

Meeting Notes

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

March 27-29, 2012
Atlanta, GA

Administrative

1. Introductions

The meeting was brought to order by the Chair at Noon ET on Tuesday, March 27, 2012. The Chair provided the team with building and safety information/logistics. Each participant introduced themselves and those in attendance were:

Name	Company	Member/ Observer	In Person (Y/N)	Conference Call/Web (Y/N)
Mike Brost	JEA	Member	N	Y
Tom Irvine	Hydro One	Member	Y	N
Wayne Mitchell	Entergy	Member	Y	N
Darrell Piatt	FERC	Observer	Y	N
Lloyd Snyder	GSOC	Member	Y	N
Steve Solis	ERCOT	Member	N	Y
Howard Gugel	NERC	Observer	N	Y
Maureen Long	NERC	Observer	Y	N
Joseph Krisiak	NERC	Member	Y	N

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 five of nine total voting members were present.

3. NERC Disclaimer

The NERC Disclaimer was read by Joseph Kriasiak.

4. NERC Antitrust Guidelines

NERC Antitrust Guidelines was reviewed by Mr. Kriasiak. There were no questions raised.

5. 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 January 24, 2012 meeting were reviewed and approved.

2. Discussion

- Mr. Kriasiak reviewed the Agenda and there were no revisions or changes.
- Mr. Kriasiak presented the preliminary quality review (QR) and suggestions. The SDT reviewed results of the QR team and discussed each proposal the QR team suggested.
- The SDT determined that some suggestions did not have merit.
- The SDT incorporated some very significant suggestions:
 - Remove the definition of “All Call”.
 - Remove the requirement supporting “All Call”.
 - Remove the requirement for the Alert Level Guide and Attachment One.
 - Detach the requirement for three-part communication and create two separate three-part communication requirements for issuers and for receivers of Operating Communications.
 - Several minor wording changes to provide clarification.
 - Re-consider changes to supporting documents to reflect the changes made at the meeting – Violation Severity Level/Violation Risk Factor (VSL/VRF) Justification, Implementation Plans, Consideration of Comments, Mapping documents and others.
 - Formally petition the Standards Committee to relocate the Alert Guide to a more appropriate standard and to combine with EEA.

- The SDT worked on the format and content of the white paper to support the requirements to use three-part communication for all Operating Communications as defined in COM-003-01.
- Mr. Kriasiak provided a brief update on the filing status of the Interpretation of COM-002-2a, R2.

3. Action Item Review

- Mr. Kriasiak will add the approved language for COM-003-1 based on the preliminary QR rewrite and incorporate any changes into the standard such as Measurements, VRFs/VSLs, Implementation Plans and supporting documentation – Completed April 5, 2012.
- Mr. Kriasiak will submit the rewritten COM-003-01 for final QR submission and posting for comment and ballot – Completed April 10, 2012.
- The SDT will continue work on white paper due in time for the May 2012 posting of COM-003-01 Draft 2.
- Mr. Kriasiak will schedule meetings as follows:
 - Conference Call – Early May 2012
 - Face to face SDT meeting – Mid-June 2012
 - Webinar – Late May/early June 2012

4. Future Meeting(s)

- Webinar – Late May/early June 2012
- SDT meetings – Conference Call early May 2012, face to face meeting mid June 2012

5. Adjourn

- The meeting adjourned at approximately 2:00 p.m. ET on March 29, 2012.