Participate in Industry Forums**
- **Provide feedback to Industry Segment**

Voting

- **Voting is “last resort” to move team forward**
- **Quorum**
 - 2/3 of voting members
- **Approval of any Action**
 - 2/3 majority of voting members
- **Proxies**
 - Notice must be sent in advance of meeting and must be in writing
 - Voting members cannot also vote proxies

Reaching Consensus on SAR

- **Industry Consensus - not SAR DT consensus**
 - More than a simple majority but not unanimity
- **Industry Comments provide direction**
 - Consider & respond to **every** comment - research comments if needed
- **Industry Forum if:**
 - Consensus can't be reached through comments
 - Additional input is needed

Making Changes Based on Comments

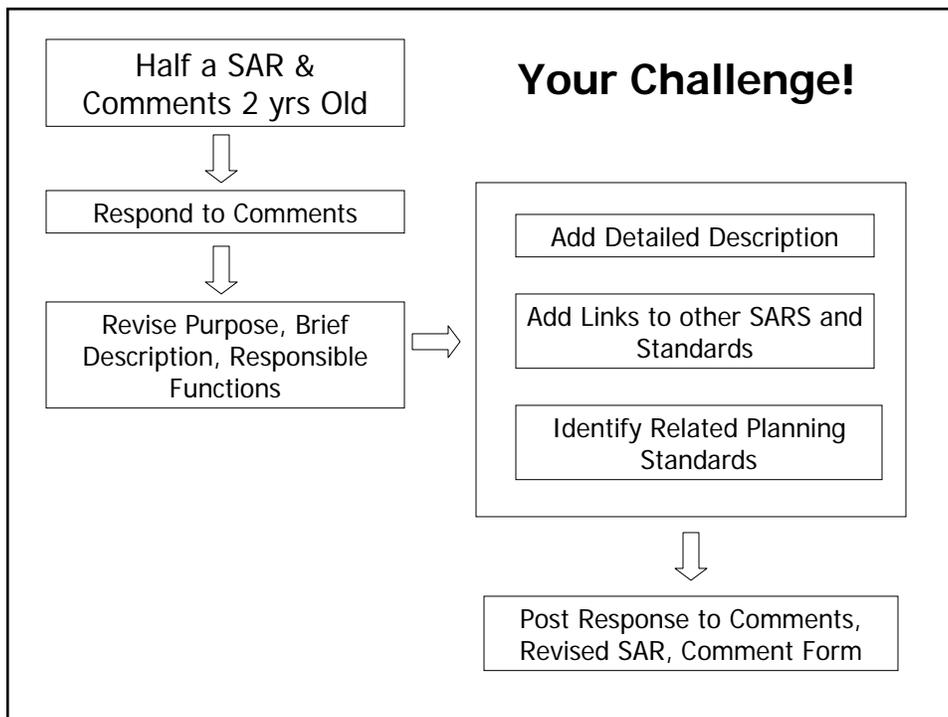
- **If suggestion has merit but is a minority suggestion:**
 - Either add it or not - but ask the industry for feedback on action
- **If suggestion has merit and was suggested by several entities:**
 - Add it and ask the industry for confirmation
- **If suggestion has no obvious merit**
 - Don't add it - provide reasoning - if submitted by several entities, ask industry for feedback

Public Notice

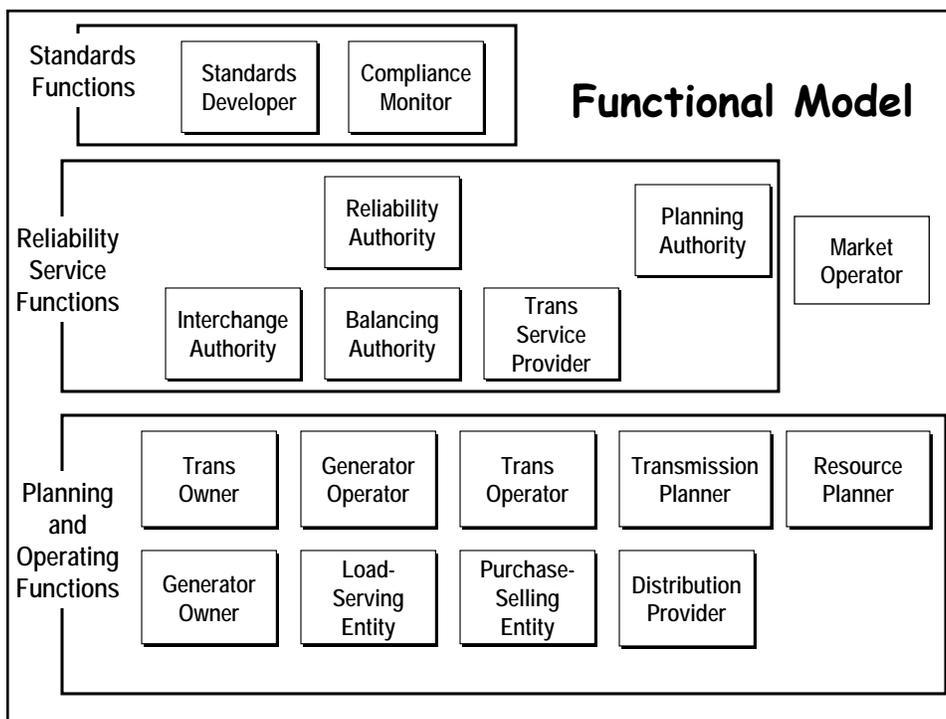
- **Post agendas, meeting minutes and voting records under "related files"**
 - Reliability Standards Under Development
 - 500 - Assess Transmission . . .
- **Agendas must be posted no less than 5 days before the meeting - sooner is better**
 - Include background material
 - Word format for documents to be edited
 - Zip large files
- **Post meeting notices under "Meetings"**

Guests

- **Permitted to attend all meetings**
- **Cannot vote unless voting as a proxy**
- **Chairman can limit time allocated to guests**
- **Guests need to pre-register**
- **NERC staff should provide the Chairman with a list of registered guests**



- Schedule**
Move Forward with All Due Haste
- **Post revised SAR March 15 - April 14**
 - Respond to comments & revise SAR (April 15-May31)
 - **Post revised SAR June 1-30**
 - Respond to comments & revise SAR (July 1-31)
 - **Send SAR to SAC by Aug 1**



Functions Applicable to this Standard?

- **Planning Authority**
 - Ensures long-term plan available for its PAA
 - Integrates and assesses the plans from the Transmission Planners & Resource Planners
- **Transmission Planner**
 - Develops long-term plan for the reliability of the interconnected bulk electric transmission systems for its portion of the PAA
- **Resource Planner**
 - Develops long-term plan for resource adequacy of specific loads within a PAA.

