

NERC

NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

NERC Compliance and Certification Committee Organization Registration and Certification Subcommittee

Scope Document

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RELIABILITY | RESILIENCE | SECURITY



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Introduction

As a North American Electric Reliability Corporation (NERC) Board of Trustees (Board)-appointed stakeholder Committee serving and reporting directly to the NERC Board, the Compliance and Certification Committee (Committee or CCC) will engage with, support, and advise the NERC Board and NERC regarding the NERC Compliance Monitoring and Enforcement Program (CMEP), Organization Registration program (Registration program), Organization Certification program (Certification program), and the Reliability Standards development program in accordance with the NERC Rules of Procedure (ROP).

The Compliance and Certification Committee (CCC) has established the Organization Registration Certification Subcommittee (ORCS) to perform the tasks set out in Sections 1 and 2 on behalf, and under the supervision, of the CCC.

Chapter 1: ORCS Functions

To fulfill its mission, the CCC has established ORCS to perform the following tasks on behalf of and under the supervision of the CCC:

1. Advise and provide support to NERC and the regional entities with development and implementation of enhancements to organization registration and certification programs and processes, the CMEP, and the NERC ROP, (i.e., Section 500 & Appendix 5).
2. Advise and provide ongoing support to NERC and the regional entities relating to approved organization registration and certification programs and processes.
3. Provide a forum to discuss NERC's and the regional entities' administration of the organization registration and certification programs and processes.
4. Perform document review as requested by the CCC, NERC, or the regional entities.
5. Advise and prepare recommendations to address any organization registration- or certification-related issues relevant to and within the scope of the CCC.

The sub-committee will work within its assigned scope and be accountable for the responsibilities assigned to it by the CCC.

Chapter 2: Membership

The process for becoming a member of ORCS is outlined in CCCPP-013, Procedure for the Selection of Members to the NERC Compliance and Certification Committee.

Expertise

The membership of this subcommittee will be established to address the need for expertise and balance of interests to carry out the subcommittee's assigned Functions as outlined in Chapter 1.

Representation

As outlined in the CCC Charter, subcommittee officers will be appointed by the Committee Chair. Members of this subcommittee are not required to be members of the CCC but must be eligible to be members of the committee and must meet the provisions set forth in Chapter 6, Subordinate Groups, of the CCC Charter. Any member of the subcommittee who is also a member of the Standards Committee or its subcommittees are required to recuse themselves when voting on any matters resulting from monitoring of NERC's adherence to Section 306 of the Rules of Procedure.

Membership Expectations

General membership requirements for members of a subgroup of the CCC are as described in Chapter 2, Membership, and Chapter 6, Subordinate Groups, of the CCC Charter. Additional membership requirements for this subcommittee are as defined within this scope document.

Chapter 3: Meetings

Subcommittee meetings shall be conducted in accordance with Chapter 4, Meetings, of the CCC Charter or as outlined below with the additional provisions.

All persons attending or otherwise participating in a NERC committee or subcommittee meeting will act in accordance with the Antitrust Guidelines and NERC's policy for Committee Conduct at all times during the meeting. NERC subcommittee meetings will be open to the public, except as noted below under Confidential Sessions. Meetings may be conducted in person, by conference call, or other means necessary to fulfill the subcommittee's obligations. The procedures contained in this scope document will apply to all meetings regardless of how they are conducted.

In the absence of specific provisions in this document or the CCC Charter, all subcommittee meetings will follow Robert's Rules of Order, Newly Revised.

Confidential Sessions

All confidential sessions will be held congruent with provisions outlined in the CCC Charter. Meetings where information related to the subcommittee's review of non-public information or results in monitoring of NERC's adherence to NERC's Rules of Procedure will be confidential sessions. A meeting or portion of a meeting of the subcommittee may have attendance limited based on confidentiality of the information to be disclosed at the meeting. Such limitations should be applied sparingly and on a non-discriminatory basis as needed to protect information that is sensitive information or confidential information to one or more parties.

