

Credential Maintenance Working Group Scope

Delegation of Authority between the Operating Committee (OC) and Personnel Certification Governing Committee (PCGC)

At the Standing Committees Coordinating Group (SCCG) November 5, 2019 meeting, which was represented by the OC, Planning Committee (PC), Critical Infrastructure Protection Committee (CIPC), Member Representatives Committee (MRC) and PCGC committees, it was agreed to delegate the credential maintenance portion of the Personnel Subcommittee's (PS) Scope to the Credential Maintenance Working Group (CMWG) until the PS Scope is updated and the credential maintenance portion is removed.

Section 1: Purpose

This document addresses the organizational structure of the CMWG and defines the CMWG's role in maintaining and implementing the NERC Continuing Education Program, herein after referred to as the NERC Credential Maintenance Program (CMP).

Section 2: Activities

The CMWG reports to the PCGC and is responsible for overseeing the development and implementation of CMP requirements under the general guidelines set by the PCGC.

The CMWG shall develop and update, as necessary, a CMP Administration Manual which will describe the following:

1. Requirements for approving credential maintenance providers and structured learning activities
2. Requirements for auditing credential maintenance providers and structured learning activities
3. A multi-layer review process for disputed application reviews, interpretations of guidelines and standards, probation or suspension of NERC-approved provider status, and Continuing Education Hour disputes; and
4. Requirements on fees for credential maintenance providers and structured learning activities

The CMP Administration Manual, and all subsequent major revisions, shall be approved by the PCGC prior to implementation, to ensure program quality and consistency with requirements set forth in the NERC System Operator Certification Program Manual.

Section 3: Membership

The CMWG shall have a minimum of 10 members: 1 chair, 1 vice chair, and at least 8 at-large representatives. At least one member shall be a Canadian representative (if there is no Canadian representative, then a position shall remain open).

The CMWG will consist of individuals who have expertise in the analysis, design, development, implementation, and evaluation of training activities and programs, and who broadly represent the major sectors of the electric utility industry and NERC Regions.

Members should have:

1. Experience in the electric utility industry. Parallel experience of training in the electric utility industry will suffice for both training and industry experience
2. Advanced knowledge and experience in Adult Learning. NERC Certified System Operator credential maintenance training experience is strongly desired.
3. Working knowledge of the reliable operation of the Bulk Electric System and Bulk Power System.

Expectations

Each working group member shall respect the integrity and independence of the CMP and protect against undue influence that could compromise process integrity.

Each CMWG member shall attend all working group meetings and participate without reservation in all discussions and work assignments outside of the meetings.

Members shall serve an alternating two-year term with at least five members appointed in odd years and at least five in even years. To help establish this rotation, five initially appointed members will elect to serve either a one-year term or three-year term. All other initially appointed members will serve a two-year term. At the conclusion of their terms, members (and their corresponding organizations) may elect to renew their term for an additional two-years.

Section 4: Representation

Replacement of Resigning Members

If a member can no longer serve on the CMWG, he or she shall submit a written resignation to the CMWG chair and the NERC representative. The NERC representative shall notify the PCGC chair and the PCGC Nominating Task Force. The PCGC appoints working group members from a slate of candidates selected and presented by the Nominating Task Force, which is comprised of the PCGC Nominating Task Force and the chair of the CMWG.

Replacement of Non-Participating Members

If a CMWG member fails to actively participate in activities, the CMWG chair shall request that he or she submit a resignation or apply for a continuation of membership with an explanation of extenuating circumstances. In the event that the member submits an explanation of extenuating circumstances, the PCGC shall decide whether the circumstances warrant continued CMWG membership.

If a written response is not received within 30 days of the chair's request, the lack of response shall be considered a resignation.

Section 5: Selection of Members

The PCGC appoints working group members from a slate of candidates selected and presented by the CMWG Nominations Task Force, which is comprised of the PCGC Nominating Task Force and the chair of the CMWG.

Qualification of Voting Members

The voting members shall have the following qualifications:

- Be fluent in English
- Successfully completed the nomination and selection process

Membership Nominating Process

Nominations shall be open to all interested parties; candidates may self-nominate. Nomination requests specify the number of open CMWG positions, the qualifications for each position, and additional considerations for evaluating candidates (e.g., areas of expertise needed on the CMWG). The nomination window shall be open for at least 30 days.

The Nominating Task Force shall select from the applications received during the open nominating period. If nominees are not qualified for an open position, it will be left vacant and reposted no sooner than 45 days after the close of the last nominating period. The Nominating Task Force may allow incumbent members to renew their memberships without going through the open nominating process.

NERC staff shall handle the nominating process and forward nominations to the Nominating Task Force for evaluation based on established criteria. The Nominating Task Force shall then prepare its slate of candidates and present the selection to the PCGC. Finally, the PCGC shall appoint members from the list of candidates to the CMWG.

Section 6: Officers

The CMWG chair and vice chair must be members in good standing with the CMWG. The CMWG members shall recommend a chair and vice chair from the membership at least every two years. NERC staff will then present the recommendation to the PCGC chair, who will take the recommendation into account before appointing the officers. The officers shall serve in their appointed capacities for two years.

Chair Duties

The chair shall preside at all meetings and be responsible for the efficient operation of the CMWG. From time to time, the chair may delegate any or all of the aforesaid duties and authority to the vice chair as governed by the CMWG scope.

The chair shall send a report to the PCGC annually or more frequently if requested by the PCGC chair or at his or her own discretion. The report will address:

- Status of CMWG membership
- Report on the CMWG activities

- Meeting schedules and sites
- Any other considerations the CMWG chair wishes to bring before the PCGC chair

Vice Chair Duties

If the chair is unable to perform his or her duties or the position is vacant, the vice chair will act as chair until the chair can resume duties or the vacancy is filled.

Section 7: Meetings

Parliamentary Procedures

The committee meetings will follow the most current edition of Roberts Rules of Order, as adjusted by this document:

- Robert Rules of Order may be suspended, by the Chair as deemed appropriate.

Meeting Requirements

The CMWG shall have four meetings aligned with the PCGC meetings. The CMWG chair can call for additional in-person meetings, WebEx meetings, and conference calls to accommodate administration of the CMP, and other duties as assigned by the PCGC.

Antitrust Compliance

At NERC functions, the CMWG members will act in accordance with NERC's Antitrust Compliance Guidelines at all times.

Section 8: Task Forces

The CMWG at its discretion may assign task forces to meet the requirements of governing the CMWG program. Once assigned, the following requirements take effect:

- The CMWG will develop and approve a well-defined scope, inclusive of sunset provisions, which ensures alignment with the CMWG scope and work plan
- The CMWG leadership will:
 - Appoint a chair and additional task force members, as appropriate
 - Attend/participate in task force activities, as needed, to ensure efficiency and consistency between and among task forces
 - Periodically review task force assignments and scope and adjust as needed
- Task force chair will:
 - Provide regular updates to the CMWG on task force activities and progress
 - Maintain documentation of task force activities
- Task force members will actively participate in task force activities to the fullest extent possible

Any changes/exceptions to the aforementioned requirements must be approved by the CMWG leadership.

Revision History

Version	Date	Revisions
1.0	02/05/2020	Approved by PCGC