

## Standard Drafting Team Scope

### Purpose

The purpose of a standard drafting team (SDT) is to develop a standards-related product as directed by the Standards Committee (SC). The product that is developed is typically a new or revised reliability standard, but could also be a definition, a reference document, a set of Violation Risk Factors, a set of Violation Severity levels, or the team could be appointed to assist an author in refining a Standard Authorization Request (SAR).

While the Standard Processes Manual indicates that SARs limited to addressing a regulatory directive or implementing revisions that have had some vetting in the industry will be posted without a formal comment period, the process does allow any interested person to submit a SAR at any time. If a SAR is submitted and proposes a new standard, then the SC will appoint a standard drafting team to work with the staff to help industry reach consensus on the reliability-related need for the new or revised reliability standard, and the scope of that new or revised reliability standard.

If an SDT is assigned to work on a SAR, the SDT will:

- Assist in the development or refinement of a SAR with the SAR's author
- Participate in industry forums to help build industry consensus on the SAR
- Consider and respond to comments and attempt to resolve objections
- Identify and consider potential regional variances to be incorporated in the proposed new or revised standard
- Provide advice on the decision to continue with the development of a SAR
- Report progress to the Standards Committee (SC)

If the Standards Committee appoints a SDT to work on a SAR and that SAR is authorized to move forward to develop a new or revised standard, then the same SDT appointed to refine the SAR will also work on the development of the associated new or revised standard.

Each SDT develops the technical language of a new or revised reliability standard. Each reliability standard must be technically correct, must be within the scope of the associated SAR, must meet the criteria identified for regulatory approval, and must reflect the comments submitted by electricity industry participants so that the standard is based on the consensus of the electric industry. Standard drafting teams may also develop, or request to have developed, documents to support reliability standards.

The SDT will:

- Participate in industry forums to help build industry consensus on the standard.
- Gather informal feedback on preliminary draft documents.
- Post information gathered through informal processes, along with a summary of how the information is used

- Consider and respond to posted comments.
- Develop an implementation plan for the standard.
- Assist in the determination of the need for field testing.
- Determine when a reliability standard is ready for balloting.
- Submit the standard to standards staff for a quality review.
- Take any actions directed by the Standards Committee to resolve deficiencies, including revising the standard and submitting a request for a supplemental SAR
- Identify and consider regional variances to be incorporated into the standard(s).
- Consider and respond to observations of Quality Review teams.
- Report progress to the Standards Committee (SC).
- Assist in developing documentation used to obtain governmental approval of the standard(s)
- Review related rule makings and orders and make recommendations (to the SC and NERC staff) on the acceptability of content in order to permit NERC to make a timely response.

Each SDT stays in place until the later of the following occurs:

- The SAR is rejected or withdrawn
- The SC approves withdrawal of the standard authorization request upon a request from the SDT
- The standard is rejected by the ballot pool
- The standard is adopted by the NERC Board of Trustees; and approved by all governmental authorities that have approval processes.

Under certain circumstances, the SC may disband an SDT even though none of the above have occurred. This may be necessary, for example, if the SC determines it is necessary to curtail work on a project or if an SDT has not been successful in meeting its responsibilities as identified in the Standard Processes Manual.

The SC, at the recommendation of the Director of Standards, will officially dissolve the SDT once the conditions above have been met.

### **Reporting**

SDTs report to the SC. Each SDT works closely with the NERC staff and the SC.

### **Timing of Standard Drafting Team Formation**

The SC may appoint a standard drafting team in advance of authorizing the posting of the SAR for the associated project. This allows the leadership of the team to work with the standards staff, the SC, and members of the drafting team in developing a project schedule that works with the work schedules of all those involved and also attempts to meet the project schedule proposed in the latest version of the Reliability Standards Development Plan.

### Drafting Team Appointments

The Standards Committee will normally use a public nomination process to populate standard drafting teams. The SC may use another method that results in a team that collectively has the necessary technical expertise and work process skills to meet the objectives of the project. In some situations, an ad hoc team may already be in place with the requisite expertise, competencies, and diversity of views that are necessary to refine the SAR and develop the standard and additional members may not be needed.

In most cases, when an SDT is to be appointed, NERC staff will post a notice on the NERC website, requesting that interested parties complete and submit an SDT [nomination form](#). The Director of Standards Development will review the list of candidates and forward all nominations along with a recommended slate of nominees to the SC. The recommended slate of nominees will include a recommendation for a chair and a vice chair.

