

NERC

NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

Project 2008-06 Cyber Security Order 706 38th Meeting Summary Westminster, CA

September 20-22, 2011

http://www.nerc.com/filez/standards/Project_2008-06_Cyber_Security.html

RELIABILITY | ACCOUNTABILITY



3353 Peachtree Road NE
Suite 600, North Tower
Atlanta, GA 30326
404-446-2560 | www.nerc.com

Table of Contents

Table of Contents i

Meeting Summary..... 1

Meeting Attendance 1

Drafting Team Schedule..... 2

Overview of the Upcoming Quality Review, Posting and Ballot Processes 2

Action Items 3

Adjournment..... 4

 Appendix 1: Meeting Agenda 5

 Appendix 2: Meeting Attendance..... 10

 Appendix 3: Project 2008-06 Drafting Team Roster 12

 Appendix 4: Project 2008-06 Schedule September 2011 14

 Appendix 5: Meeting Evaluation Summary Raw Data 19

Meeting Summary

John Lim, chair of the Cyber Security Order 706 (CSO706) Standard Drafting Team (SDT) welcomed members and other participants to the Westminster, CA Meeting of the CSO 706 SDT, and he thanked them for their participation in this meeting. John also acknowledged and thanked Robert Preston Lloyd, the host for this meeting at Southern California Edison's (SCE) facilities, and for all of the support provided by the SCE staff in making the meeting possible. Robert reviewed the meeting logistics and safety information. At the beginning of each day, Joe Bucciero, NERC Facilitator, conducted a roll call and reviewed the public meeting notices and reviewed the NERC antitrust guidelines.

The meeting summary from the August 2011 SDT meeting held at NERC's facilities in Atlanta, GA with the industry stakeholder representatives was approved without comment by the SDT on Thursday, September 22, 2011.

The chair outlined the primary purpose of the meeting which was to review the current draft requirements of the cyber security standards, the applicability and measurability of the requirements based on the draft standards, as well as the text of the implementation plan in preparation for submittal of the draft documents to NERC for its Quality Review prior to posting to the industry for comment and ballot.

In addition, the chair outlined the other meeting objectives the SDT sought to accomplish by the end of this meeting: (See **Appendix #1**)

1. Review and finalize drafts of the Version 5 CIP standards For NERC Quality Review.
2. Review and finalize Implementation Plan for NERC Quality Review.
3. Review and finalize Change Justification and Mapping Document assignments for each standard.
4. Agree on next steps, schedule, and assignments.

Meeting Attendance

Appendix #2 contains the meeting attendance list, and the current drafting team roster is included in **Appendix #3**.

The Chair and Vice-Chair expressed their deep appreciation and thanks to Keith Stouffer of NIST, who resigned from the team effective September 30, 2011 due to reassignment of responsibilities. The SDT appreciated Keith's insights and familiarity with the NIST standards that he brought to the discussions and wished Keith the best of luck with his new responsibilities.

Industry Activity Updates

John Lim and Scott Mix provided an update on other industry activity regarding cyber security.

- John Lim reported that the DOE/NIST/NERC Risk Management Process has posted the initial findings for comment. The findings will be updated and re-released after industry comments are incorporated.
- John Lim and Gerry Freese reported that the NERC Cyber Attack Task Force met at the CIPC Meeting held the previous week; a paper analysis of an attack scenario, including counter measures, was reviewed; and documentation of the activities is being prepared by the task force for comment. The comment report will be sent to the Electric Sector Coordinating Council (ESCC) for review.
- Scott Mix reported that plans are complete for NERC's GridEx, which is currently scheduled for November 16-17, 2011. There will be active participants and observers, and Scott, as well as several member companies of the SDT will be participating.
- Scott reported that GridSecCon will be held on October 18-20, 2011 in New Orleans at the JW Marriott on Canal Street. The agenda for the event has been posted. Training will be held on October 18, 2011 and the two-day exercise will be held on October 19-20, 2011. Current discussions are that NERC is planning to make this an annual event.
- FERC reported that a NOPR on the CIP Version 4 standards has been released for industry comment.

