

Standard Drafting Teams Procedure

Purpose

This document explains the responsibilities and tasks for Standard Drafting Teams (SDT). SDTs are created on an ad hoc basis appointed by the Reliability and Operations Subcommittee (ROS) to develop the technical details of new or revised Regional Standards as defined in the Texas Regional Entity (RE) Standards Development Process.

This procedure is to provide general information to help a SDT draft high quality, enforceable, and technically accurate Regional Standard(s) and other related documents. This document does not address or contain a comprehensive overview of all the rules, procedures, or processes but, it does explain the responsibilities of the SDT and the support provided by various committees throughout the standards development process.

Team Structure

The complex nature of the electric utility industry requires that the drafting teams come from the ranks of qualified experts who commit to participate in the standards development process, on behalf of all stakeholders. The SDTs are needed to ensure that Regional Standards are technically accurate, clear, enforceable, and provide an adequate level of reliability for the ERCOT Bulk Power System (BPS).

These teams use their specific expertise to lead the development and refinement of the technical and detailed standards, while encouraging and coordinating inter-industry examination and consensus.

As defined in the Texas Regional Standards Development Process the Reliability Standards Committee (RSC) shall direct the ROS to solicit SDT members to develop the technical details of new or revised standards. The ROS may not reject any person who indicates a desire to participate on the SDT. The Reliability Standards Manager (RSM) may also solicit drafting team nominees if necessary, to ensure adequate technical expertise on the SDT in coordination with the ROS. A SDT will consist of a group of people (members of ERCOT and, as appropriate, non-members) who collectively have the necessary technical expertise and work process skills for the subject matter of the Standards Authorization Request (SAR). The RSM may recommend a slate of ad-hoc individuals or a pre-existing task force or working group for the SDT if necessary to meet the technical capabilities desired by ROS.

Upon approval of the SDT slate by the ROS, the RSC will declare a preliminary date on which the SDT is expected to have a completed draft Regional Standard and associated supporting documentation available for consideration by the ERCOT Membership. SDT meetings are open to all interested parties however only those members appointed by the ROS shall be the voting members.

The RSM will ensure that SDT membership receives all necessary administrative support. This support typically includes a Texas RE staff member and the Originator if he/she chooses to participate. The ROS appoints the interim chair (should not be an ERCOT or TRE staff person) of the SDT.

SDT Procedures and Process

SDT members may contact the RSC and the RSM for clarifications or answers to questions about the standard development process.

Before the first meeting of the SDT, the RSM will send the following documents to all SDT members:

- Approved SAR
- Proposed Project Schedule
- Standard Drafting Team Roster
- Reliability Standards Process, the Regional Reliability Standards numbering convention endorsed by the NERC Regional Reliability Standards Working Group (RRSWG) and any other relevant material
- Texas Regional Entity Standards Drafting Team Procedure

During the first meeting, the SDT shall elect a permanent Chair and a Vice-chair who will review the following with the entire team:

- Standards Development Process
- Responsibilities and tasks of the SDT members
- Proposed timetable with target dates and key milestones

To draft the standard, the SDT drafting team, led by the Chair, should discuss the SAR in great detail to ensure that all drafting team members have a common understanding of the scope and applicability of the proposed standard.

All standards shall be written and implemented in a manner that is just, reasonable, not unduly discriminatory or preferential, and in the public interest consistent with Section 215 of the Energy Policy Act.

SDT Work and Work Product

The RSM will then develop a work plan for completing the Regional Standard development work, including the establishment of milestones for completing critical elements of the work in sufficient detail to ensure that the SDT will meet the date

objective established by the RSC or the SDT shall propose an alternative date. This plan is then delivered to the RSC for its concurrence.

