

## Meeting Notes

### Project 2007-02 Operating Personnel Communications Protocols (COM-003-1) Standard Drafting Team

December 18, 2012

Conference call with ReadyTalk Web Access

#### Administrative

##### 1. Introductions

The meeting was brought to order by Lloyd Snyder (chair) at 1:30 p.m. ET on Tuesday, December 18, 2012. Participants were introduced and those in attendance were:

Name	Company	Member/ Observer
Lloyd Snyder (chair)	GSOC	Member
Glen Boyle	PJM	Member
Mike Brost	JEA	Member
Tom Irvine	Hydro One	Member
Robert Rhodes	SPP	Member
Steve Solis	ERCOT	Member
John Stephens	City Utilities of Springfield	Member
Fred Waites	Southern Co	Member
Howard Gugel	NERC	Advisor
Joseph Krisiak	NERC	Advisor
William Edwards	NERC	Observer
Michael Gandolfo	FERC	Observer
Darrell Piatt	FERC	Observer

## 2. Determination of Quorum

The rule for NERC Standard Drafting Team (SDT) states that a quorum requires two-thirds of the voting members of the SDT to be present. A quorum was achieved as eight of the nine voting members were present.

## 3. NERC Disclaimer and Antitrust Guidelines

The NERC Antitrust Guidelines and Disclaimer were reviewed by Joseph Kriasiak. There were no questions raised.

## 4. Review of Roster and Updates

The SDT reviewed the roster and confirmed that it was accurate and up to date.

## Agenda

### 1. Approval of Meeting Notes from Previous Meetings

The notes from the November 5, 2012 meeting were reviewed and approved.

### 2. Discussion

- Mr. Kriasiak reviewed the Agenda and there were no revisions or changes.
- Mr. Kriasiak presented the prioritized Ballot results using an Excel spreadsheet for the COM-003-1 second Successive Ballot for draft 4 of the standard. Mr. Kriasiak listed the primary comment areas such as:
  - Combining COM-002-3 and COM-003-1 because of confusion within industry,
  - the “Standard is not necessary”,
  - protocols are too prescriptive,
  - lack of formal ERO doctrine for formal controls,
  - concern over auditor “interpretation” of identify, assess and correct as written in the requirements, and
  - the Medium VRF was too harsh because the standard was “administrative”.
- Mr. Kriasiak pointed out that many commenters provided excellent suggestions that could be incorporated and the number of those commenters (if they agree with the changes to upcoming draft 5) could generate a favorable ballot.
- The SDT discussed and considered the comments and gave Mr. Kriasiak permission to create a draft response to comments and to work with SDT volunteers: Messrs. Boyle, Solis, Rhodes, Waite and Chair Snyder to provide technical and industry perspective. Mr. Kriasiak will present a draft to the volunteers before the January 22-24, 2013 meeting.

- The chair concluded the discussion and Mr. Kriasiak briefed the SDT future next steps for the project.

### 3. **Action Item Review**

Mr. Kriasiak will develop the draft response to comments for the January 22, 2013 meeting.

### 4. **Future Meeting(s)**

- There is an SDT meeting scheduled for January 22-24, 2013 at GSOC in Atlanta, GA.
- There is a COM-003-1 Technical Conference proposed for February 14-15, 2013 at NERC in Atlanta, GA.

### 5. **Adjourn**

The meeting adjourned at approximately 12:30 p.m. ET on December 18, 2012.