

Agenda

Cyber Security Order 706 SDT — Project 2008-06

December 15, 2009 | 8:00 AM to 5:30 PM EST

December 16, 2009 | 8:00 AM to 5:00 PM EST

Arkansas Electric Cooperative Corporation

1 Cooperative Way

Little Rock, AR,

NOTE:

1. Agenda Times May be Adjusted as needed during the Meeting
2. Document Drafting Group Meetings May Not Have Access to Telephones and Ready-Talk

Proposed Meeting Objectives/Outcomes

- Receive an overview the CIP 002-4 document drafting progress;
- Review the NERC's proposed FERC Order workplan filing and milestones;
- Conduct a walk-through of the CIP 002-4 and identify lessons learned and any changes needed in the document(s) including: Cover memo, Comment Form, CIP 002, Guidance Document, and Controls Description and Sample;
- Identify remaining CIP 002-4 key issues and provide guidance to document drafting groups;
- Convene CIP 002-4 Document Drafting Groups;
- Review and refine Document Drafting Group products;
- Compile, review and refine the draft CIP 002-4 and related documents;
- Adopt the CIP-002-4 Documents for posting;
- Review CSO 706 SDT leadership transition and changes; and
- Review the 2010 Schedule and agree on next steps and assignments.

Draft Agenda

Tuesday

8:00 a.m.

December 15, 2009

Welcome and Opening Remarks- *Jeri Domingo Brewer, Phil Huff & John Lim*
Roll Call; NERC Antitrust Compliance Guidelines

8:10

Review of Meeting Objectives, Agenda and Meeting Guidelines- *Bob Jones*

8:15

Overview of CSO 706 SDT Workplan- December 2009 to June, 2010- *Jeri Domingo Brewer*

8:20

Review of NERC Actions in Support of CSO 706 SDT and NERC Workplan Filing with FERC- *Gerry Adamski, NERC*

SDT Discussion of Proposed Workplan
 9:20 Overview of CIP 002-4 Strawman Draft Documents- *John Lim et al.*
 9:30 Walk Through of CIP 002-4 Strawman Scenario-*Jackie Collett et al.*
 10:30 *Break*
 10:45 Reflections and Lessons Learned from Walk Through and Implications for the CIP 002 Draft
 11:00 Run-through and Flag Key Remaining Issues in CIP Version 4 Strawman Documents
 12:15 *Lunch*
 12:45 Review of Remaining Issues and Proposal for Key Issues/Documents Drafting Groups
 1:00 Key Issues/Documents Drafting Sub-Group Meetings
 4:00 Drafting Sub-Group Reports and Identification of any Outstanding Issues and Drafting Assignments
 5:30 *Recess (possible after dinner drafting assignments)*

Wednesday December 16, 2009

8:00 Welcome, Agenda Review and Antitrust Guidelines- *Jeri Domingo-Brewer, Phil Huff, John Lim & Joe Bucierro*
 Facilitator review and SDT acceptance of November 16-19, 2009 Orlando SDT meeting summary
 8:10 Update on Status of Version 3 CIP Standards, Implementation Plans, etc-*Scott Mix*
 8:20 Update on other related cyber security initiatives- *SDT Members*
 8:30 Reconvene SDT CIP 002-4 Document Drafting Sub-Groups (*as needed*)
 10:30 *Break*
 10:45 Draft Document Review and Consensus Testing on Any Key Remaining Issues (*as needed*)
 12:00 *Working Lunch (compilation of refined inputs to CIP 002-4 documents)*
 12:45 Review of CSO 706 SDT Leadership Changes
 1:00 Draft CIP-002-4 and Guidance Document Review
 3:00 *Break*
 3:15 **Motion to Adopt Draft CIP-002-4 and Guidance Documents for Industry Posting**
 3:45 Review and Agree on CIP 002-4 Next Steps and January- June 2010 Workplan and Schedule
 Preparation and Assignments for CIP 003-009 January Meeting
 4:30 Discussion of 2010 Meeting Logistics and Locations, and SDT Membership

