

Standards Committee Procedure

Approving the Posting of Supporting Technical Documents Under Section 11 of the Standard Processes Manual

Purpose: To ensure each supporting technical document posted with an approved Reliability Standard meets the criteria for posting under Section 11 of the Standard Processes Manual (“SPM”).

Conditions: When an individual or entity has prepared a supporting technical document explaining or facilitating understanding of an approved Reliability Standard and wants the Standards Committee (SC) to approve the document for posting with the approved Reliability Standard under Section 11 of the SPM. This procedure does not apply to documents developed by standard drafting teams as part of developing the associated standard.

Responsibility:

Activity

Author Draft a supporting technical document, which may be a reference, lessons learned, or white paper as described in Section 11 of the SPM, to aid stakeholders in the implementation or understanding of a Reliability Standard.

Author Submit the document to NERC Staff with a request to post the document under Section 11 of the SPM.

NERC Staff Within 90 days of receipt, review the proposed supporting technical document to determine whether the document meets the criteria in Section 11.2 of the SPM and, depending on the determination made, take one of the following actions:

- a. if the document meets the criteria for posting under Section 11.2 of the SPM, submit it to the SC for approval to post with the approved Reliability Standard;
- b. If the document does not meet either of the first two criteria under Section 11.2 (i.e., is not a reference, lessons learned, or white paper as described in Section 11.1 or is not consistent with the purpose and intent of the associated Reliability Standard), notify the submitter NERC staff will not forward the document to the SC and notify the SC of that determination at its next regularly-scheduled meeting; or

- c. if the document meets the first two criteria under Section 11.2, but has not yet received adequate stakeholder review to verify the accuracy of the technical content, submit it to the SC with a recommendation to authorize posting the document for stakeholder review.

Standards Committee	If applicable, approve posting the supporting technical document for a 45-day public comment period to verify the accuracy of the technical content. The SC may direct a longer or shorter comment period at its sole discretion.
Standards Administrator	If the document will be posted, format it according to the NERC Style Guide.
NERC Staff	<p>At the SC’s direction to post the technical document for comment, post the document with a comment form that includes, at a minimum, the following questions:</p> <ul style="list-style-type: none"> • Does this supporting technical document explain or facilitate understanding of the associated standard? • Is the terminology in the document consistent with the related standard? If not, please explain. • Has this document been approved through some other open process? Please identify. • Please provide any other comments you have on this document not already provided.
NERC Staff	Announce the posting of the document for a comment period.
Standards Administrator	Assemble the comments submitted during the comment period and send a copy to the Author and NERC Staff.
Author	Develop a report responding to each comment submitted and provide the report to NERC Staff. Based on the comments received, either revise the supporting technical document and request another posting for comment or submit the reference to NERC Staff for submission to the SC.
NERC Staff	<p>As applicable, post for additional comment periods to provide sufficient technical review.</p> <p>When the supporting technical document has received sufficient technical review, bring the document and the approved Reliability Standard to the SC</p>

at its next regularly-scheduled meeting. Provide a summary that includes:

- NERC Staff's determination the document meets the first two criteria for posting under Section 11.2;
- Dates the document was posted;
- Number and diversity of commenters (number of industry segments and NERC Regions represented);
- Issues resolved with changes to the document;
- Issues unresolved; and
- NERC Staff's recommendation on whether to approve posting the document alongside the approved Reliability Standard.

Standards Committee

Determine whether to approve posting the supporting technical document alongside the approved Reliability Standard, considering if the following conditions have been met:

- Stakeholders indicated the supporting technical document explains or facilitates understanding of the associated Reliability Standard;
- Stakeholders indicated the supporting technical document is technically correct and provides a complete treatment of the subject; and
- Stakeholders have not identified any issues with the supporting technical document precluding posting.

Standards Administrator

If the SC approves posting, post the supporting technical document alongside the approved Reliability Standard on the appropriate NERC web site page(s).

Version History

Version	Date	Owner	Change Tracking
1	March 10, 2008	NERC (Standards Committee Endorser)	Endorsed
2	May 16, 2014	NERC (Standards Committee Endorser)	Updated template
3	October 6, 2014	NERC (Standards Committee Endorser)	Updated job titles
3	December 9, 2014	NERC (Standards Committee Endorser)	Updates endorsed by the Standards Committee
4	October 17, 2018	NERC (Standards Committee Endorser)	Updates endorsed by the Standards Committee, to become effective upon approval of version 4 of the Standard Processes Manual