

Backup Facilities Standard Drafting Team

Meeting Notes

1. Administrative Items

a. Introductions and Quorum

Sam Brattini, Chair, called the meeting to order on June 21, 2007 at 8 a.m. The meeting was held at the National Grid facilities in Liverpool, New York. Meeting participants were:

Tom Bowe	Sam Brattini, Chair	Blaine Dinwiddie
Sam Holeman	Glenn Kaht	Sara McCoy
Melinda Montgomery	Keith Porterfield	John Procyk
Mike Schiavone, Vice Chair	James Vermillion	Ed Dobrowolski, NERC

James Larsen can no longer participate on the team.

b. NERC Antitrust Compliance Guidelines

There were no questions on the NERC Antitrust Compliance Guidelines.

c. Review Meeting Agenda & Objectives — Sam Brattini

The main goal of the meeting was to come to a consensus on what the standard really was and how to proceed to define the requirements. The team decided not to concentrate on the existing words. A scope and purpose will be defined and all of the issues that have been raised to date will be discussed.

2. Review Revision Process — Sam Brattini

a. Review existing standard

The existing standard was reviewed as the starting point of the discussions.

b. Review “Issues” documentation

All of the issues surrounding the standard to date were accumulated and each item was discussed. The results of the discussions are shown as Attachment A to these notes.

AI – Sam Holeman will distribute the OC TF draft White Paper to the SDT.

AI – Sara to distribute the SRP scope document.

c. Identify issues that must be considered

These issues were identified in the course of the discussion in item 2b.

d. Determine revisions to be made

The team decided that they were not going to simply revise the existing standard, but were going to start from scratch with a list of requirements. This list was developed and prioritized as per the order of requirements as shown in Attachment B.

- e. Develop text for revision
This item was delayed until item 3c.

3. Develop Revised Standard

- a. Review issues
All of the issues were discussed under item 2b.
- b. Identify issues to be considered
All of the issues were discussed under item 2c.
- c. Develop text for revised standard
A template for the new EOP-008 was developed and personnel assigned to make the first pass at drafting words for the text. Assignments are shown as action items in item 6. The result is shown as **Attachment C**.

4. Next Steps — Sam Brattini

All action items are to be completed and distributed to the team via the mail server no later than July 16, 2007 so that they can be reviewed at the next conference call.

5. Schedule Next Meeting

A conference call and web ex was scheduled for July 23, 2007 between 11 a.m. and 3 p.m. EDT. Call-in information and connectivity details will be provided.

The next face-to-face meeting will be in Omaha, NE on August 29–30, 2007. Hotel details and logistics will be provided.

6. Review Action Items & Project Schedule — Ed Dobrowolski

The following action items were developed at this meeting:

- Sam Holeman will distribute the OC TF draft White Paper to the SDT.
- Sara to distribute the SRP scope document.
- Sam Brattini to provide a draft of R1.
- Tom to provide a draft of R2.
- Sam Holeman to provide a draft of R3 & R4.
- Sara to provide a draft of R6.
- Sara and Blaine to provide a draft of applicability and limitations.

Now that this group is a SDT, it must have a schedule. A draft schedule is shown as **Attachment D**.

7. Adjourn

Sam Brattini, Chair, thanked National Grid for hosting the meeting and adjourned the session at noon on June 22, 2007.

Purpose: Ensure continued reliable operations of the Bulk Electric System (BES) in the event that a control center becomes inoperable.

Issues to Consider

SAR Revision 2 Comments

1. Q1: Delegated TOP issue.
 - a. TBD
2. Q3: Standard name and purpose.
 - a. Purpose drafted and agreed upon. Need to remove 'plan' from title. Suggested new title = "Loss of Control Center Functionality".
3. Q3: Arranged or contracted backup functionality. Allow alternative backup schemes.
 - a. Need to allow flexibility but must demonstrate capabilities. Responsibility remains.
4. Q3: TOP exclusion.
 - a. Should include BA as well as per item #6 in 693. Do we need to expand to GOP based on FERC comment on central dispatch capability? Not certain but we will have to consider it.
5. Q3: Mitigation time horizon.
 - a. Required by process but no longer using the word 'mitigation'.

SAR Revision 1 Comments

1. Q1: Consistent evaluation of the backup plan during audits.
 - a. We can tighten requirements and other text as best as possible.
2. Q1: "One size fits all" approach not appropriate for all entities.
 - a. Possible to set up different requirements for different entities. Applicability limitations if appropriate.
3. Q1: More specificity, less ambiguity. Define a minimum level of backup.
 - a. Consistent with 693.
4. Q1: Consider results of OC Backup Control center taskforce.
 - a. TF members now included on SDT. Draft white paper will be distributed to SDT.
5. Q2: Compatibility of communications facilities.
 - a. Needs to be considered but not in great detail – includes both voice and data.
6. Q2: Define "independent backup facilities" and "prolonged time period".
 - a. We can define these terms as, and if, they come up in the requirements. Formal definitions or just bundled in text as appropriate. Time periods could be a big problem. Sara to distribute SRP scope.
7. Q3: Transition period for compliance.
 - a. Implementation plan is needed. Based on final FERC approval.
8. Q3: Transition period for backup.
 - a. See #7.

9. Q3: Define “periodic tests”.
 - a. See #6.
10. Q3: Include UPS.
 - a. Should not have to call out separately – it is one of the elements of the control center.
11. Q3: Training.
 - a. Should be in PER but may need to be here until they are revised. Drills/testing should be here. Update plan based on drill results and changes.