- Meeting Evaluation

 5:00 *Adjourn*

PROJECT 2008-06 CYBER SECURITY ORDER 706 SDT MEMBERS

1. Rob Antonishen	Ontario Power Generation
2. Jeri Domingo-Brewer, Chair	U.S. Bureau of Reclamation
3. Jim Brenton	ERCOT
4. Jackie Collett	Manitoba Hydro
5. Jay S. Cribb	Information Security Analyst, Southern Company Services
6. Joe Doetzl	Manager, Information Security, Kansas City Pwr. & Light Co.
7. Sharon Edwards	Duke Energy
8. Gerald S. Freese	Director, Enterprise Info. Security America Electric Pwr.
9. Phillip Huff, Vice Chair	Arkansas Electric Coop Corporation
10. Doug Johnson	Exelon Corporation – Commonwealth Edison
11. Frank Kim	Ontario Hydro
12. Rich Kinas	Orlando Utilities Commission
13. John Lim, Vice Chair	CISSP, Department Manager, Consolidated Edison Co. NY
14. David Norton	Entergy
15. Christopher A. Peters	ICF International
16. David S. Revill	Georgia Transmission Corporation
17. Scott Rosenberger	Luminant Energy
18. Kevin Sherlin	Sacramento Municipal Utility District
19. Jonathan Stanford	Bonneville Power Administration
20. Keith Stouffer	National Institute of Standards & Technology
21. John D. Varnell	Technology Director, Tenaska Power Services Co.
22. William Winters	Arizona Public Service, Inc.
Roger Lampilla	NERC
Scott Mix	NERC
Dave Taylor	NERC
Joe Bucciero	NERC/Bucciero Consulting, LLC
Robert Jones	FSU/FCRC Consensus Center
Hal Beardal	FSU/FCRC Consensus Center
Stuart Langton	FSU/FCRC Consensus Center

CSO 706 SDT VERSION 3 CIP AND VERSION 4 CIP 002 PROCESS

CIP Version 3 Key Steps/Schedule

1. *Post for Industry Comment 10-13-09 to 11-12-09*
2. **November 13 SDT Conference Call- Review of Industry Comments and Response**
3. **November 16, CSO 706 SDT Meeting in Orlando, Monday, 5:00 p.m.- through dinner-Response Document to Industry Comments**
4. **November 17**, Tuesday, CSO 706 SDT Meeting, Orlando, Complete and Adopt Response Document to Industry Comments
5. **November 20**, Wednesday, Post Response Document and Initiate Ballot
6. **November 30**, Monday (*after Thanksgiving*) Deadline for Votes and Industry Comments
7. **December 2, Wednesday, CSO 706 SDT - Conference Call- finalize Response document to Industry Comments**
8. **December 3- 13**, Recirculation Ballot
9. **December 16**, BoT Approval
10. **December 29, 2009**, FERC Filing

CIP 002-4 Key Steps/Schedule (October-December 2009)

1. **November 1:** Jackie Collett, Phil Huff, John Lim and John Varnell, the chairs of the 4 CIP 002 Subgroups will form the CIP 002 Strawman Drafting Group (SDG).
2. **November 1:** All CIP 002 “meta groups” and subgroups will forward to the Strawman Drafting Group their standards text drafts including any guidance language.
3. Joe Doetzl will coordinate the work of the Controls Drafting Group (CDG) members: Jim Brenton, Keith Stouffer, Bill Winters, Jon Stanford. They will produce several recommended sample controls to illustrate high/medium/low concepts in CIP 002 as well as recommendations on whether the SDT should request guidance from the Standards Committee on referencing a ‘catalogue of security requirements’, for circulation to the SDT **by Friday, November 13, 2009**
4. The SDG will prepare a strawman draft by **November 13, 2009** for review by the SDT in advance of November 16-19, 2009 SDT meeting
5. The SDT will utilize the strawman draft to organize its **November 16-19 meeting** and determine at the conclusion of the meeting if the SDT will continue to aim for the December 16th adoption of CIP 002 draft for posting for industry comment
6. **December 7, 3:00-4:30 p.m. est.** Previews of reviewed CIP 002 and related document drafts at a SDT conference call.
7. The SDT will refine and circulate a revised strawman Draft by Monday, December 14, 2009 for review at the **December 15-16** CSO706 SDT meeting in Little Rock
8. **December 15-16** will refine, finalize and adopt draft CIP 002-4 for posting to the industry for informal comments.

