



# NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

## Coordinate Operations Standard Drafting Team

August 11–12, 2003  
Boston, Massachusetts

### Meeting Minutes

#### Attendance

Steve McCoy—Chairman, CAISO	Jason Shaver, ATCLLC
Narinder Saini, Entergy	Gary Campbell, MAIN
Steve Corbin, Southern	Peter Brandien, Northeast Utilities
John Norden, ISO-NE	Al Miller, IMO
Hooshang Zadeh (proxy for Ron Robinson OPG	Maureen Long, NERC
Al DiCaprio, PJM	

#### Summary of Discussions

1. The Coordinate Operations Standards Drafting Team approved the meeting minutes from the July 23–24, 2003 meeting.
2. Chairman McCoy led the team through a thorough discussion and re-write of each of the 5 requirements drafted during the first team's meeting and through the suggestions for measures and compliance drafted by various team volunteers. (**Attachment A**)
3. There were several discussions about the mismatch between the working draft of the standard and the requirements listed in the SAR. The mismatches occur in the requirements for Procedures, Outages, and Analyses.

#### Procedures

The first requirement, to 'Develop, Maintain, and Share Procedures' appears to also be addressed in the SAR for RA Certification and in the following standards:

- Operate within Interconnection Reliability Operating Limits
- Prepare for and Respond to Blackout and Island Conditions
- Prepare for and Respond to Abnormal or Emergency Conditions
- Monitor and Analyze Disturbances, Events, and Conditions

The areas that aren't addressed elsewhere include:

- Having a documented process for communicating information with other RAs (this is addressed in notifications and data exchange requirement in the standard)

- Having special procedures that address unique operating scenarios where joint actions are required between two RAs. (There was quite a bit of discussion about whether to include this in this standard or not. The team couldn't identify what would be addressed by these procedures. The team had originally focused on Operating Scenarios that the RA had identified or recognized that may adversely impact other RAs within the interconnection or the interconnection as a whole. Chairman McCoy volunteered to try and develop a list of 'sample operating scenarios' for the team to consider before finalizing a decision on whether this topic is adequately addressed in other standards.

### **Outages**

There was a great deal of discussion on whether this is a 'stand-alone' requirement or a subset of the requirement for notifications and data exchange. The team tried to identify specific timeframes where one RA should be required to provide outage data to other RAs. Current practices vary widely from one Control Area to another. Some team members felt that this topic is so significant that it should be 'stand alone'. The team agreed to re-address this at the next meeting. Al Miller and Hooshang Zadeh agreed to review the draft requirement and make recommendations for revisions prior to the next meeting.

### **Analyses**

The Operate Within IROLs Standard requires the RA to develop and share the results of its analyses. The analyses addressed in the Operate Within IROLs Standard must be conducted at least once each day. The team discussed whether or not there should be a new requirement that forces the RA to also do an assessment that looks further ahead over a longer period of time. The team couldn't identify any timeframe that was reasonable to all RAs. Jason and Peter volunteered to review the requirement and draft recommendations for the team to consider prior to the next meeting.

### **Notifications and Data Exchange**

The RA Certification Standard will include requirements for procedures and processes that should be in place before an RA is certified to operate as an RA. Some team members felt that the process or procedures identified under the Notifications and Data Exchange requirement should be in the RA Certification Standard, not in the Coordinate Operations standard. Those that supported this shift indicated that by requiring these procedures to be in place before certification was awarded, RAs would be forced to come to agreement with one another — and the scenario where one RA can't comply because another RA refuses to work on a joint procedure would be avoided.

### **Action Items**

The following action items were assigned and are due as soon as possible, but no later than close of business on August 26:

#### **Procedures Requirement**

- Clean up measure 2 — John
- Develop Compliance section — Gary
- Develop Levels of Non-compliance — Gary

#### **Notifications and Data Exchange Requirement**

- Develop measures for Req. 2, 3 — Steve C
- Develop Levels of Non-compliance — Gary

#### **Coordination Requirement**

- Develop measures for Req 2 — Narinder
- Add to list of documents available for Compliance Monitor, evidence to support Requirement 2 — Gary

- Develop Levels of Non-compliance — Gary

**Reliability Analyses Requirement**

- Review and determine if this is needed or if it is adequately addressed in the Operate within IROL Standard — Jason & Peter

**Outages Requirement**

- Review and determine if this is needed and if it could be adequately addressed within other requirements in the draft standard — Al & Hooshang

**Definitions Requirement**

- Develop draft definitions for the following terms introduced in this standard and not already defined elsewhere (Steve may add to this list) — Don Gold & Joe Krupar & Steve M
  - Procedure
  - Process
  - Adverse impact
  - Distribute

**Background Information and Associated Comment Form**

- Draft a comment form with background information — Maureen & Al D

**Procedures**

- Review and determine if there are additional procedures that should be addressed in this standard that aren't already covered by other standards — Steve
4. The team scheduled its next meeting to be held on September 9–10, 2003 in Chicago, Illinois. The team will meet from 8 a.m. to 5 p.m. on the first day and from 8–noon on the second day. The purpose of this meeting is to finalize the draft standard and complete edits to a comment form that will be posted with the draft standard.

