

# Standards Committee Procedure

## Approving the Posting of Reliability Standard Supporting References

<b>Purpose:</b>	To ensure that each supporting reference posted with a link to an approved Reliability Standard has received an open, inclusive, technical review.
<b>Conditions:</b>	When a drafting team or technical committee has prepared a reference document that supports the implementation or understanding of an approved Reliability Standard and wants the Standards Committee to approve posting the document with a link to the approved Reliability Standard.
<b>Responsibility:</b>	<b>Activity</b>
Authors	Draft a reference to aid stakeholders in the implementation or understanding of a Reliability Standard
Authors	Submit the reference to NERC staff, with a request to post the reference document for at least a 30-day public comment period
Standards Administrator	Format the reference according to the NERC Style Guide
NERC staff	Post the reference with a comment form that includes, as a minimum, the following questions: <ul style="list-style-type: none"> <li>• Does this reference document aid in either the implementation or understanding of the associated standard?</li> <li>• Is the terminology in the document consistent with the related standard? If not please explain.</li> <li>• Has this been approved through some other open process? Please Identify.</li> <li>• Please provide any other comments you have on this reference document that you haven't already provided.</li> </ul>
NERC staff	Announce the posting of the reference document for a comment period
Standards Administrator	Assemble the comments submitted during the comment period and send a copy to both the Authors and NERC staff

- Authors** Develop a report that includes a response to each comment (based on criteria in the Standard Processes Manual) submitted and provide the report to NERC staff. Based on the comments received, either revise the reference and request another posting for comment or submit the reference to NERC staff for submission to the Standards Committee
- NERC staff** Include approval of the reference in the next regularly scheduled Standards Committee meeting. Provide a summary that includes:
- Dates the reference was posted
  - Number and diversity of commenters (number of industry segments and NERC Regions represented)
  - Issues resolved with changes to the reference
  - Issues unresolved
  - Recommendation on whether to approve posting the reference
- Standards Committee** Approve posting the reference document if the following conditions have been met:
- Stakeholders indicated the reference would aid in the implementation or understanding of the associated reliability standard
  - Stakeholders indicated that the reference is technically correct and provides a complete treatment of the subject
  - Stakeholders have not identified any issues with the reference document that should preclude posting
- Standards Administrator** If approved, on the Approved Reliability Standards web page, add a link from the standard to the approved reference

**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