**CSO 706 SDT MEETING SCHEDULE
OCTOBER 2008–DECEMBER 2010**

**DEVELOPMENT OF CIP VERSION 2 AND NEW VERSION FRAMEWORK
OCTOBER 2008–JULY 2009**

- 1. October 6–7, 2008 — Gaithersburg, MD** Reviewed CIP-002-CIP-009, Agreed on Version 2 approach.
- 2. October 20–21 — Sacramento, CA** CIP-002-CIP-009 Version 2 development
- 3. November 12–14, 2008 — Little Rock, AR** CIP-002-CIP-009 Version 2 adoption for comment and balloting; CIP-002-CIP-009 New Version process reviewed.
- 4. December 4–5, 2008 — Washington D.C.** CIP-002-CIP-009 Version 3 reviewed and debated, SDT member white “working” papers assigned, Technical Feasibility Exceptions white paper reviewed and refined.
- 5. January 7–9 — Phoenix, AZ,** Reviewed Technical Feasibility Exceptions white paper, reviewed industry comments on CIP-002-CIP-009 Version 2 products — established small groups to draft responses, reviewed New Version white “working” papers.
January 15 — WebEx meeting(s) Small group drafted responses to industry Version 2 comments.
January 21 — WebEx meeting(s) Small group drafted responses to industry Version 2 comments.
- 6. February 2–4, 2009 — Phoenix, AZ** Update on NERC Technical Feasibility Exceptions process, VSL process and SDT role, review of Version 3 White papers, strawman and principles, reviewed and adopted SDT responses to industry comments on Version 2 and Version 2 Product Revisions.
- 7. February 18–19, 2009 — Fairfax, VA** Update on Version 2 process, NERC TFE process and VSL Team process; reviewed, discussed and refined Version 3 CIP-002 White papers, strawman, and principles.
- 8. March 10–11, 2009 — Orlando, FL** Update on NERC TFE and VSL and VRF Team process and review and refine Version 3 CIP-002 Strawman Proposals
March 2–April 1, 2009 — 30-day Pre Ballot
Mid-March — NERC posts TFE draft Rules of Procedure for industry comment
March 30, 2009 — WebEx meeting(s) White Paper Drafting Team
April 1–10 — NERC Balloting on Version 2 Products
April 6, 2009 — WebEx meeting — White Paper Drafting Team
April 8, 2009 — WebEx meeting(s) — White Paper Preview- Full SDT Conference Call
April 11, 2009 — Version 2 Ballot Results (Quorum: 91.90% Approval: 84.06%) and Industry Comments
- 9. April 14–16, 2009 — Charlotte NC** Update on NERC TFE process, VSL Team process and NERC Critical Assets Survey; agreed and adopted responses for Version 2 industry comments for recirculation ballot; reviewed and refined Version 3 whitepaper and consensus points and progress report to NERC Member Representative Committee (MRC) May meeting.
April 28 and May 6, 2009 — White Paper Drafting Team Meetings and WebEx
April 17–27, 2009 — Recirculation Results: Quorum: 94.37% Approval: 88.32%
May 5, 2009 — NERC MRC Meeting, Arlington, VA- SDT progress report.
- 10. May 13–14, 2009 — Boulder City NV** Reviewed MRC presentation and further SDT refinement and discussion of the Version 3 White Paper.
June 8 and June 15, 2009 — Working Paper Drafting Team Meetings and WebEx

11. June 17–18, 2009 — Portland OR Further SDT refinement of the draft CIP Version 3 Working Paper(s), reviewed SDT development process for June-December 2009; discussed potential SDT subcommittee structure and deliverables.

- *June — WebEx meeting(s)*
- *Working Paper drafting group sessions including inputs from selected industry personnel to help establish BES categorization criteria*

CIP-002 DEVELOPMENT OF REQUIREMENTS, MEASURES, ETC. JULY-DECEMBER 2009

12. July 13–14, 2009 in Vancouver, B.C., Canada

SDT reviewed, refined, and adopted SDT Working Paper. SDT adopted its response to NERC for Interpretation of CIP-006-1. SDT reviewed and adopted a proposal for CIP-002 Subgroups and Deliverables and convened subgroup organizational meetings to develop work plans. SDT adopted 2010 Meeting Schedule.

- *July–August Interim Conference call meeting(s)*
- *CIP-002 Subgroup meetings*
- *CIP-002 Coordination Team meeting*
- *August 3–5, 2009 in Winnipeg, Manitoba NERC Member Representative Committee. Progress Report and presentation on new CIP Version 3 Working Paper-Concept- Reliability Standards on Cyber Security for MRC input.*

13. August 20–21, 2009 in Charlotte, NC. SDT reviewed and responded to MRC input on Working Paper/CIP-002 Concepts and convened SDT Subgroup and plenary meetings to develop CIP-002 requirements and “proof of concept” control (s).

