

Meeting Notes

Project 2023-04 Modifications to CIP-003 Standard Drafting Team 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 Opening 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. Quorum was met with eleven (11) members in attendance, and the attendance sheet is provided below.
4. **Introductions and Chair’s Remarks** – Chair Jeffrey Sweet welcomed members and observers.
5. **Review Meeting Agenda and Objectives**

Agenda Items

1. **Introduction by all members using SAR DT roster** – Members shared a brief background about themselves and their interest in the project. FERC staff members, Barry Kuehnle and Michael Keane, also introduced themselves.
2. **Overview of PMOS** – Kirk Rosener, CPS Energy, shared an overview of the Project Management and Oversight Subcommittee (PMOS) role with the project and introduced the project tracking spreadsheet with the project timeline.
3. **Background of project** – Jeffrey Sweet shared a background of the project, outlined the purpose and key deliverables of the Standards Authorization Request (SAR).
4. **Administrative** – Outlined important administrative items for the SDT members.
 - a. Drafting Team Training (online) certificates due from each member by July 14.
 - b. [Project page](#), related files, roster

- c. Ensure access to [2023-04 Extranet site](#) (ERO portal and DUO authentication). All members need to verify access to Extranet and email Chris Larson with any issues.
- 5. **Overview of Standards Development Process** – Utilized the Standard Processes Manual (SPM) to walk through each phase of the standard development process with a focus on the SAR revisions and consideration of comments. Clarified the difference between informal and formal comment periods. Discussed next steps required to transition into the standards development phase.
- 6. **SAR Revisions** – SDT members discussed industry comment overarching themes and concerns. The SDT revised the SAR based on the concerns raised by industry. The SDT voted unanimously to finalize the revised SAR, which will be presented at the August 23 SC meeting.
- 7. **Review Consideration of Comments** – Jay Cribb discussed some of the key points made by industry comments. He shared that the major points made resulted in revisions to the SAR. He will finish the initial draft of Consideration of Comments and send to the SDT members for review. SDT members are to [review the draft Consideration of Comments](#) by July 25 meeting.
- 8. **Outreach coverage:** Leigh – NAGF; Sean – Western Interconnection Compliance Forum (WICF); Jay, Jeffrey (EEI); Monica – NATF Risk, Controls and Compliance; MRO NSRF (TBD)
- 9. SDT members may find additional Webinar, Q & A on from previous projects: [Project 2020-03 Supply Chain Low Impact Revisions RF \(nerc.com\)](#)
- 10. Next meeting scheduled for July 25
- 11. Meeting adjourned at 3:45 p.m. Eastern

Next steps:

- SDT Training Module Certificates – in progress; due by July 14
- Consideration of Comments – in progress;
- Next meeting scheduled for July 25

Attendance:

Name	Company	Member/Observer	Present
Jeffrey Sweet	AEP	Member	Y
Jay Cribb	Southern Company Services	Member	Y
Monica Jain	Southern California Edison	Member	Y
Clayton Whitacre	Great River Energy	Member	Y

Name	Company	Member/ Observer	Present
Barry Jones	Western Area Power Administration	Member	N
Leigh Mulholland	Capital Power	Member	Y
Colleen Campbell	LS Power Development, LLC	Member	Y
Robert Montgomery	Duke Energy	Member	Y
Peggy McDannald	Associated Electric Cooperative, Inc.	Member	Y
Josef Chesney	Powder River Energy Corp	Member	Y
Sean Randles	Leeward Renewable Energy, LLC	Member	Y
L.C. Williams	Pine Gate Renewables	Member	Y