

Conference Call Notes for Project 2010-17 Definition of BES – Leadership Meeting

1. Administrative Items

a. Introductions

The call was brought to order at 1000 EST on Thursday, January 20, 2011. Call participants were: Pete Heidrich (SDT Chair), Barry Lawson (SDT Vice Chair), Andy Rodriguez (NERC Staff), Herb Schrayshuen (NERC Staff), and Ed Dobrowolski (NERC Staff – Project Coordinator).

b. Conference Call Agenda and Objectives — Pete Heidrich

The objective of the call was to make certain that the scope of the SDT was clearly defined and that there was a mutually agreed upon course of action for the SDT moving forward.

2. Discuss Scope of Project SAR

a. SDT work scope

- 1) Definition
 - i. Inclusions
 - ii. Exclusions

b. Exemption Team work scope

- 1) Process

c. Coordination of Teams

Pete started the discussion by reviewing a one page project scope document that outlined what he and Barry felt was the respective tasks for both the SDT and the Rules of Procedure (ROP) team. Everyone was in agreement that the actual definition was the province of the SDT and that the exemption process was the responsibility of the ROP team and that close coordination of the two teams is a must. A difference of opinion arose on where the actual inclusions/exclusions were to be developed.

Pete and Barry expressed their opinion that industry wants the list developed by the SDT and that they expect the SAR comments to reflect this. They pointed out the logical nature of compiling the list in concert with the actual definition. If the list were to be developed elsewhere, it could end up contradicting part of the proposed definition. There is also some concern about the amount of industry control that can be exercised over the creation of the list if it is not developed by the SDT.

Andy pointed out that a definition including the list(s) could be quite extensive and not suitable for the Glossary and therefore, NERC staff felt the list creation belonged in the ROP team as part of the exemption process development.

There was some discussion as to whether the SAR wording allowed the SDT to create the list(s) but after review it does appear that the wording will support that approach.

The final resolution was that the SDT will create the list(s) and vet them through the standards development process but that a decision will need to be made in the near future as to where that list will reside. That decision may be influenced by the industry comments on the SAR so it is presumptive to make any other decisions at this time.

Andy pointed out that the one page scope document needs to be updated to reflect the complete content of the Order which includes a task for NERC and the regions to create transition plans based on the revised definition. This is neither an SDT nor an ROP team task and needs to be shown in a separate box so that the task doesn't get lost.

AI – Pete to revise the one page scope summary document to show the transition plan effort. This is due prior to the SDT conference call on January 28th.

The preliminary schedule for this project is tight and full of assumptions on how the SDT will be able to proceed. Andy is concerned about completing the work in the timeframe set by the Order and requested that a risk mitigation plan be developed to cover potential problems. Pete and Barry pointed out that the SDT has yet to meet to review the proposed schedule and don't know what type or volume of comments they will receive and therefore requested a delay in creating such a plan until after the first SDT meeting. Andy agreed that this was a reasonable request.

AI - Pete and Barry to prepare a risk mitigation plan for the project following the review of comments and the initial SDT meeting.

3. Next Steps — Pete Heidrich

Pete requested assistance from Andy in making sure that the comments from industry are turned around at NERC as quickly as possible. This will help make the first SDT meeting as productive as possible.

4. Action Items – Ed Dobrowolski

The following action items were developed during the call:

- Pete to revise the one page scope summary document to show the transition plan effort. This is due prior to the SDT conference call on January 28th.
- Pete and Barry to prepare a risk mitigation plan for the project following the review of comments and the initial SDT meeting.

5. Adjourn

The call was adjourned at 1130 EST.