- *July–September — 45-day Industry Comment Period on CIP-002 Concept Working Paper*
- *NERC Webinar- August–September Interim Conference Call meeting(s)*
- *CIP-002 Subgroup meetings (as ne*
- *CIP-002 Coordination Team meeting*

14. September 9–10, 2009 in Folsom, CA. SDT reviewed and considered industry comments on the Working Paper and CIP-002 concepts and their application to the subgroup work and addressed coordinating issues through joint subgroup meetings. SDT agreed on meeting dates and proposed locations for January–December 2010 September–October Interim WebEx meeting(s)

- *FERC Version 3 Urgent Action SDT conference call meetings*
- *CIP-002 Coordination Team meeting*

CIP VERSION 3 RESPONSE TO FERC ORDER, OCTOBER-DECEMBER, 2009

15. October 20–22, 2009 in Kansas City, MI. Reviewed new FERC Order and urgent action CIP Version 3 process; discussed key issues raised by SDT CIP 002 Subgroups, small group meetings and agreement on refinements to the CIP 002-009 schedule and drafting process for CIP 002-4.

- *October–November Drafting Team meeting(s)*
- *CIP-002 Coordination Team meeting*

16. November 16–19, 2009 in Orlando, FL

- SDT review, refine and adopt Version 3 “industry response” document.
- SDT plenary and drafting group session(s) — to draft, review and refine CIP-002-4 standard, requirements, measures and controls and related documents.
- November–December Interim Conference call meeting(s)
- Drafting teams as needed to finalize draft CIP 002-4 documents
- CIP-002 Coordination Team meeting
- *CIP 002-4 Drafting Team produces next draft based on Orlando Meeting input.*
- *December 2 CSO 706 SDT Version 3 Consideration of Comments Draft Conference Call*
- *December X, CSO 706 SDT CIP 002-4 Preview Conference Call*

17. December 15–16, 2009 in Little Rock AK

- SDT scenario “walk through” to test flow of CIP 002-4.
- SDT plenary and drafting group session(s) to review, refine, and agree on and adopt CIP-002 standard, requirements, measures and controls and related documents.
- Agree on initial posting of draft CIP-002 for industry review and comment.
- Agree on next steps and 2010 Workplan and schedule

**REFINEMENT AND ADOPTION OF CIP-002 VERSION 4 AND DEVELOPMENT AND ADOPTION OF CIP STANDARDS (003-009)
JANUARY 2010–DECEMBER 2010**

18. January 19-20–21-22 — Tue-PM- to Friday AM, Tucker, GA (GTC)

- SDT Work on Developing CIP 003-009 Strawman Drafts

19. February 17-18–19 — Wed--Thursday –Friday, Austin TX (ERCOT)

- SDT Reviews Industry Comments and Refines CIP 002 for posting for 45-day industry formal comment period.
- SDT continues CIP 003-009 Strawman Drafts

20. March 9–10-11 — Tuesday–Thursday, Phoenix, AZ (APS)

- SDT continues CIP 003-009 Strawman Drafts

21. April 13-14–15 — Tue-Wednesday–Thursday, Atlanta GA (Southern Co)

- SDT Reviews and Responds to Industry Comments, Refines and Adopts CIP 002 for balloting
- SDT posts a draft CIP 003-009 for informal industry comment.

22. May 11-12–13 — Tue-Wednesday–Thursday, Dallas TX (Luminant)

- SDT reviews Industry 1st Ballot Comments and Drafts Responses
- SDT reviews CIP 003-009 informal industry comments and refines the draft.

23. June 8-10- Tues, Wed, Thursday- (Sacramento)

- SDT refines CIP 003-009 and posts for 2nd round of informal industry comments and refines the draft.

24. July 13-14–15, Tue-Wednesday–Thursday, Pittsburgh, PA (CERT)

- SDT reviews CIP 003-009 informal industry comments and refines the draft.

25. August 10-11-12, Tue-Wednesday-Thursday- TBD

- SDT refines CIP 003-009 and posts for formal 45 day industry comment

26. September 7,8,9, Tues-Thurs. TBD (if needed)

27. Oct. 12-13-14, Tue-Wednesday-Thursday- TBD

- SDT Reviews and Responds to Industry Comments, Refines and Adopts CIP 002 for balloting

28. November 16-17-18, Tue-Wednesday-Thursday- TBD

- SDT reviews Industry 1st Ballot Comments and Drafts Responses

29. December 14-15-16, Tue-Wednesday-Thursday- TBD

SDT Consensus Guidelines
Adopted Unanimously, November 13, 2008, Little Rock AR
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 CIP 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, consensus testing through rating and prioritizing approaches will be utilized. The Team's deliberation 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 rating or votes 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 2/3's of the appointed members being present. 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 Council will utilize their adopted meeting guidelines for conduct during meetings. The Council 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 facilitators for the SDT, in general, should use parliamentary procedures set forth in Robert's Rules of Order, as modified by 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 or the NERC Director of Standards. In addition, in order to provide balance to the Team process, members agree to represent and consult with appropriate industry interest groups.