

Meeting Agenda

Project 2007-02 Operating Personnel Communications Protocols (COM-003-1) Standard Drafting Team

May 30, 2013 | 10:30 a.m. – 12:30 p.m. ET

Conference Call with ReadyTalk Web Access

Dial-in: 1.866.740.1260 | Access Code: 6510903 | Security Code: 005678

Administrative

1. **Welcome, introductions and chair's remarks**

2. **Determination of Quorum**

The rule for NERC Standard Drafting Team (SDT) states that a quorum requires two-thirds of the voting members of the SDT.

3. **NERC Antitrust Compliance Guidelines and Public Announcement**

Participants are reminded that 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.

4. **Review Current Team Roster**

5. **Review Meeting Agenda and Objectives**

Agenda

1. **Complete COM-003-1, draft 6**

a. Recap 5-10-2013 email ballot results and changes incorporated by OPCPSDT.

i. RC will develop communication protocols

ii. R2 and R4 combined into new R3 and group will maintain assess and correct language over zero defect concerns

b. Presentation and discussion of results of informal outreach. (Responses will be aggregated by informal outreach team, ERO and supervised by the OPCPSDT chair prior to the May 30, 2013 meeting.)

i. Present consolidated responses from informal outreach team

ii. OPCPSDT and informal outreach team organize, prioritize and consider comments from the trades.

- iii. Discuss comments
 - 1. If consensus is apparent, incorporate or reject recommended revisions as appropriate
 - 2. If consensus requires additional discussion assign sub team working group to develop proposal for OPCPSDT review and decision
 - iv. Additional proposals from OPCPSDT: Please add if you want to advocate a proposal not listed.
 - c. Incorporate any changes into the standard, measurements, Violation Security Levels, etc.
 - d. Additional concerns from informal outreach, if any.
2. **Next Steps**
- a. Conduct email ballot if there is not a quorum.
 - b. Prepare the standard for COM-003- 1 QR and fourth successive ballot.
 - c. Discuss and confirm schedule going forward.
3. **Future Meeting(s)**
- a. There is a tentative meeting/webinar scheduled for late June 2013.
 - b. Mid-July 2013 meeting to consider comments for recirculation ballot and prepare for BOT and FERC filing.
4. **Adjourn**