

## Agenda

### Cyber Security Order 706 SDT — Project 2008-06

May 11, 2010 | 1:00 PM to 5:00 PM CDT  
May 12, 2010 | 8:00 AM to 5:00 PM CDT  
May 13, 2010 | 8:00 AM to 12 PM CDT  
Dallas TX

*NOTE:*

- 1. Agenda Times May be Adjusted as Needed during the Meeting*
- 2. Drafting Team Meetings May Not Have Access to Telephones and Ready Talk*

#### **Proposed Meeting Objectives/Outcomes:**

- Review the CSO 706 SDT 2010 Work plan and Schedule;
- Review and adopt the CSO 706 SDT 2010 Consensus Procedures as refined;
- Receive updates on other related cyber security initiatives;
- Receive a NERC overview of the Technical Workshop;
- Review and Refine “Parking Lot” Issues from the April, 2010 CIP Documents for Informal Posting;
- Sub-Teams will: detail how FERC directives have been addressed; develop a “change documentation” draft; develop Technical Workshop Presentations; and identify possible guidance areas and bullet lists of guidance content;
- To review a proposal for drafting a CIP Guidance Document for posting in July, 2010;
- To review how the SDT will develop the CIP Measures, VSLs and VRFs for posting in July, 2010;
- To review the May 27, 2010 meeting with NERC/SDT and FERC; and
- Agree on next steps and assignments

#### **Draft Agenda**

**Tuesday**      **May 11, 2009**

1:00 p.m.      Welcome and Opening Remarks— *John Lim, Chair & Phil Huff, Vice Chair*  
Roll Call; NERC Antitrust Compliance Guidelines— *Joe Bucciero*  
Facilitator review and SDT acceptance of April 13-16, 2010 Atlanta SDT meeting summary

1:10      Review of Meeting Objectives, Agenda and Meeting Guidelines— *Bob Jones*

1:15      Review of April, 2010 Development of the Informal Documents for Posting- What Worked, What Could be Improved

- 1:30 Discussion of CSO 706 SDT Workplan, Schedule and Sub-team Expectations: May-December, 2010— *Stu Langton*
- 1:45 Review of Draft SDT Consensus Procedures
- 2:00 Updates on other related cyber security initiatives— *NERC Staff and SDT Members*
- 2:10 Technical Workshop Overview- Planning and Preparation- *Gerry Adamski?*
- 2:30 Review and Refine of “Parking Lot” Issues Draft from the April, 2010 Informal Posting Documents
- 3:00 *Break*
- 3:15 Review and Refine of “Parking Lot” Issues Draft from the April, 2010 Informal Posting Documents
- 4:45 Review of Expectations for Sub-Team Meetings on Wednesday
- 5:00 *Recess*
  - *Possible Sub Team Meetings- Evening*

**Wednesday May 12, 2010**

- 8:00 Welcome and Agenda Review, Roll Call and Antitrust Guidelines- *John Lim, Phil Huff, Joe Bucciero*
- 8:10 Security Controls Sub-Team Meetings Orientation and Expectations:
  - Detail how FERC directives have been addressed;
  - Develop a “change documentation” draft;
  - Develop Technical Workshop Presentations;
  - Identify possible guidance areas and bullet lists of guidance content; and
  - Begin to identify possible measures, VSLs and VRFs for Formal Comment posting in July.
- 8:30 Security Controls Sub-Team Meetings
- 10:30 *Break*
- 10:45 Security Controls Sub-Team Meetings
- 12:30 *Working Lunch*
- 1:15 Sub-Team Report CIP- 010- FERC directives, Change Documentation and Technical Workshop Presentations, Guidance Bullets
- 2:00 Sub-Team Reports CIP- 011 FERC directives, Change Documentation and Technical Workshop Presentations, Guidance Bullets
- 3:00 *Break*
- 3:15 Sub-Team Reports CIP- 011 FERC directives, Change Documentation and Technical Workshop Presentations, Guidance Bullets-*continued*
- 4:55 Review of Proposal for Thursday Agenda
- 5:00 *Recess*
  - *Possible Sub Team Meetings- Evening*

**Thursday May 13, 2010**

- 8:00 Welcome and Agenda Review, Roll Call and Antitrust Guidelines- *John Lim, Phil Huff, Joe Bucciero*

