

## Meeting Notes

### Project 2007-02 Operating Personnel Communications Protocols (COM-003-01) Standard Drafting Team

July 17-18, 2012

ReadyTalk Web-supported Conference Call

#### Administrative

##### 1. Introductions

The meeting was brought to order by Chair, Lloyd Snyder at approximately 10:00 a.m. ET on July 17, 2012. Introductions were made and those in attendance were:

Name	Company	Member/ Observer	In Attendance?
Glen Boyle	PJM	Member	Y
Mike Brost	JEA	Member	Absent
Michael Cassiadoro	WECC	Member	Absent
Howard Gugel	NERC	Advisor	Y
Tom Irvine	Hydro One	Member	Absent
Joseph Krisiak	NERC	Advisor	Y
Lloyd Snyder (Chair)	GSOC	Member	Y
Stephen Solis	ERCOT	Member	Y
John Stephans	City Utilities of Springfield	Member	Absent
Fred Waites	Southern Co	Member	Absent

## 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 three of the eight total voting members were present.

## 3. NERC Antitrust Guidelines and Public Announcement

The NERC Antitrust Guidelines and public announcement 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 June 27-29, 2012 meeting were reviewed and approved.

#### 2. Discussion

- Mr. Kriasiak reviewed the Agenda and there were no revisions or changes.
- Howard Gugel presented the alternative draft three standard that incorporated the review by NERC staff and comments provided by FERC staff members. Requirements that feature an “assess and correct” approach to standard development rather than the zero defect approach featured in draft one and two.
- The SDT discussed the proposal for the next draft standard and discussed concerns.
  - There is still much concern over internal controls.
  - There is still much discussion over auditor subjectivity.
  - The potential for correcting mistakes rather than proving zero defects appears to have merit.
  - The SDT’s input on the RSAW appears to be viewed favorably.
  - The chair called for an email vote to move the standard forward as a “*identify, assess, and correct*” standard. The results are affirmative; please see the questions and table below.

#### **Question 1 – Are you in favor of converting COM-003-1 to a control-based standard?**

A control based, *find, fix and track* (changed to *identify, assess, correct*) standard features requirements to develop and implement a program to assess and correct deficiencies. It focuses on how well an entity determines and corrects its mistakes rather than proving zero defects exist. We need your approval to move from the performance based to control based and to develop the RSAW.

**Question 2 – Do you support using the attached draft version of COM-003-1\_201200717 to move the Standard forward to a control based , find, fix and track (changed to identify, assess, correct) standard?**

SDT Voting Member	Question 1	Question 2
Glen Boyle	Y	Y
Mike Brost	Y	Y
Michael Cassiadoro	Y	Y
Tom Irvine	Y	Y
Lloyd Snyder (Chair)	Y	Y
Stephen Solis	Y	Y
John Stephans	Y	Y
Fred Waites	Y	Y

- Mr. Kriasiak cited the need to make significant changes to supporting documents to reflect the changes made at the meeting (Violation Severity Level/Violation Risk Factor Justification, Implementation Plans, Consideration of Comments, Mapping documents and others) to prepare for a successive ballot.

**3. Action Item Review**

- Mr. Kriasiak and Mr. Gugel will develop the proposed changes from this meeting to COM-003-1 and the RSAW with NERC staff.
- The SDT will consider the proposed draft three for discussion and consensus.
- Mr. Kriasiak will prepare the response to comments.

**4. Future Meeting(s)**

There is a face to face meeting scheduled for July 31-August 2, 2012 in Loveland, Colorado.

**5. Adjourn**

The meeting adjourned at approximately 5:30 p.m. ET on July 18, 2012.