The size of the SDT should depend in large part on the scope and complexity of the work that will be assigned to it. Simple, non-controversial changes to a single standard benefit from the efficiencies gained through consideration by a smaller SDT (such as five to seven members). Complex projects that entail changes to multiple standards or development of a controversial, complicated new standard could benefit from a larger team with the capacity to work in subteams, broad subject-matter diversity and depth of knowledge, and the necessary industry outreach. If a project is anticipated to require a greater time commitment, the number of SDT members needs to be sufficient to provide continuity as competing demands on members' time fluctuate.

The SC has the responsibility and authority to make the final determination on appointment to SDTs and shall consider each candidate's technical experience in the specific issue being addressed as well as the ability to work effectively in a group situation. In making appointments, the SC shall consider the following qualifications:

- Verifiable requisite subject matter expertise;
- Representation from as many NERC Regions as possible, with particular consideration given to including each Region with an identified Regional variance. This may consist of any or all of the following;
  - Technical knowledge of regional criteria (Regional staff and/or NERC staff may verify regional participation, references provided by the candidate in the nomination form, or verify knowledge by other means.)
  - Operational experience in the region
  - Asset ownership in the region
- Representation from each Interconnection;
- Representation from any pertinent NERC Standing Committee(s);
- Representation from each of the functional entities expected to have compliance obligations in the proposed standard;
- Representation from Canada and the United States;

- Representation from as many impacted industry segments as possible;
- Prior standard development experience and the number of drafting teams the candidate already represents; and
- Regulatory, legal and/or compliance expertise.

If more than one candidate provides a similar set of qualifications and diversity, preference shall be given to appointing the candidate who:

- Is an employee or agent of an entity in the Registered Ballot Body;
- Has experience, or is familiar with, NERC standards drafting (though not mandatory so as not to limit participation of new members);
- Has proven experience working in a team environment (NERC staff may verify past experience and active participation/performance in NERC or Regional committees, working groups or task forces).

If the initial pool of nominations does not provide the mix of candidates needed to ensure that there is sufficient technical expertise with diverse views to represent the industry's viewpoints, additional nominations may be solicited. The SAR author is not a voting member of the SDT unless appointed by the SC.

### **Membership Changes**

The SC approves all changes to drafting team membership. If a drafting team member cannot complete work on an SDT, that member shall notify the SDT chair and coordinator. The coordinator shall report the vacancy to the SC with a recommendation on whether to fill the vacancy. Although an SDT's member organization may offer a replacement for an individual assigned to the team, this choice and change in appointment will not be automatic. The new appointment will be based, in part, on the SDT's continued need as identified by the chair and the coordinator.

When determining whether to appoint drafting team replacements, the SC shall consider the following:

- Whether there is a candidate who has the requisite subject matter expertise and has been an active observer, already receiving drafting team material.
- Whether a candidate has similar expertise as the individual being replaced.
- Whether there are qualified candidates who submitted a formal application for a position on the team but were not appointed.
- Whether the project schedule includes sufficient work to warrant adding a new drafting team member.

The SC may direct staff to post a request for additional nominations, opening the nomination process to all interested parties.

The coordinator and chair will keep the SC apprised of the need to make changes to the membership (additions, replacements, dismissals, etc.) to keep an efficient and effective team.

If an SDT member does not actively participate in the team activities, NERC staff shall contact the individual to verify his/her degree of commitment and time availability to the work of the team. If the SDT member cannot demonstrate the necessary dedication to developing the standard and devoting the necessary time to the work of the team, the Director of Standards Development may recommend to the SC the removal of the person in question from the SDT.

In those instances when an SDT member may be participating in a way that makes progress difficult by obstructing the work of the team, the SDT chair or the coordinator shall first discuss the issue with the individual and should the issue continue, recommend dismissal of the individual from the SDT to the Director of Standards. The SC may accept or reject a recommendation for dismissal of an SDT member.

### **SDT Chair**

When making appointments, the SC shall identify a team member to serve as the chair. The SDT chair shall be chosen with due consideration given to the following:

- Level of experience for the proposed standard relative to the other members of the team.
- Level of experience in NERC drafting standards.
- Level of experience as a chair or leading a group.
- Demonstrated ability to work in a group.
- Potential ability and commitment to remain active on the team until the estimated time of completion.

The SC shall also consider, with input from the selected SDT chair and the coordinator, identifying a vice-chair, based on the size of the SDT and the complexity of the standard development or revision.

The chair and the NERC coordinator are responsible for leading the drafting team in a fair and impartial manner. The chair and coordinator report team progress to the SC.

### **Coordinator**

The coordinator shall be a member of the NERC staff appointed by the Director of Standards Development, and shall be an impartial, non-voting member of the team. The coordinator has overall responsibility for the appearance of team documents submitted for posting, balloting and adoption, records meeting proceedings, and prepares, distributes and posts meeting notes, supports and facilitates SDT activities, and is an impartial, non-voting member of the team, committed to assist in the development the standard without undue influence on the outcome.