- 8:10 Sub-Team Reports CIP- 011 FERC directives, Change Documentation and Technical Workshop Presentations, Guidance Bullets-*continued*
- 10:00 *Break*
- 10:15 Review Proposal for a Guidance Document Drafting Team
- 10:30 Review How Measures, VSLs and VRFs will be Produced.
- 10:45 Review and Adopt SDT Consensus Procedures
- 11:00 Review May 27, 2010 NERC/SDT Meeting with FERC
- 11:15 Review of May 2010 Technical Workshop Planning and Preparation including Tuesday evening SDT Technical Workshop “Walk Through.”
- 11:45 Review of Sacramento Agenda and Agree on Next Steps and Meeting Evaluation
- 12:00 *Adjourn & Lunch*

## Cyber Security Order 706 Standard Drafting Team (Project 2008-06)

1. Chairman	<b>John Lim</b> , CISSP Department Manager, IT Infrastructure Planning	Consolidated Edison Co. of New York New York, New York
2. Vice-Chairman	<b>Philip Huff</b> Manager, IT Security and Compliance	Arkansas Electric Cooperative Corporation Little Rock, Arkansas
<b>Members</b>		
3.	<b>Robert Antonishen</b> Protection and Control Manager, Hydro Engineering Division	Ontario Power Generation Inc. Niagara-on the-Lake, Ontario
4.	<b>Jim Brenton</b> , CISSP-ISSAP Director, CIP Standards Development	Electric Reliability Council of Texas, Inc. Taylor, Texas
5.	<b>Jackie Collett</b> Cyber Security Operations Engineer	Manitoba Hydro Winnipeg, Manitoba
6.	<b>Jay S. Cribb</b> Information Security Analyst, Principal	Southern Company Services, Inc. Atlanta, Georgia
7.	<b>Joe Doetzl</b> Manager, Information Security	Kansas City Power & Light Co. Kansas City, Missouri
8.	<b>Sharon Edwards</b> Project Manager	Duke Energy Cincinnati, Ohio
9.	<b>Gerald S. Freese</b> Director, Enterprise Information Security	American Electric Power Columbus, Ohio
10.	<b>Jeffrey Hoffman</b> Chief Architect IT Policy & Security Division	U.S. Bureau of Reclamation Denver Federal Center Denver, Colorado
11.	<b>Doug Johnson</b> Operations Support Group Transmission Operations & Planning	Exelon - Commonwealth Edison Lombard, Illinois
12.	<b>Patricio Leon-Alvarado</b> Engineer, E&TS Compliance and Quality	Southern California Edison Pomona, California
13.	<b>Frank Kim</b> Director, Power System Information Tech.	Hydro One Networks, Inc. Barrie, Ontario
14.	<b>Richard Kinas</b> Manager of Standards Compliance	Orlando Utilities Commission Orlando, Florida
15.	<b>David L. Norton</b> Policy Consultant - CIP	Entergy Corporation New Orleans, Louisiana
16.	<b>David S Revill</b> Group Lead, Electronic Maintenance	Georgia Transmission Corporation Tucker, Georgia
17.	<b>Scott Rosenberger</b> Director, Security and Compliance	Luminant Dallas, Texas
18.	<b>Kevin Sherlin</b> Manager, Business Technology Operations	Sacramento Municipal Utility District Sacramento, California
19.	<b>Jon Stanford</b> Chief Information Security Officer	Bonneville Power Administration Portland, Oregon
20.	<b>Thomas Stevenson</b> Gen Supv. Engineering Projects Generation Services Dept	Constellation Energy Baltimore, MD
21.	<b>Keith Stouffer</b> Program Manager, Industrial Control System Security	National Institute of Standards & Technology Gaithersburg, Maryland
22.	<b>John Van Boxtel</b> CIP Compliance Engineer	Western Electricity Coordinating Council Vancouver, WA 98662
23.	<b>John D. Varnell</b> Director, Asset Operations Analysis	Tenaska Power Services Co. Arlington, Texas

