

Meeting Notes Project 2009-03 Emergency Operations Five-Year Review Team

June 3, 2013 | 1:00 – 2:00 p.m. ET

Conference Call

Administrative

1. Welcome and Quorum

A teleconference of the NERC Five-Year Review Project was held on Monday, June 3, 2013, 1:00 to 2:00 p.m. ET. The agenda is affixed as Attachment A. The Action Plan is affixed in Attachment B. Director of Standards Development, Laura Hussey started the meeting welcoming the committee members and NERC staff. The list of meeting attendees can be found in the table below.

2. Team Introductions

Team introductions were conducted and led by David McRee.

Attendees	Regrets
David McRee	Richard Cobb
Francis Halpin	Brad Young
Jen Fiegel	Ed Dobrowolski
Hal Haugom	Nick Henery
Steve Lesiuta	
Connie Lowe	
Steve Crutchfield	
Laura Hussey	
Gary Kruempel	
Laura Anderson	

3. **Public Meeting Notice**

Laura Anderson reminded all participants the teleconference is public and was posted on the NERC website.

4. **Confirm receipt of documents**

The documents for the June 3, 2013 teleconference were reviewed. If any member did not receive the May 22, 2013 email from Laura Anderson with the documents, please let her know. All members are required to complete the 1 hour training material from the May 8, 2013 webinar (posted on NERC site).

5. **Discuss Action Plan**

Laura Anderson described the Five-year review initiative. The Action Plan was discussed and meeting dates were decided. Laura Anderson will update the Action Plan to reflect new dates.

6. **Discuss initial NERC staff recommendations**

The EOP P81 Suggestions table was reviewed to highlight NERC staff recommendations.

7. **Future meeting dates/times**

- June 24, 2013 | Teleconference
- July 10-11, 2013 | Atlanta, GA
- July 16, 2013 | Teleconference
- September 23-24, 2013 | Atlanta, GA
- September 30, 2013 | Teleconference

8. **Q&A**

A question was posed regarding team-member action items for the next meeting. It was determined that all team members are to complete the Five-year review templates individually and return to Laura Anderson by June 28, 2013. Conference call will be scheduled for June 24, 2013 to discuss progress on the templates.

9. **Adjourn**

The meeting adjourned at 2:00 p.m. ET.

Meeting Agenda Project 2009-03 Emergency Operations Five-Year Review Team

June 3, 2013 | 1:00 – 2:00 p.m. ET

Meeting Dial-in Information:

Phone: 1-866-740-1260 | Meeting Code: 7686935 | Security Code: 0603

Introduction

Agenda Items

1. Team Introductions
2. Confirm receipt of documents
3. Discuss Action Plan
4. Discuss initial NERC staff recommendations
5. Future meeting dates/times
6. Q&A

Project 2009-03: Emergency Operations

Effort	Task	Description	Lead Organization	Deliverables	Estimated Completion
<i>Internal Standards Process Preparation</i>	Brief the Standards Committee	Informally discuss the work plan for this project with the SC	Standards	SC Talking Points document Five-Year Review Template Standards Announcement	Complete
	Issue Standards Announcement	Invite industry SMEs to serve on the Five-Year Review Team	Standards	Standards Announcement	Complete
	Propose FYRT members	Review FYRT nominations and recommend FYRT members to the SC	Standards	FYRT Roster recommendation for SC	Complete
	Review FYR template and make tentative recommendations	Develop plan for NERC review of directives, RBS, and P81	Standards (Laura, Edd, Steve)	Five-Year Review Template	Complete
	Finalize FYRT	Obtain SC approval of Review Team members and notify appointed members and nominees of their status	Standards Committee Standards	Review Team Approval Email to each nominee on status of their nomination.	Complete
	Internal conference call to discuss five-year review	Finalize recommendations on directives, RBS, and P81	Standards (Laura, Edd, Steve)	Complete Staff Section of Five-Year Review Template	Complete

