

Meeting Notes

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

May 1, 2012

Conference Call with Web support

Administrative

1. Introductions

The meeting was brought to order by Lloyd Snyder (Chair) at 1:00 p.m. ET on Tuesday, May 1, 2012. Each participant introduced themselves and those in attendance were:

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

Name	Company	Member/ Observer	Conference Call/Web (Y/N)
John Stephans	City Utilities of Springfield	Member	Absent
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 seven of nine total 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 March 27-29, 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 were not required.
- The SDT incorporated some very significant suggestions:
 - Approved the QR team's recommended change to the definition of "Operating Communication" to eliminate ambiguity. "With the intent" is replaced by "of instruction."
 - Replaced the term "verbal" in R2 and R3 with "oral" to clarify applicability.
 - Added the term "two party" to preclude applicability to one way multiple addressee operating communications.
 - Added the phrase "excluding Reliability Directives" to R2 and R3 to prevent double jeopardy with R2 and R3 of COM 002-3.

- Removed the supplemental evidence from M1, M2 and M3 because it did not directly prove compliance.
- Eliminated Low Violation Severity Level on R1 because it was not clear.
- 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.
- The SDT discussed the white paper which supports the requirement to use three-part communication for all Operating Communications as defined in COM-003-01 and set a deadline of OPCPSDT submission of team comments on May 7, 2012 at the close of business.
- 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 May 2, 2012*
- Mr. Kriasiak will submit the rewritten COM-003-01 for final QR submission and posting for comment and ballot. – *Completed May 7, 2012*
- The SDT will continue work on white paper for the May 2012 posting of COM-003-01 Draft 2.
- Mr. Kriasiak will schedule meetings as follows:
 - Face to face SDT meeting – June 26-28 -2012
 - Industry Webinar – June 7, 2012

4. Future Meeting(s)

- Industry Webinar – June 7, 2012
- SDT meetings – Full team meeting to be scheduled for June 26-28, 2012 (looking for a potential host).

5. Adjourn

- The meeting adjourned at approximately 2:30 p.m. ET on May 1, 2012.