24.	<b>William Winters</b> IS Senior Systems Consultant	Arizona Public Service Co. Phoenix, Arizona
Consultant to NERC	<b>Joseph Bucciero</b> President and Executive Consultant	Bucciero Consulting, LLC 3011 Samantha Way Gilbertsville, Pennsylvania 19525
Facilitator Consultant	<b>Hal Beardall</b>	FCRC Consensus Center Florida State University
Facilitator Consultant	<b>Robert M. Jones</b>	FCRC Consensus Center Florida State University
Facilitator Consultant	<b>Stuart Langton, PhD</b>	FCRC Consensus Center Florida State University
NERC Staff	<b>Gerard Adamski</b> Vice President and Director of Standards	North American Electric Reliability Corporation Princeton, New Jersey
NERC Staff	<b>Michael Assante</b> Vice President & CSO	North American Electric Reliability Corporation Princeton, New Jersey
NERC Staff	<b>Howard L. Gugel</b> Standards Development Coordinator	North American Electric Reliability Corporation Princeton, New Jersey
NERC Staff	<b>Roger Lampila</b> Regional Compliance Auditor	North American Electric Reliability Corporation Princeton, New Jersey
NERC Staff	<b>Scott R Mix</b> Manager Infrastructure Security	North American Electric Reliability Corporation Princeton, New Jersey
NERC Staff	<b>David Taylor</b> Manager of Standards Development	North American Electric Reliability Corporation Princeton, New Jersey
NERC Staff	<b>Todd Thompson</b> Compliance Investigator	North American Electric Reliability Corporation Princeton, New Jersey

CSO 706 SDT SCHEDULE: FULL CIP V4 PACKAGE		
<i>Week Of</i>	<i>Key Dates</i>	<i>CIP Task</i>
4/12/2010	SDT Meeting Atlanta, GA (SouthernCo) (4/13-16)	Present Controls draft for full SDT review and comment. Sub team drafting. Finalize draft for Informal Comment, Full Package
4/19/2010	4/19-4/23/2010  4/23/2010	SDT Sub-Teams and Leads Meet to Finalize Documents NERC Receives and Prepares Full Package for Industry Comment
4/26/2010	4/26/2010 4/27/2010 4/28/2010 4/29/2010	SDT Sub-Teams Develop Package SDT Reviews with NERC Staff Proposals SDT Scoping Meeting on Documents SDT Reviews and Approves Full Package for 30-day Industry Comment Period
5/3/2010	5/4/2010	Informal Comment Posting for full package starts  Completes on 6/3/2010
5/10/2010	SDT Meeting Dallas, TX (Luminant) (5/11-13)	Review Parking Lot Issues, Prepare for Industry Workshop and Begin Development of Guidance Documents
5/17/2010	5/19 & 5/20/2010	1.5-day Industry Technical Workshop (Dallas, TX)
5/24/2010	5/24 to 5/28/2010 5/27/2010	SDT Considers Comments from Workshop Meeting with FERC to Review Standards and Posting
5/31/2010	6/3/2010 6/4/2010	Informal comment period ends SDT Reviews Comments Received Sub team meetings to Review Comments Received
6/7/2010	6/7/2010  SDT Meeting, Sacramento, CA (SMUD) (6/8-11)	Sub team meetings to Review Comments Received  SDT Meeting: Industry Comment review, response process, re-drafting, as needed
6/14/2010		Sub team meetings
6/21/2010		Sub team meetings
6/28/2010	6/29/2010	Sub team meetings. SDT interim online meeting.
7/5/2010		Sub teams Package modifications into Standard documents

CSO 706 SDT SCHEDULE: FULL CIP V4 PACKAGE		
<i>Week Of</i>	<i>Key Dates</i>	<i>CIP Task</i>
7/12/2010	SDT Meeting, Pittsburgh, PA (CERT) (7/13-16)	Finalize & Approve Documents for posting for 45 day formal comment period
7/19/2010		<b>NERC Prepares Materials/SDT Approves Revisions/NERC Seeks SC Approval for Ballot</b>
7/26/2010	7/26/2010	<b>45 Day formal comment period begins (closes on 9/8/2010)</b>
8/2/2010		<b>Formal comment period for CIP standards</b>
8/9/2010	SDT Meeting, Chicago, IL (ComEd) (8/10-13)	SDT Meeting: Prepare for Industry Webinar
8/16/2010	8/16/2010 8/18/2010	<b>Ballot Pool Formation Begins (completes 8/30/2010) Hold Industry Webinar (tentative)</b>
8/23/2010	<b>8/25/2010</b>	<b>Comment Preview Period Ends Ballot Pool formed</b>
8/30/2010	8/30/2010	<b>Initial Ballot Begins</b>
9/6/2010	SDT Meeting Winnipeg, Canada (Manitoba Hydro) (9/7-10)	Respond to comments received. Drafting revisions. Review Ballot Results and Additional Comments
<b>9/8/2010</b>		<b>Initial Ballot Ends</b>
9/13/2010		Sub team meetings
9/20/2010	9/24/2010	Sub team meetings; Full SDT on-line meeting to adopt revised draft of documents
9/27/2010		NERC Staff Review of Documents and SDT Approval for Re-ballot
10/4/2010	10/4 to 10/13/2010	Re-Ballot Period
10/11/2010	SDT Meeting, Toronto, Canada (OPG) (10/12-15)	<b>Prepare responses to 2nd ballot comments</b>
10/18/2010		Sub-teams meet to adjust requirements

