

## Meeting Notes

# Project 2023-04 Modifications to CIP-003 Standard Drafting Team Kickoff Meeting

August 29, 2023 | 9:00 a.m. - 12:00 p.m. Eastern

Dial-in: 1-415-655-0002 | Access Code: 734 167 043 | Meeting Password: 082923

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 ten (10) members in attendance, and the attendance sheet is provided below.
4. Introductions and Chair's Remarks – Jeffrey Sweet, chair, welcomed members and observers.
5. Review Meeting Agenda and Objectives

### Agenda Items

1. Administrative –
  - a. Project Timeline:
    - i. Pencils down August 30
    - ii. Quality Review – September 1 – 12
    - iii. Finalize documents at SDT meeting, September 18
    - iv. Admin review for October SC documents September 25
2. CIP-003-A Revisions – The SDT discussed revisions to Attachment 1, Section 3 pertaining to the new controls for electronic remote access identified in the SAR. The SDT also made conforming changes after merging Section 6. The SDT voted unanimously to finalize the language of Attachment 1, Section 3. The SDT discussed revisions to Attachment 2, then voted to approve Attachment 2 unanimously. SDT revised then voted to approve the VSLs unanimously.

- a. **Technical Rationale:** the SDT reviewed the Technical Rationale shared by Sean Randles.
  - b. **Implementation Plan:** the SDT discussed the duration of the implementation plan and considerations that should be included in that decision. The SDT felt three year was an appropriate duration. The Implementation Plan will be sent via email for a team vote to finalize.
3. Next SDT Meeting: September 18
  4. Meeting adjourned at 12:00 p.m. Eastern

**Next steps:**

- Quality Review
- Next SDT meeting, September 18

**Attendance:**

Name	Company	Member/ Observer	08/29	08/30
Jeffrey Sweet	AEP	Member	Y	Y
Jay Cribb	Southern Company Services	Member	Y	Y
Monica Jain	Southern California Edison	Member	N	N
Clayton Whitacre	Great River Energy	Member	Y	Y
Barry Jones	Western Area Power Administration	Member	Y	Y
Leigh Mulholland	Capital Power	Member	N	N
Colleen Campbell	LS Power Development, LLC	Member	Y	N
Robert Montgomery	Duke Energy	Member	Y	Y
Peggy McDannald	Associated Electric Cooperative, Inc.	Member	Y	Y
Josef Chesney	Powder River Energy Corp	Member	Y	Y
Sean Randles	Leeward Renewable Energy, LLC	Member	Y	Y

Name	Company	Member/ Observer	08/29	08/30
L.C. Williams	Pine Gate Renewables	Member	Y	Y