Drafting Team Schedule

The drafting team reviewed the current project and meeting schedule (See **Appendix #4**), and the team discussed upcoming meeting dates, objectives, and locations. The team confirmed that the October 2011 meeting will be held at Constellation Energy's facilities in Baltimore, MD. The purpose of that meeting is to incorporate and respond to the Quality Review comments and to finalize the draft Version 5 CIP Cyber Security Standards and the associated documentation needed for posting and balloting of the standards. The target date of initial posting of the draft Version 5 CIP Standards with concurrent ballot is November 3, 2011.

The SDT agreed to establish a second meeting with FERC technical staff at the FERC Washington, DC office after the draft CIP standards and implementation plan are posted to the industry for comment but prior to the industry ballot date. The preliminary date selected for this meeting is December 7, 2011, with a possible back-up date of December 1, 2011 depending on the availability of the participants.

Overview of the Upcoming Quality Review, Posting, and Ballot Processes

Steven Noess reviewed the NERC Quality Review Process that will follow this meeting. NERC has assembled a team of reviewers composed of voluntary representatives from the legal community, compliance, and standards process to review the standards for consistency and clarity. The Quality Review team will provide their observations to the SDT on the CIP standards and related documents by October 14, 2011. A drafting team conference call was scheduled for October 17, 2011 from 4:00 p.m. to 5:00 p.m. (Eastern Time) to review the Quality Review observations and plan the SDT's responses.

A follow-up call was scheduled for October 21, 2011 from 1:00 p.m. to 4:00 p.m. (Eastern Time) to review the SDT responses as prepared by the subteam leads and other designees and to discuss any significant issues prior to the next SDT Meeting in Baltimore on October 25-27, 2011.

At its next meeting at Constellation Energy on October 25-27, 2011, the SDT will consider and approve its responses to the Quality Review observations. The SDT's responses will be reviewed by the QAWG of the Standards Committee prior to posting for comment and ballot.

Discussions are currently underway at NERC regarding the various possibilities in the posting of the 10 draft CIP standards. The choices being discussed range from posting all 10 draft standards as one package with one comment form and one ballot to posting each of the ten draft standards separately, but concurrently, including one comment form and one ballot for each of the 10 draft standards. Also, the Definitions document maybe posted separately, but concurrently with the draft CIP standards, but the Definitions document may be separately balloted. In any case, the intent is to file with FERC all 10 draft standards and the Definitions document as one consolidated package, once they are all approved by the industry.

The NERC Standards Committee is scheduled to meet on October 12, 2011 and the Executive Committee of the Standards Committee is scheduled to meet the previous week to discuss the posting and balloting of the draft Version 5 CIP Standards.

Once all of the standards and implementation plan are approved by FERC, it is NERC's intention to present the approved standards in two separate versions: one version with the Guidance language included and one version with the Guidance language extracted into a separate document.

Action Items

The action items included in last month's meeting summary were reviewed and completed. There were a variety of action items developed during this meeting, and some were completed during the meeting, as well. The following actions were completed or resolved and are included in the Quality Review package submitted to NERC:

1. **Definitions Document – 15-minute period:** Provide wording to state the reasoning behind the selection of 15-minutes as the guidepost for impact applicability in the CIP standards. – **Cribb/Revoll/Bourassa**
2. **CIP-002 Criteria – IP Applicability:** Provide clarification wording as to where IP is included in the criteria identified in Attachment 1 of CIP-002-5. – **Lloyd/Freese/Dockery**
3. **CIP-002 Requirements – IP Applicability:** Provide requirement wording as to where IP is considered in CIP-002-5. – **Lim**
4. **CIP-002 Criteria – PMU Applicability:** Review the applicability of Phasor Measurement Units (PMUs) on the BES – should the BES Cyber System criteria also apply? – **Lim**
5. **CIP-002 Criteria – Applicability of Third Party Use of Data:** Should this concept be included in the CIP-002 criteria? – **Lim**