The SDT will meet either in person or via electronic means as necessary. The SDT may establish sub-work teams (made up of members of the SDT) as necessary, and otherwise perform other relevant activities to address the parameters of the SAR and the milestone date(s) established by the RSM and approved by the RSC. The work product of the SDT will consist of the following:

- A draft Regional Standard consistent with the SAR on which it was based.
- An assessment of the impact of the SAR on neighboring regions and appropriate input from the neighboring regions if the SAR is determined to impact any neighboring region.
- An implementation plan, including the nature, extent and duration of field-testing, if any.
- Identification of any existing Regional Standard that will be deleted, in part or whole, or otherwise impacted by the implementation of the draft Standard.
- Technical reports and/or work papers that provide technical support for the draft Regional Standard under consideration.
- Document the perceived reliability impact should the Regional Standard be approved.
- SDT is also responsible for developing all required compliance and performance elements and associated questions for a Comment Form.

The SDT may solicit the assistance of the Texas RE Compliance Staff to verify the compliance elements proposed for the standard to ensure suitability and consistency with compliance elements of other standards or other facets of the compliance program. The RSM will circulate the proposed compliance elements to the SDT and solicit verification from the SDT membership that the compliance elements are consistent with the intended scope and reliability impact of the standard.

Upon completion of these tasks all documents will be submitted to the RSC, which will verify that the proposed Regional Standard is consistent with the SAR on which it was developed.

The SDT shall inform the RSC regularly (at least once each month) of its progress in meeting a timely completion of the draft Regional Standard. The SDT may request RSC scope changes of the SAR at any point in the Standard Development Process.

Upon completion of the above tasks and approval of the RSC, the draft Regional Standard along with a draft implementation plan and supporting documents will be posted for a 30-day comment period.

Within 30 days of the conclusion of the 30-day comment-posting period the SDT shall convene and consider changes to the draft Regional Standard, the implementation plan and/or supporting technical documents based upon comments received. As a result of these comments, the SDT may elect to return to revise the draft Regional Standard, implementation plan, and/or supporting technical documentation.

The SDT shall prepare a “modification report” summarizing the comments received and the changes made as a result of these comments. The modification report also summarizes comments that were rejected by the SDT and the reason(s) that these comments were rejected, in part or whole. Responses to all comments will be posted on the Texas RE website.

The SDT is not part of the standards approval process but works with the intent of obtaining stakeholder consensus, and ultimately approval by stakeholders and the ERCOT BOD.

Standards Drafting Team Tenets

SDTs shall work together in a constructive, professional manner and in an open environment to develop documents and to incorporate and respond to comments from stakeholders in an efficient and timely manner. The SDTs’ actions must support the three principles, namely, Due Process, Openness, and Balance that serve as the foundation of the Texas RE Standards Development Process.

SDTs shall consider all stakeholder views and comments to preserve the fair and open standards development process. This will facilitate and allows all stakeholders the ability to submit their views and comments on SARs, proposed standards, proposed revisions to standards, or other standards drafting projects.

SDTs shall use collective and impartial judgment to formulate responses to stakeholder comments, and determine whether the team’s consensus will achieve or increase stakeholder consensus. If a team cannot achieve absolute stakeholder agreement, the team should use collective judgment.

SDTs may form subgroups as needed to expedite tasks.

SDT members and any subgroups shall openly share all related information and data used in developing a SAR, standard, or other related standards drafting project.

Voting

Voting may take place during formal meetings or may take place through electronic means as the SDT Chair deems necessary. Approval of any action of a SDT requires a two-thirds majority of the SDT member votes cast. Only those team members who are appointed by the ROS have the right to vote.

Quorum

A quorum requires two-thirds of the voting members of the SDT. The voting members are those members appointed by the ROS.

Proxies

Proxies for SDT voting are not allowed.

Open Meetings

Meetings of SDTs shall be open to all interested parties. The SDT Chair is responsible for conducting the meetings in a responsible, timely and efficient manner. To accomplish its assigned tasks there may be times when the Chair has to limit the participation of guests to ensure that the SDT accomplishes its assigned tasks in a timely and efficient manner.