

Meeting Notes

Project 2023-04 Modifications to CIP-003 Standard Drafting Team Kickoff Meeting

September 18, 2023 | 1:00 p.m. - 4:00 p.m. Eastern

Dial-in: 1-415-655-0002 | Access Code: 734 167 043 | Meeting Password: 091823

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Introduction and Opening Remarks

[NERC Antitrust Compliance Guidelines and Public Announcement*](#)
[NERC Participant Conduct Policy](#)

Administrative

1. **Review NERC Antitrust Compliance Guidelines and Public Announcement**
2. **Safety Instructions – N/A**
3. **Determination of Quorum**
 - a. The rule for NERC standard drafting team (SDT) states that a quorum requires two-thirds of the voting members. Quorum was met with nine (9) of ten (10) members in attendance, and the attendance sheet is provided below.
4. **Introductions and Chair's Remarks – Jay Cribb, vice chair, welcomed members and observers.**
5. **Review Meeting Agenda and Objectives**

Agenda Items

1. **Administrative –**
 - a. Project Timeline:
 - i. Quality Review: complete
 - ii. SC meeting: October 18
 - iii. Industry Webinar: week of November 6 or 13
2. **CIP-003-A Revisions –** Based on the comments and questions from the Quality Review Team, the SDT discussed revisions to Attachment 1, Section 3 pertaining to the new controls for electronic remote access identified in the SAR. The SDT voted unanimously to finalize the language of Attachment 1, Section 3. The SDT discussed revisions to Attachment 2, then voted to approve Attachment 2 unanimously.

- a. **Technical Rationale:** the SDT updated the Technical Rationale accordingly based on the minor revisions made to CIP-003-A
- 3. **Implementation Plan:** After the last SDT meeting, the Implementation Plan was unanimously approved via an email team vote. The Implementation Plan includes a three year duration.
- 4. **Schedule industry webinar:** week of November 6 or 13
- 5. Meeting adjourned at 4:00 p.m. Eastern

Next steps:

- Initial Posting: late October to early December
- Industry Webinar: early November
- In-person meeting: Atlanta, December 11-12

Attendance:

Name	Company	Member/ Observer	Present
Jay Cribb	Southern Company Services	Member	Y
Monica Jain	Southern California Edison	Member	Y
Clayton Whitacre	Great River Energy	Member	Y
Barry Jones	Western Area Power Administration	Member	Y
Colleen Campbell	LS Power Development, LLC	Member	Y
Robert Montgomery	Duke Energy	Member	N
Peggy McDannald	Associated Electric Cooperative, Inc.	Member	Y
Josef Chesney	Powder River Energy Corp	Member	Y
Sean Randles	Leeward Renewable Energy, LLC	Member	Y
L.C. Williams	Pine Gate Renewables	Member	Y