

## Meeting Notes Project 2010-01 Standard Drafting Team

September 5, 2013 | Noon–5:00 p.m. (PT)

September 6, 2013 | 8:00 a.m.–3:00 p.m. (PT)

### NERC Antitrust Compliance Guidelines and Public Announcement

NERC staff reviewed the NERC Antitrust Compliance Guidelines and public meeting announcement. There were no questions raised.

#### 1. Welcome

The meeting was brought to order by Chair Patti Metro at noon PT on September 5, 2013. Chair Metro stated the expectations and goals of this drafting team meeting.

#### 2. Introductions

PER Standards Drafting Team (SDT) Vice Chair Lauri Jones of PG&E provided the team with building and safety information and logistics. Participants introduced themselves and those in attendance were:

| Name                    | Company       | Member/Observer (M/O) | In-Person (Y/N) |
|-------------------------|---------------|-----------------------|-----------------|
| Patti Metro, Chair      | NRECA         | M                     | Y               |
| Lauri Jones, Vice Chair | PG&S          | M                     | N               |
| Sam Austin              | TVA           | M                     | Y               |
| Chuck Abell             | Ameren        | M                     | Y               |
| Venona Greaff           | OXY           | M                     | Y               |
| Mark Gear               | Constellation | M                     | Y               |
| John Rymer              | MISO Energy   | M                     | Y               |
| Stanley Winbush         | AEP           | M                     | Y               |
| Jeff Gooding            | FPL           | M                     | Y               |
| Jim Bowles              | ERCOT         | M                     | N               |
| Val Agnew               | NERC          | M                     | Y               |
| Darrel Richardson       | NERC          | M                     | Y               |
| Jordan Mallory          | NERC          | M                     | Y               |
| Ken Hubona              | FERC          | O                     | N               |

#### 3. Determination of Quorum

Quorum was met for the November 21-22, 2013, drafting team meeting.

#### 4. Overview of Informal Development Process

Val Agnew discussed an overview from NERC's perspective for the next two months. The PER Standard will not make the November BOT meeting, but will attempt to make the December meeting. Additionally, Agnew

provided the SDT with an update on what the Independent Experts project. Lastly, Agnew reviewed the three (3) approaches on how to address FERC directives.

#### 5. **Review of NERC Process and Standards Committee Expectations**

NERC staff reviewed each item below with the drafting team. No questions were raised.

- a. Standards Development Process – Participant Conduct Policy\*
- b. Email Listserv Policy\*
- c. Discuss Standards Process Manual\*
- d. Standard Drafting Team Guidelines\*
- e. Quality Review – Type up a short paragraph regarding QR.
- f. RAI – Agnew briefly spoke on the RAI initiative and how this is Compliance's focus at the moment. Additionally, Standards and Compliance are working together to address compliance issues upfront versus later down the pipeline.

#### 6. **Review Ballot Results**

The PER Standard Drafting Team (SDT) reviewed the ballot results and determined the next steps would be to review each comment and make necessary changes to PER-005-2. Additionally, adjacent to reviewing each comment, the group worked on the Summary of Comments Report to address comments received.

#### 7. **Review Comments**

All comments received were greatly appreciated and taken very seriously by the PER SDT. The group reviewed each comment carefully and made the necessary changes to PER-005-2 standard.

The meeting was adjourned by Chair Metro at 5:00 p.m. PT and will reconvene at 8:00 a.m. PT on September 6, 2013 for further discussions and edits to PER-005-2.

The PER SDT Meeting reconvened at 8:00 a.m. on September 6, 2013. The drafting team continued discussion on the comments received and made the necessary edits to PER-005-2.

#### 8. **Provide Responses if Necessary**

Responses regarding PER-005-2 will be documented in the Summary of Comments Report, which will be located on the NERC website following the drafting team meeting.

#### 9. **Modify Standard as Necessary**

Edits were applied to PER-005-2. A redlined version of the standard will be posted to the NERC website following the PER-005 SDT Meeting.

#### 10. **Action Items and Next Steps**

The drafting team determined that the next action items would be to complete a webinar prior to the PER additional ballot starts. Additionally, the team agreed that each member would complete outreach and would be available for conference calls, if necessary, with industry stakeholders.

#### 11. **Planning for Webinars, Full Team Calls, etc.**

The next webinar was determined and will be held on October 7 and 28, 2013. The team decided that at this time no team calls would be necessary.

**12. Future Meeting Schedules and Venues**

The next drafting team meeting dates were determined and will be held at NERC's Headquarters in Atlanta, Georgia on November 21-22, 2013.

**13. Adjourn**

Chair Metro thanked the drafting team for all their hard work and adjourned the drafting team meeting at noon on November 22, 2013.