CSO 706 SDT SCHEDULE: FULL CIP V4 PACKAGE		
<i>Week Of</i>	<i>Key Dates</i>	<i>CIP Task</i>
10/25/2010	10/29/2010	<b>Prepare and Finalize revisions to standards and responses to comments on standards</b>
<i>11/1/2010</i>		NERC Staff Review of Documents and SDT Approval for Re-ballot
11/8/2010	11/8 to 11/17/2010	3 <sup>rd</sup> Ballot Period (if needed)
11/15/2010	<b>SDT Meeting, Baltimore, MD (Constellation Energy) (11/16-19)</b>	<b>Prepare responses to 3rd Ballot comments</b>
<i>11/22/2010</i>		<i>NERC and SDT finalize responses to ballot package</i>
<i>11/29/2010</i>		<i>Seek SC and BOT Approval for Filing</i>
<i>12/6/2010</i>		<i>Seek SC and BOT Approval for Filing</i>
12/13/2010	<b>SDT Meeting Tampa, FL (FRCC) (12/13-17)</b>	<b>SDT Meeting to review Filing Project Completion</b>
<i>12/24/2010</i>		<i>Submit for Regulatory Approval</i>



**CYBER SECURITY FOR ORDER 706 STANDARD DRAFTING TEAM**  
**Proposed Refinements to CSO 706 SDT Consensus Guidelines (May, 2010)**

*(To be Reviewed at the May 11-13, 2010 CSO 706 SDT Meeting in Dallas, TX)*

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 75% favorable vote of all members present and voting. This super majority decision rule underscores the importance of actively developing a Team consensus on substantive issues, which the industry will need to approve, by a 2/3's vote.

**Postings for Industry Comment.** For decisions on CIP standards documents to be posted for industry comment where the Team finds that 75% acceptance or support is not achievable but an option or options under consideration had greater than 50% support from the Team, the Team's accompanying Comment form will seek industry input to help the Team resolve any differences and select an option going forward.

**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.** In instances when a quorum is not present (in the room and/or on the phone), the Chair may call for an option or proposal to be circulated by electronic mail for a vote by all SDT members. The notice of an electronic mail vote with a deadline will be conveyed by electronic mail to all SDT members. Results of an electronic mail vote will be sent to all SDT members and those on the "plus" list and reviewed at the next face-to-face SDT meeting.

**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 75% super-majority 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.

**SDT Consensus Guidelines**  
*Adopted Unanimously, November 13, 2008*

**Cyber Security for Order 706 Standard Drafting Team**

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

General consensus is a participatory process whereby, on matters of substance, the members strive 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 the final package of recommended revisions, and the Team finds that 100% acceptance or support of the members present is not achievable, final consensus recommendations will require at least 75% favorable vote of all members present and voting. This super majority decision rule underscores the importance of actively developing consensus throughout the process on substantive issues with the participation of all members. In instances where the Team finds that even 75% acceptance or support is not achievable, the Team's report will include documentation of any differences as well as the options that were considered for which there was greater than 50% support from the Team.

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. Team members, NERC staff and facilitators will be the only participants seated at the table. Only Team members may participate in consensus ranking or vote on proposals and recommendations. Observers/members of the public are welcome to speak when recognized by the Facilitator and all written comments submitted on the comment forms will be included in the Team and facilitators' summary reports.

The Team will make decisions only when a quorum is present. A quorum shall be constituted by at least 51% of the appointed members being present (simple majority). 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 75% supermajority 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. In addition, the Team will utilize their adopted meeting guidelines for conduct during meetings. The Team will make substantive recommendations using their adopted facilitated consensus-building procedures, and will use Robert's Rules of Order only for formal motions once a facilitated discussion is completed.

The presiding chair and/or Facilitator of the SDT, in general, should use parliamentary procedures set forth in Robert's Rules of Order, as modified by the Team's adopted procedural guidelines.

To enhance the possibility of constructive discussions as members educate themselves on the issues and engage in consensus-building, members agree to refrain from public statements that may prejudice the outcome of the Team's consensus process. In discussing the Team process with the media, members

agree to be careful to present only their own views and not the views or statements of other participants and/or may direct such inquiries to the Team Chair and Vice Chair. In addition, in order to provide balance to the Team process, members agree to represent and consult with their stakeholder interest group.