

## Meeting Notes

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

December 11, 2023 | 12:00 – 5:00 p.m. Eastern

December 12, 2023 | 9:00 – 4:00 p.m. Eastern

Dial-in: 1-415-655-0002 | Access Code: 734 167 043 | Meeting Password: 121123

Click here for: [WebEx Access](#)

### 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 drafting team (DT) states that a quorum requires two-thirds of the voting members. Quorum was met with eight (8) of nine (9) 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 –** The DT discussed the ballot results from the initial ballot.
2. **CIP-003-A Revisions –** [Review industry comments](#); The DT reviewed all the comments from Question 1 from the initial comment period, and drafted revisions to the following topics:
  - a. [CIP-003-A Revisions](#), Version 2.0
  - b. Confirm original intent of merging Section 3 & 6
  - c. Structure of Attachment 1, Section 3 to ensure it flows properly
  - d. Use of intermediate authentication system
  - e. Usage of the term “remote” within “electronic remote access”
  - f. Language within Parts 3.1.1-3.1.6

- g. The DT voted unanimously to finalize the language of Attachment 1, Section 3. The SDT discussed revisions to Attachment 2, then voted to make conforming changes to Attachment 2, Section 3.
  - h. **Technical Rationale:** the SDT updated the Technical Rationale accordingly based on the minor revisions made to CIP-003-A
- 3. Implementation Plan:** The DT made a few minor updates to the Implementation Plan based on industry comments.
- 4.** Meeting adjourned at 4:45 p.m. (Day 1) and 4:00 p.m. (Day 2) Eastern

**Next steps:**

- Make conforming changes to CIP-003-A, Attachment 2 (Sean – due 12/15)
- Send documents to QR team (Chris – 12/15)
- Quality Review (QR Team – 01/05)
- Review & complete Consideration of Comments (See assignments – 01/11)
- Update Technical Rationale (Josef – 12/11)
- Finalize [CIP-003-A Revisions](#)
- Implementation Plan (Clayton)

**Attendance:**

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

<b>Name</b>	<b>Company</b>	<b>Member/ Observer</b>	<b>Present</b>	<b>Present</b>
L.C. Williams	Pine Gate Renewables	Member	Y	Y