-
6. **CIP-002 Criteria – Control Centers:** Provide the definition and guidance wording regarding the applicability of the criteria to Control Centers. – **Lim**
 7. **CIP-002 Criteria – Cranking Path Definition (Criterion 2.5):** Provide the definition of Cranking Path as used in Criterion 2.5 of CIP-002 Attachment 1. – **Lim**
 8. **CIP-002 Criteria – Guidance for Criterion 2.1:** Provide Guidance wording to determine which generation equipment meets Criterion 2.1 – “Generation with an aggregate highest rated net Real Power capability of the preceding 12 months equal to or exceeding 1500 MW in a single Interconnection”. – **Lim**
 9. **CIP-005 R1.1:** Review the requirements for protection of devices as applicable to Low Impact equipment (e.g., PAC Systems). – **Cribb**
 10. **CIP-006 PACS Definition:** Need to review definition to be more specific (e.g., CIP-006 V1) – **Johnson/Sherlin/Revoll**
 11. **ALL CIP Standards:** Review approval and authorization requirements to include “CIP Senior Manager or Delegate”. – **Subteam Leads**
 12. **ALL CIP Standards:** Review, clarify, and expand on the Purpose Statement in each of the CIP standard. – **Subteam Leads**

Adjournment

The Chair thanked everyone for attending this meeting, either in person or via the conference call facilities, and he expressed appreciation on behalf of the drafting team to Robert Preston Lloyd and the SCE Staff for their excellent job in coordinating meeting space and hosting the team at SCE in Westminster, CA.

The meeting was adjourned by 5PM on Thursday, September 22, 2011.

The Meeting Evaluation Survey results are included as **Appendix #5**.

Appendix 1: Meeting Agenda

Tuesday, September 20, 2011 | 8:00 a.m. to 6:00 p.m. PT

- 8:00 a.m. Welcome & Opening Remarks - **John Lim, Chair and Phil Huff, Vice Chair**
- 8:05 Roll Call & NERC Antitrust Compliance Guidelines - **Joe Bucciero, NERC**
- 8:10 Host Remarks - **Robert Preston Lloyd, SCE**
- 8:15 Review of Meeting Objectives and Agenda - **John Lim**
- 8:30 Industry Updates - **Scott Mix, NERC; Mike Keane, FERC; others**
 - o DOE/NIST/NERC Risk Management Process - **John Lim**
 - o NERC Cyber Attack Task Force - **John Lim**
 - o NERC GridEx - **Scott Mix**
 - o NERC GridSecCon - **Scott Mix**
 - o Other Cyber Security business - **All**

- 9:00 Overview of Process towards Posting and Ballot - **Steven Noess**
- 9:30 Standard Template and Documents for Quality Review - **Phil Huff**
- 10:00 *Break*
- 10:15 Review of CIP-002-5 QR Candidate - **John Lim**
- 12:00 *Lunch*
- 1:00 Review of CIP-003-5 QR Candidate - **Dave Revill**
- 2:00 Review of CIP-004-5 QR Candidate - **Doug Johnson, Phil Huff**
- 3:00 *Break*
- 3:15 Review of CIP-005-5 QR Candidate - **Jay Cribb, Christine Hasha**
- 4:15 Review of CIP-006-5 QR Candidate - **Doug Johnson**
- 6:00 *Recess*

Wednesday September 21, 2011 | 8:00 a.m. to 6:00 p.m. PT

- 8:00 a.m. Recap of Day 1, Agenda Review, Roll Call and Antitrust Guidelines - **John Lim, Philip Huff, Joe Bucciero**
- 8:30 Review of CIP-007-5 QR Candidate - **Jay Cribb, Philip Huff**
- 10:00 *Break*
- 10:15 Review CIP-008-5 QR Candidate - **Tom Stevenson**
- 11:00 Review CIP-009-5 QR Candidate - **Tom Stevenson**
- 12:00 *Lunch*
- 1:00 Review CIP-010-1 QR Candidate - **Dave Revill**
- 2:00 Review CIP-011-1 QR Candidate - **Dave Revill**
- 3:00 *Break*
- 3:15 Review of Outstanding Issues and Assignments - **John Lim, Phil Huff**
- 5:00 *Recess to complete Assignments for Thursday - On-site, Off-site*