The coordinator is also responsible for ensuring that the drafting team adheres to the integrity of the standards process.

**Technical Writer**

The standards staff may provide an individual to support the team with technical writing expertise, in addition to the coordinator. The Technical Writer serves as an advisor to the drafting team and does not have voting rights. In developing the standard, the drafting team members assigned by the Standards Committee shall have final authority over the technical details of the standard, while the technical writer shall provide assistance to the drafting team in assuring that the final draft of the standard meets the quality attributes identified in NERC's Benchmarks for Excellent Standards. This decision authority also applies when the standard drafting team receives legal and/or compliance inputs during standard drafting.

**Meeting Procedures****Open Meetings**

Meetings of SDTs shall be open to all interested parties. Meeting notices and agendas shall be publicly posted on the NERC website at least five business days prior to the meeting. Notices shall describe the purpose of meetings and shall identify a readily available source for further information. All who wish to attend an SDT meeting must pre-register via the NERC Meetings web page to ensure that there are sufficient resources to accommodate guests and SDT members. <http://www.nerc.net/meetings/>

An observer is any industry individual who wishes to attend a SDT meeting. A guest is a subject matter expert that the SDT may decide to invite to one or more of the SDT meetings to respond to the team's questions. Invitations to guests shall be extended by the chair or the coordinator.

The SDT chair is responsible for conducting the meetings in a responsible, timely and efficient manner. The chair may limit the participation of guests and observers to ensure that the SDT accomplishes its assigned tasks or to permit discussions pertaining to Critical Energy Infrastructure Information (CEII), Cyber Security or other "sensitive" issues. Such decisions shall be documented in meeting notes.

Meeting notes shall be posted no more than five business days following each meeting.

**Quorum**

A quorum requires two-thirds of the voting members of the SDT be in attendance participating.

**Voting**

While the SDT members are encouraged to arrive at decisions through consensus, on the rare occasions when this is not possible team members assigned by the SC have the right to vote. Voting may take place during formal meetings or may take place through electronic means. Approval of any action of a SDT through a vote requires a two thirds majority of the SDT member votes cast. Guests and observers shall not have the right to vote unless an informal straw poll is taken at the request of or by the SDT Chair.

**Proxies**

Proxies are not allowed.

**Schedule**

When a drafting team begins its work, either in refining a SAR or in developing or revising a proposed standard, the drafting team shall develop a project schedule. If information has been made available about a project's anticipated schedule prior to drafting team member selection, the drafting team should revise this schedule as necessary, considering the complexity of the project, any regulatory time constraints and the project's priority. As the project progresses, the drafting team has the responsibility to adhere to the schedule if possible, to provide predictability to the industry and regulators. If this proves impossible, the chair and the coordinator shall update the schedule. The chair and the coordinator shall report progress and any schedule adjustments to the Standards Committee.

**Expectations of Members, Guests and Observers**

It is expected that all members, guests and observers attending drafting team meetings adhere to the NERC Reliability Standard Development Procedure. Members and observers are expected to participate in a courteous and professional manner.

Each SDT is expected to develop excellent, technically correct standards that provide for bulk power system reliability. The SDT is also expected to address any regulatory directive included in the SAR for the particular project assigned to it. The SDT can address the directive by adopting the technical approach that the regulatory body has specified in the directive or it can propose an alternate, equally effective and efficient approach that affirmatively responds to the concern or goal underlying the directive. The SDT is obligated to document an adequate technical analysis supporting any alternate proposal for use by the industry ballot body, the Standards Committee, NERC staff, the NERC Board of Trustees and the regulatory body in assessing the alternative.

**List Server Use**

NERC staff will assign each SDT a unique list server. The list server allows drafting team members, and any others on that list, to simultaneously send a message to all members of the SDT. NERC staff will also assign an expanded (SDT-plus) list server to include other interested individuals who are not members of the team (Observers, Guests, etc.). The drafting team should use the "plus" list as the primary communication tool. The "team only" list should only be used when sensitive information is discussed.

The use of an SDT list server is limited to exchange of e-mail relative to the development of the associated SAR, standard or standards. The use of an SDT list server for any other reason, such as for the exchange of personal information or for the distribution of commercial information, is prohibited. Repeated use of list servers for non-drafting team business may result in the member or observer being removed from the list server.

## Version History

<b>Version</b>	<b>Date</b>	<b>Owner</b>	<b>Change Tracking</b>
1	July 13, 2011	NERC (Standards Committee Endorser)	
1	May 16, 2014	NERC (Standards Committee Endorser)	Updated Nomination Form link and template