## **Procedures**

### **Requirements**

1. The RA shall distribute each of the Procedures or Processes required as part of a NERC Reliability Standard, including the standard for RA Certification.
  - The RA shall distribute each of those Operating Procedures and or Processes to its adjacent RA(s)
2. The RA shall update these Procedures or Processes.

### **Measures**

1. The RA shall have evidence that each Procedure or Process identified in Requirement 1 was distributed to adjacent RAs. (Example of Evidence: E-mail transmittal notice, a copy of a memo or other documentation).
2. The RA shall evidence that these Procedures or Processes have been updated to conform with changes to Reliability Standards and to changes in the RA's system configuration, personnel changes, etc.

### **Compliance**

### **Levels of Non-compliance**

## Notifications and Data Exchange

### Requirement

1. The RA shall have a documented process for making notifications.
2. The RA shall have a documented process for exchanging data between adjacent RAs that is agreed upon by involved parties.
3. The RA shall follow its process from Requirement \_\_\_ for making notifications and exchanging data.
4. Those processes not performed on a regular interval basis must be tested on a periodic basis. (Note this is not a test of the tool – it is a test of the process, using the tool.)

### Measures

1. The RA shall have a documented process as described in Requirement that addresses items such as notifications for unusual events, real-time system status, etc.
2. The RA shall have test results or shall be able to demonstrate usage of the process.

Need measures for Req. 2, 3

### Compliance

1. The reliability authority shall demonstrate compliance through self-certification submitted to its compliance monitor annually. The compliance monitor may also use scheduled on-site reviews every three years, and investigations upon complaint, to assess performance.
2. The performance-reset period shall be one calendar year. The reliability authority shall keep documentation for rolling 12 months. The compliance monitor shall not keep audited data once the audit has been completed.
3. The reliability authority shall have the following available upon the request of its compliance monitor:
  - Agreed upon processes
  - Evidence it followed the agreed upon processes
  - Evidence of any tests conducted

### Levels of Non-compliance

Level one: Process documented, but not followed or tested

Level two: No documented process.

Level three: Not applicable

Level four: Not applicable

## Coordination

### Requirement

1. The RA that identifies a potential, expected, or actual problem that adversely impacts the Interconnection shall contact other RAs to discuss options and decide upon a solution to prevent or resolve the identified problem.
  - If an agreed upon solution cannot be reached, each RA will take actions in their own Reliability Area to preserve Interconnection reliability up to and including re-dispatching generation and load, system reconfiguration, firm load shedding and separation from the Interconnection.
2. The RAs involved shall implement the selected action or solution

### Measures

1. The RA shall document via operations log or other data source all coordination attempts as described in requirement 1. This documentation shall include date and time, RA contacted, description of the condition or problem, action to be taken to alleviate problem (if applicable), and other comments relevant to the condition.

Need to develop measure for 2<sup>nd</sup> Req.

### Compliance

1. The RA shall demonstrate compliance through self-certification submitted to its compliance monitor annually. The compliance monitor may also use scheduled on-site reviews every three years, and investigations upon complaint (complaints must be filed within 90 days of incident), or triggered by a system disturbance or abnormal operating condition, or to assess performance.
2. The performance-reset period shall be one calendar year. The RA shall keep operations logs, or other data sources for 12 rolling months. The compliance monitor shall not keep audited data once the audit has been completed.
3. The RA shall have the following available upon the request of its compliance monitor:
  - Operations logs or other data sources with the date and time other RAs were contacted for assistance in solving a problem, description of the problem that led to the notification, actions taken or directives issued to alleviate the problem (if applicable), and other comments relevant to the condition.

May need to add to list for 2<sup>nd</sup> requirement's measure(s)

### Levels of Non-compliance

Level one

Level two

Level three

Level four

**Outages**

Expected or actual system configuration

**Requirement**

1. The RA shall have a mutually agreeable process for sharing its planned outage data with its adjacent RAs.
2. The RA shall follow its process for sharing its planned outage data with its adjacent RAs.

**Measures**

1. The RA shall have a mutually agreeable documented process for sharing its planned outage data with its adjacent RAs.

**Compliance**

**Levels of Non-compliance**

**Reliability Analyses**

Verify that the Reliability Analysis  
is not needed.