

Meeting Notes

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

January 22-24, 2013

Tucker, GA

Administrative

1. Introductions

The meeting was brought to order by Lloyd Snyder (chair) at 1:30 p.m. ET on Tuesday, January 22, 2013. Participants were introduced and those in attendance were:

| Name | Company | Member/ Observer |
|----------------------|-----------|---------------------|
| Lloyd Snyder (chair) | GSOC | Member |
| Glen Boyle | PJM | Member |
| Tom Irvine | Hydro One | Member |
| Steve Solis | ERCOT | Member |
| Joseph Krisiak | NERC | Advisor |
| Erika Chanzas | NERC | Observer |
| Michael Gandolfo | FERC | Observer |
| Darrell Piatt | FERC | Observer |
| Tom Schneider | WECC | Observer |

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 to be present. A quorum was not achieved as only five of the nine voting members were present.

3. NERC Disclaimer and Antitrust Guidelines

The NERC Antitrust Guidelines and Disclaimer were reviewed by Joseph Kriasiak. There were no questions raised.

4. Review of Roster and Updates

The SDT reviewed the roster and confirmed that it was accurate and up to date.

Agenda

1. Approval of Meeting Notes from Previous Meetings

The notes from the December 18, 2012 meeting were reviewed and approved.

2. Discussion

- Mr. Kriasiak reviewed the Agenda and there were no revisions or changes.
- The OPCPSDT completed work on COM-003-1 Second Successive Ballot response to comments.
 - Mr. Kriasiak pointed out that many commenters provided excellent suggestions that could be incorporated into the standard. The number of those commenters, if they agree with the changes to upcoming draft 5, could create the potential to generate a favorable ballot.
 - The SDT reviewed the draft response to comments for the Second Successive Ballot (SB).
 - The SDT discussed and determined the responses to the second SB stakeholder comments.
 - The SDT developed consensus on the standard and RSAW responses.
 - The SDT incorporated changes into the standard. The SDT will review the VSL, VRF level assignments again after the technical conference (Feb 14 and 15, 2013).
- An SDT discussion was held on the role of the “Transmission Owner” (TO) – *should they be an applicable entity?* – Mr. Darrell Piatt presented a case for including the TO, citing its inclusion in the SAR and its definition in the Functional Model. No consensus was achieved. An email ballot will be issued because there was no quorum established during this meeting.
- An SDT discussion was held regarding *combining COM-003-1 and COM-002-3* – Mr. Darrell Piatt presented a case for combining the two standards. The SDT agrees, but cites the level of authority it has to combine COM-003-1 with another standard assigned to another team. Attendees and Chair agree to draft a letter to the Standards Committee recommending *combining COM-003-1 and COM-002-3*.

- The SDT discussed the proposed COM-003-1 Information Conference on February 14 and 15, 2013 – (content format etc). Mr. Kriasiak announced the OPCPSDT should be prepared to change the responses to comments and the draft 5 standard to reflect decisions and directions that could be generated during the workshop sessions.

3. Action Item Review

- Mr. Kriasiak will finish and incorporate the draft response to comments from the Jan 22, 2013 meeting; and circulate them and a working draft 5 of the standard among the OPCPSDT members.
- Lloyd Snyder (chair) will prepare a draft letter to the Standards Committee requesting to combine COM-003-1 and COM-002-3. The SDT will (email) vote to approve it and forward it to the Standards Committee.
- Mr. Kriasiak will prepare the standard for a third SB or other ballot option and QR submittal after the Technical Conference.
- Mr. Kriasiak will engage ERO staff to discuss SDT concerns about collocated multiple functional entities in vertically integrated utilities.
- Mr. Kriasiak will prepare an email ballot for the team to decide on whether or not to Include the TO as an applicable entity in COM-003-1, draft 5.
- Mr. Kriasiak will develop and confirm schedule going forward.

4. Future Meeting(s)

- There is a COM-003-1 Technical Conference scheduled for February 14-15, 2013 at NERC Headquarters in Atlanta, GA.
- Potential working group conference calls for posting preparation to be determined from February 16 to March 3, 2013

5. Adjourn

- The chair concluded the discussion and Mr. Kriasiak briefed the SDT on future next steps for the project.
- The meeting adjourned at approximately 2:30 p.m. ET on January 24, 2013.