FERC Order 693

Backup capabilities must:

1. Be independent of the primary control center.
 - a. Discussed and agreed. Backup can't depend on anything coming from or through the primary control center. Might want to consider communications through common central switching offices.
2. Be capable of operating for a prolonged period of time, generally defined by the time it takes to restore the primary control center.
 - a. Need to define.
3. Provide for a minimum functionality to replicate the critical reliability functions of the primary control center.
 - a. Might drive us toward separate requirements for some entities as RC is full redundant and others may not be. Need to define minimum and critical.
4. Provides that the extent of the backup capability be consistent with the impact of the loss of the entity's primary control center on the reliability of the BPS.
 - a. See #3. Sizing issue consideration will be hard to nail down. IROL consideration as a factor for TOP? Frequency response impact for BA?
5. Include a Requirement that all reliability coordinators have full backup control centers.
 - a. Agreed.
6. Require transmission operators and balancing authorities that have operational control over significant portions of generation and load to have minimum backup capabilities (includes contracting).
 - a. See #3 & #4. Have RC come up with list of applicable entities?

V0 Industry Comments

1. How does the staff know the control center is lost?
 - a. Plan must include formal procedure for abandonment. Verification of control center viability required.
2. How is backup control achieved?
 - a. We don't do 'how'.

3. What is the maximum time to restore capabilities?
 - a. Assumed to be backup. Something along the lines of one hour from time of declaration to max of three hours with interim stop gap measures in place in between.

VRF Comments

1. More than a written plan required.
 - a. Absolutely.

Purpose Statement Comments

1. Control and monitoring
2. Situational awareness
3. Communications included
4. Procedures included
5. Defense in depth
6. Minimize interruptions
7. IROL
8. More than just a plan
9. Drill/test requirements
10. Automatic 'scale' for small/large entities
11. Still need to comply with all other applicable standards for entire time at backup site (all standards?)
12. Plan has to include different scenarios of failure

Carry-over from -0

1. Details of what is included in plan, e.g., 'list' of critical facilities.

Plan (R1)

1. Plan (Covered facilities; address need for functions or capabilities and tools; need for Drills, Validation testing and review; Monitoring of backup (health check); need for Procedures; Update and update cycles; Timing – how long to get up and how long to stay there (prolonged period); Risk-based threat assessment including defense in depth; Organization; Approval of plan; Sharing of plan; Training; Coordination with authorities; Contracted with demonstrated capability; Interim measures)
2. Location of backup – criteria (included in risk assessment)
3. Staffing levels and types for identified functions and capabilities (generic)
4. Different scenarios of failure (might be covered by trigger and/or risk assessment)
5. Restoring old primary
6. Periodicity of testing

Procedures (R6)

1. Procedures: (specific procedures for Drills & Testing; Triggers/Abandonment including verification of control center viability; Going back; Specific Roles and responsibilities, Authority, Approval; Notification; Interim measures)

Capability (R2 through R5)

1. Functions or capabilities
2. Hardness of backup including power supply
3. Security of backup
4. Independence from primary
5. Internal & External communications (data & voice)
6. Redundancy
7. Required capabilities (situational awareness, monitoring, control, analysis)
8. Comply with standards
9. Tools

Implementation plan for the standard

List of associated standards

Applicability – TOP, GOP, BA, RC

1. Applicability limitations
2. Sizing considerations
3. Consistent with impact on BES
4. IROL consideration (TOP)
5. Frequency response (BA)

Template for EOP-008-1

R1. Plan – Sam B.

R1a. Elements of plan

R2. RC capabilities – Tom

R3. TOP capabilities – Sam H.

R4. BA capabilities – Sam H.

R5. GOP capabilities

R6. Procedures – Sara

R6a. Elements of procedures

Applicability & Exceptions – Blaine & Sara

BFSDT Schedule

BFSDT Schedule				
Major work division	Action	Duration	Scheduled date	Actual date
Prepare 1st posting	Initial meeting	1.5d	6/21/07	6/21/07
	Conference call	1d	7/23/07	
	2nd meeting	1.5d	8/29/07	
	Conference call	1d	9/13/07	
	3rd meeting	1.5d	10/10/07	
	Clean-up documents		10/16/07	
	Submit to Process Mgr. for initial review		10/17/07	
	Respond to PM comments		10/18/07	
	Submit for posting		10/19/07	
	Post for comments	6w	10/22/07	
Prepare 2nd posting	Gather comments		12/10/07	
	Meeting	1.5d	1/9/08	
	Meeting with FERC	1d	1/17/08	
	Conference call #1	1d	1/24/08	
	Conference call #2	1d	2/7/08	
	Clean-up documents		2/12/08	
	Process Mgr. review and clean-up for posting		2/13/08	
	Submit for posting		2/15/08	
	Post for comments	4w	2/18/08	
Prepare for 3rd posting	Gather comments		3/19/08	
	Conference call	1d	4/2/08	
	Clean-up documents		4/4/08	
	PM review and comments		4/8/08	
	Submit final document for ballot		4/11/08	
Membership ballot	Notice	1m	4/14/08	
	1st Ballot	2w	4/14/08	
	Gather comments	1w	4/28/08	
	Conference call	1d	5/13/08	
	Clean-up documents	2d	5/15/08	
	2nd ballot	2w	5/19/08	
Posting for BOT	1d	6/9/08		
Board action	Submit to BOT	1d	6/9/08	
Target date			10/15/08	

BFSDT Schedule

Comments

first meeting of SDT
progress reports from work group(s)
group review & develop questions
progress reports
finalize wording
Handoff to PM

Conference call if required

