

## Meeting Notes

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

June 27-29, 2012

ERCOT  
Taylor, TX

#### Administrative

##### 1. Introductions

The meeting was brought to order by Chair Lloyd Snyder at 1:00 p.m. CT on June 27, 2012.  
Introductions were made and those in attendance were:

Name	Company	Member/ Observer	In Person (Y/N)	Conference Call/Web (Y/N)
Glen Boyle	PJM	Member	N	Absent
Mike Brost	JEA	Member	N	Y
Michael Cassiadoro	WECC	Member	N	Absent
Michael Gandolfo	FERC	Observer	N	Y
Howard Gugel	NERC	Advisor	Y	N
Christine Hasha	ERCOT	Observer	Y	N
Tom Irvine	Hydro One	Member	N	Absent
Wade Knies	WECC	Observer	Y	N
Joseph Krisiak	NERC	Advisor	Y	N
Steve Myers	ERCOT	Observer	Y	N

Name	Company	Member/ Observer	In Person (Y/N)	Conference Call/Web (Y/N)
Darrell Piatt	FERC	Observer	Y	N
Scott Raymond	ERCOT	Observer	Y	N
Lloyd Snyder (Chair)	GSOC	Member	Y	N
Stephen Solis	ERCOT	Member	Y	N
John Stephans	City Utilities of Springfield	Member	Y	N
Matt Stout	ERCOT	Observer	Y	N
Fred Waites	Southern Co	Member	N	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 four 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 May 1, 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 draft 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 opted to revisit the proposal to better understand its implications, but first wanted to analyze and score the second draft concerns that troubled stakeholders. All comments were briefly reviewed, but the analysis below consisted primarily of comments to Question 10 as it appeared to have most concerns summarized from previous questions as well as additional concerns not mentioned in the previous questions. The results follow:
  - No need for 3-Part communication during normal conditions or for COM 3 (56)
  - COM-002-3 and COM-003-1 should be one standard (48)
  - Burdensome evidence required (45)
  - Overly prescriptive (How and when) (40)
  - DP should be removed (35)
  - Exclusion of Face to Face Operating Instructions in control room (18)
  - Measures issues and concerns (18)
  - Re-write Purpose Statement (18)
  - Transmission Interface -“unless otherwise mutually agreed” (18)
  - Operationally Burdensome (14)
  - Confusing relationship between COM-002-3 and COM-003-1 (13)
  - Implementation Time Frame (12)
  - Standard should address “All Call” (2)
  - If COM-002-3 and COM-003-1 both have 3-part – standardize language (2)
  - Change from 0 defects (2)
  - All read receipts for written OP Communications (1)
  - Clarity of Real Time applicability (1)
- The SDT also studied a subset of the “Overly prescriptive (How and when)” category of comments. The comments in the subset stated that the requirements in the current proposed draft (2) of the standard were focused on the “how” type communication protocols instead of the “who”, “what”, “when” type of communication protocols. The comment tally in this group was 28 (of the 40), which included two large groups of commenters and one individual

stakeholder. The SDT discussed this concern, the SAR, and related Blackout recommendation and FERC Orders, but did not act on the matter at this meeting.

- The SDT discussed significant concerns and issues that stakeholders expressed. In the course of discussion, Mr. Gugel’s proposal appeared to have features that address many of the highly scored stakeholder concerns.
- The SDT agreed to further consider the proposal for the next draft standard and requested time to understand the concepts and possible implications of the proposal.
  - There was much concern over internal controls.
  - There is a proposal to change Operating Communication to Operating Instruction to clarify continued confusion expressed by stakeholders.
  - There was an affirmative action to reintroduce “All Call” or multiple addressee Operating Instructions.
  - 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 discuss the proposed changes to COM-003-1 with NERC staff.
- Darrel Piatt will approach FERC staff to discuss the proposed draft three language.
- The SDT will consider the proposed draft three for discussion and consensus.
- Mr. Kriasiak will schedule next meetings.

### 4. Future Meeting(s)

- Administrative meeting – Web supported conference call is scheduled for July 10, 2012.
- Full team meeting – Web supported conference call is scheduled for July 17-18, 2012.
- Face to face meeting – Loveland, Colorado is scheduled for July 31 – August 2, 2012.

### 5. Adjourn

The meeting adjourned at approximately 2:30 p.m. CT on June 29, 2012.