

Operating Committee Reliability Guideline and Reference Document Communication Process

Purpose

Provide a reference for the NERC Operating Committee (OC) and their subcommittees to determine appropriate communication outreach to various stakeholders for newly created or substantially revised Reliability Guidelines or Reference Documents. Minor revisions to these documents can follow current NERC announcement practices.

Roles and Responsibilities

- Reliability Guideline/Reference Document owner:
 - Develop a document summary description
 - Develop a short overview on document need and intent
 - Identify substantial changes made to the document (if a revision to a current document)
 - Determine the intended target audience
 - Recommend to the NERC OC the appropriate communication deemed necessary to inform all applicable stakeholders of the newly created or revised document
 - Assist NERC staff with support for webinar as needed
- NERC staff:
 - Assist with webinar announcement and scheduling, if required
 - Announce and distribute document to identified mailing lists
 - Communicate with Regional Organization staff on document dissemination and education
 - Document dissemination and education with other regulatory bodies (FERC, State or Provincial Agencies, etc.) as appropriate

Communication Plan Considerations

Communication planning for Reliability Guidelines or Reference Documents should focus on getting the information contained in these documents to those that will benefit most from the information. The communication plan should also create a general awareness within industry, regulatory agencies, and the various stakeholders of the value of these documents.

NERC staff will be tasked with implementing the communication recommendations identified in the Reliability Guideline and Reference Document Communication Form, as well as leveraging their expertise to identify other efficient communication channels, where warranted.

Audience Identification

The Reliability Guideline/Reference Document owner will identify the specific intended target audience to help determine the most effective communication plan. Audience identification will help determine the various communication methods to reach as many members of the target audience as possible.

Communication Options

The Reliability Guideline/Reference Document owner needs to recommend to the NERC OC the appropriate communication means to use with the new or revised Reliability Guideline or Reference Document. These include but are not limited to:

- NERC webinar
- Regional staff/committees/board
- Other utility organizations (NATF, NAGF, IEEE, etc.)
- Other federal organizations (FERC, DOE, etc.)
- State organizations (PUC, etc.)
- Primary Compliance Contact (PCC)
- NERC email announcements
- Posting on NERC website

Communication Plan Implementation:

The following checklist can be used to define the communication plan. If the document is:

1. Technical

- a. Announce and conduct a webinar using NERC webinar process
- b. Distribute to appropriate Regional technical committees to discuss and distribute to technical personnel throughout the Regions
- c. Post document using NERC standard posting procedures
- d. Utilize the NATF or the NAGF for targeted distribution as identified
- e. Distribute to FERC technical staff

2. Policy

- a. Announce and conduct a webinar using NERC webinar process
- b. Distribute to appropriate Regional policy staff and Regional Boards for discussion
- c. Post document using NERC standard posting procedures including a press release
- d. Distribute to FERC policymakers

3. Both

- a. Announce and conduct a webinar using NERC webinar process

- b. Distribute to appropriate Regional staff and Regional Boards for discussion
- c. Post document using NERC standard posting procedures including a press release
- d. Utilize the NATF or the NAGF for targeted distribution as identified
- e. Distribute to FERC technical staff and policymakers

Instructions

The owner of the Reliability Guideline or Reference Document to fill out the following, to ensure proper communication and coordination with NERC staff and impacted industry participants.

Date:	
Preparer:	
Subject Matter Expert(s) Include contact info (email, telephone)	
Guideline or Technical Reference Document name and owner(s)	

Please provide a short overview of document need and intent (attach additional pages if needed)	
If revising a current document, identify substantial changes made to the document (attach additional pages if needed)	
Determine intended target audience	
Recommend to the NERC OC the appropriate communication deemed necessary to inform all applicable stakeholders of the newly created or revised document	