Thursday September 22, 2011 | 8:00 a.m. to 5:00 p.m. PT

- 8:00 a.m. Recap of Day 2, Agenda Review, Roll Call and Antitrust Guidelines - **John Lim, Philip Huff, Joe Bucciero**
- 8:15 Full Team Review and Presentation of Completed Assignments - Standards for QR
- 10:00 *Break*
- 10:15 Review Implementation Plan QR Candidate - **Phil Huff/Dave Revill**
- 11:15 Review and Approval of Change Justification and Mapping Documents - **Full Drafting Team**
- 12:00 *Lunch*
- 1:00 Review and Approval of Comment Form for Posting - **Full Drafting Team**
- 2:00 **Team Review and Vote on Standards/Implementation Plan/QR Package** to NERC QR - Full Drafting Team**
- 3:00 *Break*
- 3:15 Post-Posting Webinar Planning and Schedule - **John Lim/Phil Huff/Joe Bucciero/Steve Noess**
- 4:00 Future Meeting Schedules and Venues - **Joe Bucciero/Steven Noess**
- 4:30 October Meeting Objectives and Planning - **John Lim/Phil Huff/ /Joe Bucciero/Steve Noess**
- 5:00 *Adjourn Meeting*

Documents Needed for Quality Review and Posting by September 22, 2011

Document	Assignment	Done
Standards Authorization Request	Joe/Steve	complete
Standard(s), clean	Team Leads/Joe	complete
Standard(s), redlined against previous posted draft	N/A – provide clean V4	N/A
VRF and VSL Justifications (redlined if different from previous posting)	Clean Version 5 only plus clean V4 - Steve	complete
Comment Form with questions aimed at technical concepts	John/ Joe/Steve	complete
Consideration of Comments, with completed summary consideration on cover sheet	N/A	N/A
Rationales or Technical justifications for each Requirement (redlined if different from previous posting)	Included within the standards – Team Leads	complete
Implementation Plan	Phil/Dave/Joe	complete
Mapping Document (only if developing a new version of an approved standard)	Phil/Steve	complete
Project Roadmap, listing key completed and future dates	Included in each standard	complete
CSO706 Directive Summary Document	Steve/Phil	complete

Cyber Security for Order 706 Standard Drafting Team Consensus Guidelines (Adopted, November, 2008; Revised June 2010; Revised July, 2010)

The Cyber Security for Order 706 Standard Drafting Team (Team) will seek consensus on its recommendations for any revisions to the CIP standards.

Consensus Defined. Consensus is a participatory process whereby, on matters of substance, the Team strives for agreements which all of the members can accept, support, live with or agree not to oppose. In instances where, after vigorously exploring possible ways to enhance the members' support for posting CIP standards documents for industry comment or balloting, and the Team finds that 100% acceptance or support of the members present is not achievable, decisions to adopt standards documents for balloting will require at least 2/3rds favorable vote of all members present and voting.

Quorum Defined. The Team will make decisions only when a quorum is present. A quorum shall be constituted by at least 2/3 of the appointed members being present in person or by telephone.

Electronic Mail Voting. Electronic voting will only be used when a decision needs to be made between regular meetings under the following conditions:

- It is not possible to coordinate and schedule a conference call for the purpose of voting, or;
- Scheduling a conference call solely for the purpose of voting would be an unnecessary use of time and resources, and the item is considered a small procedural issue that is likely to pass without debate.

Electronic voting will not be used to decide on issues that would require a super majority vote or have been previously voted on during a regular meeting or for any issues that those with opposing views would feel compelled to want to justify and explain their position to other team members prior to a vote. The Electronic Voting procedure shall include the following four steps:

1. The SDT Chair or Vice-Chair in his absence will announce the vote on the SDT mailing list and include the following written information: a summary of the issue being voted on and the vote options; the reason the electronic voting is being conducted; the deadline for voting (which must be at least 4 hours after the time of the announcement).
2. Electronic votes will be tallied at the time of the deadline and no further votes will be counted. If quorum is not reached by the deadline then the vote on the proposal will not pass and the deadline will not be extended.
3. Electronic voting results will be summarized and announced after the voting deadline back to the SDT+ mailing list.
4. Electronic voting results will be recapped at the beginning of the next regular meeting of the SDT.

Consensus Building Techniques and Robert's Rules of Order. The Team will develop its recommendations using consensus-building techniques with the leadership of the Chair and Vice Chair and the assistance of the facilitators. Techniques such as brainstorming, ranking and prioritizing approaches will be utilized. The Team's consensus process will be conducted as a facilitated consensus-building process. Only Team members may participate in consensus ranking or votes on proposals and recommendations. Observers/members of the public are welcome to speak when recognized by the Chair, Vice Chair or Facilitator. The Team will utilize Robert's Rules of Order (as per the NERC Reliability Standards Development Procedure), as modified by the Team's adopted procedural guidelines, to make and approve motions. However, the 2/3's voting requirement will supersede the normal voting requirements used in Robert's Rules of Order for decision-making on substantive motions and amendments to motions. The Team will develop substantive written materials and options using their adopted facilitated consensus-building procedures, and will use Robert's Rules of Order only for formal motions once the Chair determines that a facilitated discussion is completed.