Effort	Task	Description	Lead Organization	Deliverables	Estimated Completion
<i>Five-Year Review Preparation</i>	Industry Training webinar	Train industry and FYRT on the five-year review process, particularly as it pertains to this project	Standards	Five-Year Review PowerPoint	Completed
	Provide FYRT members with initial documents and Schedule of initial call or meeting	Advise FYRT members and leadership of status, date range of initial FYRT conference call and face-to-face meeting, and provide documents	Standards (Laura)	Email to FYRT members Five-Year Review Template Project Action Plan (All initial documents)	Complete
	Initial FYRT conference call	Review Team introductions, confirm receipt of documents, discuss Action Plan, discuss initial NERC recommendations, schedule first face-to-face meeting	Review Team Standards (Laura and Steve)	Meeting Notes Updated Five-Year Review Template	Complete
<i>Formal Five-Year Review</i>	FYRT Conference call	Review team to discuss Action Plan, discuss status of review and recommendations, Q&A	Review Team Standards	Meeting Notes	June 24, 2013
	FYRT Meeting	First Five-Year Review Team meeting to develop Draft Five-Year-Review Recommendation	Review Team	Draft Five-Year Review Recommendation	July 10 – 11, 2013 Atlanta, GA
	Review Team conference call (if necessary)	Further develop Draft Five-Year-Review Recommendation	Review Team	Revise draft Five-Year Review Recommendation	July 16, 2013

Effort	Task	Description	Lead Organization	Deliverables	Estimated Completion
	Review Team conference call	Finalize posting for comment	Review Team	Five-Year Review Recommendation	July 18, 2013
	Post recommendation	Recommend whether the Reliability Standard should be reaffirmed, revised, or withdrawn (comments due September 5, 2013)	Standards	Five-Year Review Recommendation	July 22, 2013
	Webinar	Advise industry of Review Team recommendation	Review Team Chair/Standards	Final Five-Year Review Recommendation PowerPoint	TBD – during posting period (Two dates will be assigned for webinar if Workshop is not necessary)
	Workshop (if necessary)	Advise industry of Review Team recommendation and address concerns/opposition of industry	Review Team Chair/Standards	Final Five-Year Review Recommendation PowerPoint	TBD – during posting period
	Review Team Conference Call or Review Team Meeting	Respond to comments on original recommendation; revise as necessary; Develop SAR and proposed standard(s) (if necessary)	Review Team Standards	Five-Year Review Consideration of Comments and Final Recommendation document; SAR and proposed standard(s)	September 23 - 24, 2013 Atlanta, GA
	Review Team Conference Call	Respond to comments on original recommendation; revise as necessary; Develop SAR and proposed standard(s) (if necessary)	Review Team Standards	Five-Year Review Consideration of Comments and Final Recommendation document; SAR and proposed standard(s)	September 30, 2013

Effort	Task	Description	Lead Organization	Deliverables	Estimated Completion
Post Review Activities	Report to Standards Committee	Complete Five-Year Review (SC meeting is on October 17, 2013)	Review Team	Provide to Standards Committee industry comments, FYRT response to comments, and recommendation on whether the Reliability Standard should be reaffirmed, revised (SAR), or withdrawn (SAR); SAR and proposed standard(s)	October 3, 2013
	Standards Committee action	Act on FYRT recommendation	Standards Committee	Reaffirmation to the BOT or act on SAR	November 7, 2013
	Recommend or revise SDT	Obtain SC approval of Review Team members and notify appointed members and nominees of their status	Standards	Review Team Approval Email to each nominee on status of their nomination.	X+14 days
	Initial Ballot	Post Revision Standard(s) for industry comment	Standards	Revised Standard(s)	X+30 days
	EOP SDT meeting	Respond to comments; revise as necessary	EOP SDT	Consideration of Comments and revised standard(s)	X+60 days
	Successive Ballot (if necessary)	Post Revision Standard(s) for industry comment and balloting	Standards	Consideration of Comments; revised standard(s)	X+84 days
	EOP SDT meeting	Respond to comments; revise as necessary	EOP SDT	Consideration of Comments; revised standard(s)	X+105 days

Effort	Task	Description	Lead Organization	Deliverables	Estimated Completion
	Recirculation Ballot	Post Revision Standard(s) for industry comment and balloting	Standards	Consideration of Comments; revised standard(s)	X+126 days
	Report to Standards Committee	Complete Standard(s)	EOP SDT	Provide to Standards Committee industry comments, EOPSDT response to comments, balloting results and Standard(s)	X+150 days
	Standards Committee Action	Act on balloted Standard(s)	Standards Committee	Reaffirmation to the BOT	TBD

June 2013