

## System Personnel Training Standard Drafting Team

June 20, 2007

### WebEx/Conference Call Notes

#### Attendees

|             |             |              |
|-------------|-------------|--------------|
| John Taylor | Rick King   | Ray Gross    |
| Earl Cass   | Ed Seddon   | Dave Folk    |
| Mike Gammon | Geoff Elmer | Linda Clarke |

#### Introductions & Meeting Objectives

John Taylor reviewed the agenda and explained that the goal of the WebEx was to review the Reference List, revise the Implementation Plan, complete the Response to Comments, and develop the Comment Form for the second posting of the standard. John also reviewed the Antitrust Compliance Guidelines.

#### Reference List Review

The SPTSDT reviewed the Reference List, which was prepared by John Taylor, Laurel Hennebury, and Geoff Elmer. The group reviewed the Performance Criteria references and agreed that these were not appropriate. John agreed to continue searching for references and if unsuccessful would develop one himself. He also agreed to distribute the results of this effort to the team by Friday, June 22.

John requested the team to review the complete list, which will be distributed with the meeting materials for the next meeting, and be prepared to “approve” the complete list at the next meeting.

#### Implementation Plan Review

The SPTSDT reviewed the existing Implementation Plan and revised it based on the revised standard.

#### Response to Comments

The group also reviewed the revised responses to comments that resulted from the significantly revised standard. No comments were received. The team continued to develop responses to comments and completed Question 2, Question 3, and Question 8. The group will continue this discussion at the next meeting.

### **Comment Form Development**

Linda requested that team members submit suggested questions for inclusion on the Comment Form to her by Monday, June 25 for consolidation and distribution to the group. The complete list will be reviewed by the team at the next WebEx.

### **Remaining Steps**

The SPTS DT discussed the remaining steps, including finalizing the Reference List, completing the Response to Comments, and preparing the Comments Form. These will be the focus of the next WebEx.

### **Date & Time for Next Meeting**

The SPTS DT will hold its next WebEx/conference call on Friday, June 29 from 1 p.m. to 4 p.m. EDT. The WebEx /conference call information and meeting materials will be distributed to the team in advance of the meeting.

### **Adjourn**