Appendix 2: Meeting Attendance

Member Name	Company
1. Rob Antonishen	Ontario Power Generation
2. Rene Bourassa	Hydro Quebec
3. Jay Cribb	Southern Company Services
4. Gerry Freese	AEP
5. Christine Hasha	ERCOT
6. Jeff Hoffman	Bureau of Reclamation
7. Philip Huff, Vice Chair	Arkansas Electric Coop Corporation
8. Doug Johnson	Exelon Corporation – Commonwealth Edison
9. John Lim, Chair	Consolidated Edison Co. NY
10. Robert Preston Lloyd	Southern California Edison
11. David Revill	Georgia Transmission Corporation
12. Kevin Sherlin	Sacramento Municipal District
13. Tom Stevenson	Constellation
14. Keith Stouffer	NIST
15. John Varnell	Tenaska
16. William Winters	Arizona Public Service.
Joe Bucciero	NERC Facilitator
Scott Mix	NERC Staff
Steven Noess	NERC Staff

Observer Name	Company
Denise Balaban	SCE
Jan Bargaen	FERC
Ken Burruss	Xcel Energy
John Calder	Dominion
Larry Camm	SEL
Kathy Daggett	MidAmerican Energy
Rey DeLeon	SCE
David Dockery	AECI
Jay Doran	MidAmerican Energy
Jim Fletcher	AEP
Kuldeep Hak	SCE
Eric Hacker	NGRID
Amir Hammad	Constellation Energy
Darren Highfill	SCE
Annette Johnston	MidAmerican Energy
Michael Keane	FERC
Ander Knudsen	MidAmerican Energy
Kim Koster	MidAmerican Energy
Emily Leone	MidAmerican Energy
Jason Marshall	ACES
Doug Maxham	Luminant
Aileen Meyer	MidAmerican Energy
Craig Nelson	MidAmerican Energy
Brian Newell	AEP
Dave Norton	FERC
Emmylou Nozawa	SCE
Rod Patterson	MidAmerican Energy
Clyde Poole	TDi
Raghuvira Rayalu	SCE
Katie Schnider	SELGS
Bonnie SooHoo	SCE
Cyrus Tibbs	CRSI
Melissa Wehde	MidAmerican Energy
Todd Williams	MidAmerican Energy
Guy Zito	NPCC

Appendix 3: Project 2008-06 Drafting Team Roster

Chair	John Lim, CISSP — Department Manager, IT Infrastructure Planning	Consolidated Edison Co. of New York
Vice Chair	Philip Huff — Manager, IT Security and Compliance	Arkansas Electric Cooperative Corporation
	Robert Antonishen — Protection and Control Manager, Hydro Engineering Division	Ontario Power Generation Inc.
	Rene Bourassa — Engineer	Hydro Quebec
	Jay S. Cribb — Information Security Analyst, Principal	Southern Company Services, Inc.
	Sharon Edwards — Project Manager	Duke Energy
	Gerald S. Freese — Director, NERC CIP Compliance	American Electric Power
	Christine Hasha — Compliance Analyst Senior	Electric Reliability Council of Texas
	Jeffrey Hoffman, Chief Architect, IT Policy and Security Division	U.S. Bureau of Reclamation, Denver Federal Center
	Doug Johnson — Operations Support Group, Transmission Operations and Planning	Exelon — Commonwealth Edison
	Richard Kinas — Manager of Standards Compliance	Orlando Utilities Commission
	Robert Preston Lloyd — Senior Technical Specialist, Substation Regulatory Compliance	SC&M Technical Support & Strategy Southern California Edison
	David S. Revill — Group Lead, Electronic Maintenance	Georgia Transmission Corporation
	Kevin Sherlin — Manager, Business Technology Operations	Sacramento Municipal Utility District

