

# Meeting Notes

## Project 2018-08 CIP-008 Modifications to Cyber Security Incident Reporting Standard Drafting Team

September 17, 2018

Conference Call with Web Access

### Administrative

Alison Oswald reviewed the NERC Antitrust Compliance Guidelines and notes that the meeting was public. Quorum was achieved, as 11 of the 12 Standards Drafting Team (SDT) members were in attendance.

### Agenda Items

#### 1. Chair/Vice Chair Introductions and Remarks

Dave Rosenthal, Chair, and Kristine Martz, Vice Chair, welcomed the members and thanked them for supporting the project. Dave told the team he wanted them to remember the theme of balance as we worked through these modifications. The SDT members then introduced themselves and gave a short description of their background.

#### 2. Review FERC Order 848

Alison Oswald, NERC Staff, reviewed the four modifications laid out in the FERC Order which initiated this project.

#### 3. Review Standards Process

Alison Oswald, NERC Staff, reviewed the standards drafting process. The team was reminded to complete the drafting team training before the beginning of the in-person September 24-26<sup>th</sup> meeting.

#### 4. Objectives for First in-person meeting

Dave Rosenthal informed the SDT that they need to come prepared to the in-person meeting next week with draft requirement language, draft language for the incident reporting form and potential pain points where the team might encounter problems. In addition, the team was encouraged to work themselves, their organizations and any associations they are affiliated with to draft this language. Any drafts are asked to be shared with the team by the end of the week or team members can review before the in-person meeting next week. In addition, Kristine Martz, Vice Chair, will consolidate the drafts ahead of time for better discussion at the in-person meeting.

**5. Review Project Timeline**

Alison Oswald, NERC Staff, reviewed the project timeline. Due to the 6 month deadline the initial and additional comment/ballot periods have been reduced in time with approval of a waiver from the Standards Committee.

**6. Future In-person Meetings**

Alison Oswald, NERC Staff, reviewed the upcoming scheduled in-person meetings. The SDT and observers were encouraged to register for the September 24<sup>th</sup> meeting on the NERC website because of size constraints due to other meetings being held at the NERC office the same week.

- a. September 24-26, 2018 (Atlanta, GA, beginning at 1pm, end at 3pm)
- b. November 6-8, 2018 (Location TBD)
- c. December 11-13, 2018 (Location TBD)

**7. Adjourn**

Dave Rosenthal, Chair, adjourned the meeting after all questions and comments were addressed.

### **NERC Antitrust Guidelines**

It is NERC's policy and practice to obey the antitrust laws and to avoid all conduct that unreasonably restrains competition. This policy requires the avoidance of any conduct that violates, or that might appear to violate, the antitrust laws. Among other things, the antitrust laws forbid any agreement between or among competitors regarding prices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that unreasonably restrains competition. It is the responsibility of every NERC participant and employee who may in any way affect NERC's compliance with the antitrust laws to carry out this commitment.

### **Public Announcement**

Participants are reminded that this meeting is public. Notice of the meeting was posted on the NERC website and widely distributed. The notice included the number for dial-in participation. Participants should keep in mind that the audience may include members of the press and representatives of various governmental authorities, in addition to the expected participation by industry stakeholders.

### **NERC Standards Development Process-Participant Conduct Policy**

<http://www.nerc.com/pa/Stand/Documents/Standards%20Development%20Process-Participant%20Conduct%20Policy.pdf>

### **NERC Email Listserv Policy**

<http://www.nerc.com/pa/Stand/Documents/Email%20Listserv%20Policy%2004012013.pdf>