



# NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

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

## Cyber Security Standard Authorization Request Drafting Team

February 18–19, 2004

Tampa Electric Company, Ybor City Data Center  
1898 Nuccio Pkwy Tampa, FL 33605-3500  
Ybor City, Florida

### Draft Meeting Minutes

Chair Larry Bugh welcomed the Cyber Security Standard Authorization Request (SAR) Drafting Team and thanked Paul McLay for hosting the meeting. Self-introductions followed (**Attachment 1**). Mrs. Costantini reviewed NERC's Anti-trust Guidelines.

Mr. Bugh reviewed the draft agenda (**Attachment 2**) and reiterated the goals of the meetings.

The bulk of the meeting was spent reviewing and preparing responses to comments on the permanent Cyber Security Standard SAR, which were submitted during the public comment period. The majority of comments received for Questions 2–5 were negative, so the team will not modify the SAR as suggested in those areas. Mr. Bugh will prepare a statement to that effect. The team spent a significant amount of time considering each comment it received to Question 1 (Definitions), and Question 6 (Other Comments), modifying the SAR as appropriate, and preparing responses to the comments. Mrs. Costantini will finalize the revised SAR and the comment/response document and send both to the team for its final review before posting on the NERC website.

The team discussed whether the SAR, as revised during this meeting, was ready to be presented to the Standards Authorization Committee with the recommendation it be moved into the Standards drafting phase. Mr. Bugh tabled the decision until the team reviews the revised SAR and the finalized comment/response document that Mrs. Costantini will prepare and distribute.

Mr. Bugh announced that it was his intention to write to the SAC on behalf of the team to request an extension of the Urgent Action Cyber Security Standard. All agreed.

If the SAC approves the request, the UAS must be re-balloted and a new implementation plan created.

Lastly, Mr. Bugh informed the team that Tim Gallagher, Director–Standards, is leaving NERC. His last day is March 9, 2004. NERC has not named a replacement. The team expressed its thanks to Tim and offered its best wishes to him for continued success.

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**Attendance**

Michael Allgeier  
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David Ambrose  
SCADA System Manager  
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## Cyber Security Standard Authorization Request Drafting Team

### Attendance (continued)

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### **Meeting Agenda**

1. Welcome and review NERC's Anti-trust Guidelines
2. Review and respond to comments on the Permanent Cyber Standard SAR submitted during the public comment period.
3. Discuss renewal of Urgent Action Cyber Security Standard
4. Next Steps