

Meeting Notes

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

July 31-August 2, 2012

WECC
Loveland, CO

Administrative

1. Introductions

The meeting was brought to order by Chair, Lloyd Snyder at 1:00 p.m. MT on July 31, 2012.
Introductions were made and those in attendance were:

Name	Company	Member/ Observer	In Person	Conference Call/Web
Glen Boyle	PJM	Member	Y	
Mike Brost	JEA	Member	Y	
Michael Cassiadoro	WECC	Member	Y	
Michael Gandolfo	FERC	Observer	N	Absent
Howard Gugel	NERC	Advisor	Y	
Tom Irvine	Hydro One	Member	N	Absent
Wade Kniess	WECC	Observer	Y	
Joseph Krisiak	NERC	Advisor	Y	
Darrell Piatt	FERC	Observer		Y
Lloyd Snyder (Chair)	GSOC	Member	Y	

Name	Company	Member/ Observer	In Person	Conference Call/Web
Stephen Solis	ERCOT	Member	N	Absent
John Stephans	City Utilities of Springfield	Member	Y	
Fred Waites	Southern Co	Member		Y

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 achieved as six of 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 July 17-18, 2012 meeting were reviewed and approved.

2. Discussion

- Mr. Kriasiak reviewed the Agenda and there were no revisions or changes.
- Mr. Kriasiak presented the comments and the results of the ballot. The SDT reviewed the results and discussed several issues that concerned stakeholders.
- Howard Gugel presented an alternative draft three standard that incorporated an “alternate” set of requirements that features an “assess and correct” approach to standard development rather than the zero defect approach featured in drafts one and two. An observer noted this proposal could be adapted to mirror the *implement, measure, correct and prevent* approach proposed for the CIP standards currently under development.
 - The SDT discussed the proposal for the next draft standard and the RSAW. Many changes were made to both the standard and the RSAW. The team believes the documents are aligned on intent and content and will work well together to improve clarity on the new standard format.

- There are two significant differing concerns:
 - An observer believes the three part communication called for in the standard language is not totally three part communication because it does not specify that the issuer, upon the confirmation to the receiver, repeats the Communication Instruction to the receiver. An acknowledging response could be “Yes, that is correct.” The observer believes the issuer’s response should be more like “Yes, that is correct. Close Circuit Breaker Five one delta (CB51D)”.
 - A member believes the Violation Severity Levels are still too high for R3 and R4. The same member recommends a more graduated approach to the RSAW sections to R3 and R4. The team considered both sets of comments.
- The chair called for a vote to approve the standard and RSAW revisions discussed on July 31 and August 1, 2012. The results are in table below.

Question 1 – Do you in approve of revisions made to COM-003-1 Standard based on discussion July 31 & August 1?

Question 2 – Do you in approve of revisions made to COM-003-1 RSAW based on discussion July 31 & August 1?

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

- Mr. Kriasiak led the team on a review of the draft response to comments for the remainder of the meeting days.

3. **Action Item Review**

- Mr. Kriasiak and Mr. Gugel will develop the QR package.
- Mr. Kriasiak will complete the responses to comments.

4. **Future Meeting(s)**

- A web supported conference call is proposed for August 21-22, 2012 to respond to QR.
- A face to face meeting is proposed for September 5-6, 2012 in Atlanta, GA.
- A face to face meeting is proposed for October 2-4, 2012 in Valley Forge, PA.

5. **Adjourn**

The meeting adjourned at approximately 1:30 p.m. MT on August 2, 2012.