

**Project 2008-06 Cyber Security Order 706 SDT**  
**38th Meeting Agenda**  
**September 20, 2011 Tuesday - 8:00 AM to 6:00 PM PDT**  
**September 21, 2011 Wednesday - 8:00 AM to 6:00 PM PDT**  
**September 22, 2011 Thursday - 8:00 AM to 5:00 PM PDT**

Southern California Edison-Westminster Fenwick Advanced Technologies Facility  
14799 Chestnut Street  
Westminster, CA 92683  
Tel: 626-543-7863

*NOTE: Agenda Times May be Adjusted as Needed during the Meeting*

**Proposed Meeting Objectives/Outcomes:**

- Review and finalize Version 5 Drafts For NERC Quality Review
- Review and finalize Implementation Plan for NERC Quality Review
- Review and finalize Change Justification and Mapping Document assignments for each standard
- Agree on next steps, schedule, and assignments

**Timed Agenda**

**Tuesday September 20, 2011                      8:00 a.m. – 6:00 p.m. PDT**

**8:00 a.m.**            **Welcome & Opening Remarks - John Lim, Chair & 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 and others**

- DOE/NIST/NERC Risk Management Process – John Lim
- NERC Cyber Attack Task Force – John Lim
- NERC GridEx \_ Scott Mix
- NERC GridSecCon – Scott Mix
- 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*

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**Wednesday September 21, 2011 8:00 a.m. - 6:00 p.m. PDT**

**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*

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**Thursday September 22, 2011      8:00 a.m. – 5:00 p.m. PDT**

**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*

*\*\* See attached Checklist (below) for documents to submit to QR*

Documents Needed for QR & Posting  
 Needed & Approved by SDT by 9/22/11

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

## CYBER SECURITY FOR ORDER 706 STANDARD DRAFTING TEAM

### CSO 706 SDT 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.