System Personnel Training Standard Drafting Team

July 11, 2007

Conference Call/WebEx Notes

Attendees:

John Taylor	Rick King	Ray Gross
Sanjay Dutta	Ed Seddon	Dave Folk
Lauren Hennebury	Geoff Elmer	Earl Cass
John Smith	Jim Bowles (part-time)	Linda Clarke

Introductions & Meeting Objectives

John Taylor reviewed the agenda and explained that the goal of the WebEx was to finalize the Reference List and complete the final review of all the documents that will be submitted to NERC staff to support the posting of the second draft of this standard

Reference List Review

The SPTSDT discussed the status of performance requirements reference document that John Taylor distributed on July 10. The group agreed to review the document and provide comments to John by July 18 for final review and approval at the next SPTSDT WebEx, tentatively scheduled for July 23.

Standard Draft 2 Review

The SPTSDT revised the System Personnel Training Standard to include time horizons and to address Maureen Long's preliminary comments, as well as comments from some of the team members. The group agreed that the Roadmap should be modified to reflect a second posting date of August 15, not July 15.

Linda explained that Jacki Power had recently been assigned the role of Compliance Coordinator for this standard. Jacki has agreed to review the standard and provide comments. The group will finalize the Standard Draft 2 following the compliance review.

Response to Comments Review

The SPTSDT reviewed the Response to Comments, including Maureen Long's preliminary comments. Linda explained that Jacki also needed to review this document from a compliance perspective, specifically the response to comments on question 13. The group will finalize the Response to Comments following the compliance review.

Comment Form Development

The group reviewed the comment form that will be posted with the revised standard. The group revised the comment form and then agreed upon the final version.

Implementation Plan Review

The SPTSDT review the Implementation Plan and agreed upon the final version.

Next Steps

The SPTSDT tentatively scheduled its next web conference on July 23, 2007 from 10:30 a.m. to 12:30 p.m. EDT, assuming the compliance review has been completed. The meeting will be re-scheduled if the compliance review is not available. The WebEx/conference call information and meeting materials will be distributed to the team in advance of the meeting.