

## **Operating Personnel Communications Protocols Standard Drafting Team**

**July 17–18, 2007 — 8 a.m.–5 p.m.**  
**July 19, 2007 — 8 a.m.–noon**

Embassy Suites San Francisco Airport  
250 Gateway Boulevard  
South San Francisco, California 94080  
Telephone: 1-650-589-3400

### **Meeting Notes**

#### **1) Administrative**

- a) Brief introductions were made by each member of the Standard Drafting Team. The following were in attendance:

Lloyd Snyder — Standard Drafting Team Chairman

Mark Bradley — ITC

Bill Ellard — CA-ISO

Al Allgower — ERCOT

Fred Waites — Alabama Power

Leanne Harrison — PJM

Wayne Mitchell — Entergy

Tom Irvine — HydroOne

Seamus McGovern — ISO-NE

Jacki Power — NERC

Larry Kezele — NERC

Harry Tom — NERC

#### **2) NERC Antitrust Compliance Guidelines were reviewed.**

- 3) The Standard Development Process was explained by Harry using a PowerPoint presentation. The presentation included elements of a reliability standard and the purpose each serves in the construction of a technically sound standard. Particular attention was given to the requirements, measures, and compliance elements sections.**

- 4) Lloyd Snyder reviewed the meeting agenda and objectives including the Operating Personnel Communications Protocols SAR, excerpts from FERC**

**Order 693, the August 2003 Blackout Recommendation #26 and the Alert Level Guideline document from the RCWG. Larry Kezele of NERC attended this drafting team meeting in order to share with the SDT the RCWG background and perspective behind the development of the Alert Level Guideline. Larry explained that the RCWG developed the document in response to Blackout Recommendation #20.**

- 5) The standard writing process was begun by conducting a ‘brainstorming’ exercise. The STD was divided into 3 subgroups and each subgroup was asked to list as many ideas as they could to answer ‘what’ communication protocols should contain, to whom should protocols apply and how these communications be conducted.**

- (a) The individual subteams then re-joined the others and consolidated their lists into a common one. Discussions with regard to the merits of the ideas then followed.
- (b) Each subteam was then asked to assign a 1, 2 or 3 rank to every idea and a refined list of the higher ranked ideas was created.
- (c) Writing assignments were then given to the subteams to develop first drafts of requirements to be assembled and critiqued collectively.

- 6) Selected dates and location for next meeting — Lloyd Snyder and team.**

**October 10–12, 2007 Boston, MA**

- 7) Action Items**

**Lloyd:** Draft email to RCWG in care of Larry Kezele to request the group’s assent and assistance in adapting the Alert Level Guideline for inclusion in a mandatory and enforceable NERC Standard.

**Harry:** Prepare and distribute OPCP Draft Standard and meeting minutes by Friday July 20. Draft a matrix proposal based on the Alert Level Guideline by July 27.

**Harry:** Consolidate SDT comments and edits into the OPCP Draft Standard for WebEx on August 13 at 3 p.m. ET.

**All:** Review and edit OPCP Draft Standard and proposed matrix by August 3. Participate in WebEx scheduled on August 13, from 3 p.m. to 5 p.m. ET. Discuss and jointly edit the OPCP Standard draft to prepare it for posting.

- 8) Adjourn**