	Thomas Stevenson — General Supervisor, Engineering Projects	Constellation Energy
	Keith Stouffer — Program Manager, Industrial Control System Security	National Institute of Standards & Technology
	John D. Varnell — Director, Asset Operations Analysis	Tenaska Power Services Co.
	William Winters — IS Senior Systems Consultant	Arizona Public Service Co.
Consultant to NERC	Joseph Bucciero — Standards Development Coordinator	Bucciero Consulting, LLC
NERC Staff	Tom Hofstetter — Regional Compliance Auditor	North American Electric Reliability Corporation
NERC Staff	Roger Lampila — Regional Compliance Auditor	North American Electric Reliability Corporation
NERC Staff	Scott R. Mix — Manager, Infrastructure Security	North American Electric Reliability Corporation
NERC Staff	Steven Noess — Standards Development Advisor	North American Electric Reliability Corporation
NERC Staff	Andy Rodriguez — Director of Standards Development	North American Electric Reliability Corporation

Appendix 4: Project 2008-06 Schedule September 2011

Meeting Location	Dates	Meeting Objective
Salt Lake City, UT WECC	7/19 - 7/21/2011	Walk-through sample generation and substation environments with the Version 5 requirements to determine feasibility. Output additional guidance based on the walk-through process
Interim	7/22 - 8/15/2011	Revise drafting requirements based on feedback from walk-through process – primarily agree to the use of defined terms External Connectivity, BES Cyber System and Routable External Connectivity Drafting leads prepare for August Meeting with representatives from Industry stakeholder organizations
Washington, DC	7/28/2011	Drafting Team Meeting with FERC Staff
Atlanta, GA NERC	8/16 - 8/18/2011	Review of Standards with Industry Representatives
Interim Week 1	8/19 - 8/26/2011	Revise drafting requirements based on feedback from Industry Representatives
WEBINAR	8/24/2011	Industry Webinar as outreach to present concepts and schedule for Version 5 CIP Standards
Interim Week 2	8/25 - 9/2/2011	Revise drafting requirements based on feedback from Industry Representatives
LABOR DAY	9/5/2011	Labor Day Holiday
Interim Week 3	9/6 - 9/9/2011	Update rationale, change documentation and guidance to reflect requirements
Interim Week 4	9/12 - 9/16/2011	Review VRFs and VSLs modified from

Meeting Location	Dates	Meeting Objective
		Version 4 Review CIP-010 and 011 informal comment/response document
Westminster, CA SCE	9/20 - 9/22/2011	CSO706 Drafting Team approves CIP Standards, implementation plan, and other documentation for NERC Quality Review (QR)
Quality Review Prep	9/23/2011	Finalize and Issue Version 5 Documents for NERC Quality Review
NERC Quality Review and	9/26 - 10/14/2011	NERC Quality Review & meeting with DT leadership and subteam leads to provide comments
Prepare Consideration of Comments (CIP-010&011)	9/26 - 10/14/2011	Drafting Team prepares Consideration of Comments Summary Document for Draft Version of CIP-010&011) for posting
Interim	10/17 - 10/24/2011	Subteams to review and update standards and all documentation based on QR and prepare for posting
Constellation Baltimore, MD	10/25 -10/27/2011	SDT Meeting to consider QR changes made to the standards and finalize standards for posting
Interim	10/28 - 11/2/2011	SDT Finalizes CIP V5 Documents for Posting
POSTING	11/3/2011	Post CIP Standards for 45 ⁺ day formal comment with concurrent ballot
Comment & Ballot Period	11/4 - 12/19/2011	Version 5 CIP Standards 45 ⁺ day formal Comment and Ballot Period