Majority and Minority Views

All members of the subcommittee will be afforded the opportunity to provide alternative views on an issue. The results of the subcommittee actions, including recorded minutes, will reflect the majority as well as any minority views of the subcommittee members. The subcommittee Chair will communicate both the majority and any minority views in presenting results to the CCC.

Actions without a Meeting

Actions without a meeting are permitted in accordance with the provisions of the CCC Charter.

Quorum

A quorum for conducting business is 50 percent of the CCC members listed on the current subcommittee roster. If a quorum is not present, then the subcommittee may not take any actions requiring a vote of the subcommittee. However, the chair may, with the consent of the members present, allow discussion of agenda items.

Voting

Actions requiring a vote by the members of the subcommittee will be approved upon receipt of the affirmative vote of the majority of the voting members of the subcommittee present and voting, in person or by proxy at any meeting at which quorum is present.

Chapter 4: Officers

Officers

The subcommittee will have two officers (one Chair and one Vice Chair) and a secretary. The subcommittee chair and vice chair are voting members of the subcommittee. The administrative roles and responsibilities of the subcommittee shall be performed independently of the sectors or stakeholders they represent. As outlined in the CCC Charter, the CCC Chair will appoint the subcommittee officers (typically a Chair and a Vice Chair) for a specific term (generally two years). Any limit to the number of terms that can be served by appointed subcommittee leadership shall conform to the provisions of Chapter 6, Subordinate Groups, of the CCC Charter.

Chair

The Chair will direct and provide general supervision of subcommittee activities, including:

- Coordinate the schedule of all subcommittee meetings.
- Develop subcommittee agendas and rule on any deviation, addition, or deletion from a published agenda.
- Preside at, and manage, subcommittee meetings including the nature and length of discussion, recognition of speakers and proxies, motions, and voting.
- Act as the spokesperson for the subcommittee to the CCC.

The subcommittee Chair will serve as a member of the Executive Committee of the CCC as described in Chapter 5, Officers and Executive Committee, of the CCC Charter. The subcommittee Chair and Vice-Chair must be members of the CCC.

Vice-Chair

The Vice-Chair will assume the responsibilities of the Chair under the following conditions:

- At the discretion of the Chair (for brief periods of time).
- When the Chair is absent or temporarily unable to perform the Chair's duties; or
- When the Chair is permanently unavailable or unable to perform the Chair's duties. In the case of a permanent change, the Vice-Chair will continue to serve until a new Chair is appointed by the Chair of the CCC.
- If the Vice-Chair is willing, the Vice-Chair will assume the Chair responsibilities when the Chair's term expires.

Staff Coordinator and Secretary

A member of NERC staff will be selected by NERC's Director of Regulatory Programs to serve as the staff coordinator and secretary of the subcommittee. The staff coordinator is not a subcommittee member and does not have a vote. Under the direction of the subcommittee officers, the Chair of the CCC and applicable NERC bylaws, guidelines and ROP, the staff coordinator and secretary will:

- Manage the day-to-day administrative operations of the subcommittee.
- Prepare and distribute the agenda and notices of the subcommittee meetings.
- Prepare and distribute minutes of the subcommittee meetings that reflect action items and any key actions or decisions.

- Act as the subcommittee's parliamentarian.

Chapter 5: Subordinate Groups

Committee Organization

As described in Chapter 6, Subordinate Groups, of the CCC Charter, the CCC organizational structure supports a superior-subordinate hierarchy ordered as follows:

- Committee
- Subcommittee
- Working Group
- Task Force

Establishing Subcommittees

The CCC has established this subcommittee with oversight responsibility of its functions and maintains congruent reporting responsibilities to the NERC Board of Trustees. This subcommittee may establish subordinate groups as provided in Chapter 6, Subordinate Groups, of the CCC Charter.

Revision History

Date	Version Number	Comments
February 19, 2019	Draft	Drafted and circulated for comment.
November, 2021	2.0	Revised to conform with newest revision of CCC charter.