

## Agenda

# Project 2023-04 Modifications to CIP-003 Kickoff Meeting

July 6, 2023 | 1:00 - 4:00 p.m. Eastern

Dial-in: 1-415-655-0002 | Access Code: 734 167 043 | Meeting Password: 070623

Click here for: [WebEx Access](#)

### Introduction and Chair's Remarks

[NERC Antitrust Compliance Guidelines and Public Announcement\\*](#)  
[NERC Participant Conduct Policy](#)

### Administrative

1. Review NERC Antitrust Compliance Guidelines and Public Announcement
2. Safety Instructions – N/A
3. Determination of Quorum
  - a. The rule for NERC standard drafting team (SDT) states that a quorum requires two-thirds of the voting members.
4. Introductions and Chair's Remarks – Chair
5. Review Meeting Agenda and Objectives

### Agenda Items

1. Introductions – [Standard Drafting Team Roster](#) (30 minutes)
  - a. Introductions from all members
  - b. Member contact information (see Extranet)
2. Project Background (15 minutes) – Jeffrey Sweet, Chair
  - a. [Low Impact Criteria Review Team \(LICRT\) Report](#)
  - b. [Project 2023-04 SAR](#): project scope & key deliverables
3. Overview of PMOS (5 minutes) – Kirk Rosener, PMOS Liaison
4. Administrative (15 minutes) (Chris)
  - c. Project timeline (baseline) from PMOS
    - i. Revised SAR & Consideration of Comments – August 1

- ii. Standard development – August and September
- d. [Project page](#), related files, roster (public)
- e. [Project Extranet](#) (team work space)
  - i. Access to Extranet, requires ERO Portal account & DUO authenticator
- f. Send SDT Training Certificates (all SDT members)
- 5. Overview of Standards Drafting Team Process (30 minutes) (Chris)**
  - g. [Standard Processes Manual](#)
  - h. SAR revision
  - i. SC Authorization to revise CIP-003-9
  - j. Development phase
- 6. SAR revisions industry comments received (90 minutes)**
  - k. Proposed SAR revisions (Jeffrey)
  - l. Consideration of Comments (Jay)
    - i. Change to SAR; No change to SAR; Consideration for development phase
- 7. Outreach group coverage (10 minutes)**
- 8. Discuss meeting frequency, duration, and timing; or doodle polls**
  - m. Frequency: every 2 weeks
  - n. Duration: 2-3 hour
  - o. Timing: e.g. Tuesday, Wednesday, or Thursday 12:00 – 2:00 p.m.
- 9. Adjourn**