Meeting Location	Dates	Meeting Objective
	11/4 - 11/14/2011	SDT Members Prepare for Industry Webinar on CIP V5 Standards
WEBINAR	11/15/2011	Industry Webinar as outreach to present concepts and schedule for Version 5 CIP-002 standard requirements, the overall format of the standards, the definitions used and the implementation plan.
	11/16 - 11/28/2011	SDT Members Prepare for Industry Webinar on CIP V5 Standards
WEBINAR	11/29/2011	Industry Webinar as outreach to present concepts and schedule for Version 5 CIP-003 through CIP-011 Standards
Web Conference	11/30 - 12/1/2011	Drafting Team Meeting to review Webinar questions and comments
FERC (Washington DC)	12/7/2011 (tentative)	SDT Meeting with FERC Technical Staff
	12/20 - 12/21/ 2011	NERC Staff Prepares Industry Comments and Ballot Comments Received for Review by SDT
Review Comments	12/22/2011 - 1/23/2012	Review formal comments and concurrent ballot comments. NERC will prepare initial draft responses to comments for SDT consideration. SDT to begin update of standards text based on feedback received through industry comments and ballot comments.
ERCOT (Taylor, TX)	1/24 - 1/26/2012	Drafting Team Meeting to review initial responses to comments, prepare additional responses to formal comments and ballot comments, and continue to update text of standards
Interim	1/27 - 2/10/2012	Drafting Team prepares updates to the CIP standards text based on feedback from 45-day comment and ballot period

Meeting Location	Dates	Meeting Objective
Interim	2/13 - 2/20/2012	Continue to review industry comments and incorporate changes into the text of the standards Revise standards for re-posting for 30-day comment and ballot period
APS (Phoenix, AZ)	2/21 - 2/23/2012	Drafting Team Meeting to finalize & approve responses to formal comments and finalize standards documents for Quality Review. SDT to prepare documents for NERC QR
NERC Quality Review	2/24 –3/19/2012	NERC Quality Review of Responses to Industry Comments from 45-day comment & ballot period. Quality Review of related updates to the CIP standards
Interim	3/12 - 3/19/2012	SDT updates standards and all documentation based on QR and prepares for posting for 30-day comment & ballot period
WEB Conference	3/20 - 3/21/2012	SDT Meeting to consider QR changes made to the standards and finalize standards for 30-day formal comments and successive ballot posting
Interim	3/22 - 3/23/2012	NERC Prepares Documents for Successive Ballot
POST Responses to Comments	3/26/2012	Post responses to 45-day formal comments with concurrent ballot comments
Comment & Ballot	3/26 - 4/27/2012	30-day Posting of CIP Standards for comments with successive ballot
Interim	3/26 - 4/25/2012	Begin preparation of FERC filing documentation

Meeting Location	Dates	Meeting Objective
Interim	4/30 - 5/1/2012	NERC Staff Prepares Industry Comments and Ballot Comments Received for Review by SDT
Interim	5/2 - 5/22/2012	Subteam meetings to prepare responses to successive ballot comments and revise text of CIP Standards, as necessary
Location (??)	5/22 - 5/24/2012	Drafting Team Meeting to finalize responses to comments and prepare revisions to CIP Standards for recirculation ballot (10-days)
NERC Quality Review	5/25 - 6/8/2012	NERC Quality Review of Responses to Industry Comments from 30-day comment & ballot period Quality Review of related updates to the CIP standards
Post for Ballot	6/11/2012	Post for recirculation ballot
Interim	6/11- 6/22/2012	Recirculation Ballot
Finalize Standards	6/25 - 6/29/2012	Finalize CIP standards text for approval by NERC BOT

Appendix 5: Meeting Evaluation Summary Raw Data

Question 1

How would you rate the overall meeting in accomplishing the necessary objectives?

Average	3.5/4	Last Month	3.5/4
Comments	NONE		

Question 2

How would you rate the effectiveness of the full team in this meeting?

Average	3.4/4	Last Month	
Comments	NONE		

Question 3

How would you rate the effectiveness of the chair/vice chair?

Average	3.4/4	Last Month	3.7/4
Comments	When we reach an impasse, we need to turn more quickly to voting or at least the 4-3-2-1 vote.		

Question 4

How would you rate the effectiveness of distributed agenda and meeting materials prior to this meeting?

Average	3.5/4	Last Month	3.8/4
Comments	NONE		

Question 5

How would you rate the use of visual and audio aides for this meeting?

Average	3.2/4	Last Month	3.3/4
Comments	NONE		

Question 6

How would you rate the use of sub-team meetings in between face-to-face meetings

Average	3.6/4	Last Month	3.2/4
Comments	With all the new industry people attending random meetings, it can make our work sessions turn into training sessions.		

Question 6

Please provide other suggested improvements or any other general comments.

Comments	The committee would be more effective if the chair would use straw votes very often to detect if consensus was reached and then move on quickly. Continued discussion of "dead" issues wastes everyone's time.		
-----------------	--	--	--