



**NORTH AMERICAN
ELECTRIC
RELIABILITY
COUNCIL**

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731
www.nerc.com • 609-452-8060 (Voice) • 609-452-9550 (Fax)

Pro Forma

Regional Reliability Standards Development Procedure

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I. Introduction

This procedure defines the process for development, revision, reaffirmation, and withdrawal of a regional reliability standard by [Regional Entity Name]. [Regional Entity Name] is a regional entity authorized through an approved delegation agreement with the North American Electric Reliability Corporation (NERC) to propose regional reliability standards in accordance with Section 215 of the Federal Power Act (FPA), the U.S. Federal Energy Regulatory Commission (FERC) Order No. 672, and Title 18 § 39 of the U.S. Code of Federal Regulations (C.F.R. 18 § 39) [add reference(s) to any applicable authorities in Canada and Mexico].

Common Attribute 1
FERC Order 672: ¶ 295
ERO Certification: ¶ 281

Proposed regional reliability standards shall be subject to approval by NERC, as the electric reliability organization, and by FERC before becoming mandatory and enforceable under Section 215 of the FPA [add reference to any applicable authorities in Canada and Mexico]. No regional reliability standard shall be effective within the [Regional Entity Name] area unless filed by NERC with FERC [and applicable authorities in Canada and Mexico] and approved by FERC [and applicable authorities in Canada and Mexico].

Common Attribute 2
FERC Order 672: ¶ 41,
290, and 291

[Regional Entity Name] regional reliability standards shall provide for as much uniformity as possible with reliability standards across the interconnected bulk power system of the North American continent. A [Regional Entity Name] reliability standard shall be more stringent than a continent-wide reliability standard, including a regional difference that addresses matters that the continent-wide reliability standard does not, or shall be a regional difference necessitated by a physical difference in the bulk power system. A regional reliability standard that satisfies the statutory and regulatory criteria for approval of proposed North American reliability standards, and that is more stringent than a continent-wide reliability standard, would generally be acceptable.

Common Attribute 3
FERC Order 672: ¶ 296

[Regional Entity Name] regional reliability standards, when approved by FERC [add applicable authorities in Canada], shall be made part of the body of NERC reliability standards and shall be enforced upon all applicable bulk power system owners, operators, and users within the [Regional Entity Name] area, regardless of membership in the region.

II. Roles in the Regional Reliability Standards Development Process

Common Attribute 4
FERC Order 672: ¶ 268
and 270

Requester — The requester is the sponsor of the regional reliability standard request may assist in the development of the standard. Any

member of [Regional Entity Name], or group within [Regional Entity Name] shall be allowed to request that a regional reliability standard be developed, modified, or withdrawn. Additionally, any entity (person, organization, company, government agency, individual, etc.) that is directly and materially affected by the reliability of the bulk power system in the [Regional Entity Name] area shall be allowed to request a regional reliability standard be developed, modified, or withdrawn.

Board — The [Regional Entity Name] board shall provide oversight of the regional reliability standards process and shall approve all regional reliability standards proposed for submittal to NERC for approval.

Common Attribute 5
FERC Order 672: ¶ 270

[Standards or other named] committee — The [Regional Entity Name] [standards] committee manages the standards development process. The [standards] committee will consider which requests for new or revised standards shall be assigned for development (or existing standards considered for deletion). The [standards] committee will advise the [Regional Entity Name] board on standards presented for adoption.

Common Attribute 6A
FERC Order 672: ¶ 270
See registered ballot body below. A region may choose to vote using a balanced stakeholder committee or a balanced ballot body of stakeholders.

The [standards] committee is a balanced stakeholder committee, inclusive of all stakeholder interests that provide for or are materially impacted by the reliability of the bulk power system. [The [standards] committee votes to approve standards.] See Appendix A for the representation model of the [standards] committee.

Standards process manager — The [Regional Entity Name] shall assign a standards process manager to ensure that the development, revision, or deletion of standards is in accordance with this procedure. The standards process manager works to ensure the integrity of the process and consistency of quality and completeness of the standards. The standards process manager facilitates the administration of all actions contained in the process.

Standards process staff — Resources of [Regional Entity Name] that work with or for the standards process manager to facilitate development of regional reliability standards.

Compliance committee — The [Regional Entity Name] compliance committee provides inputs and comments during the standards development process to ensure the measures will be effective and other aspects of the compliance program can be practically implemented.

Standard drafting team — A team comprising the expertise and competencies to develop the proposed standard, typically facilitated by a

member of the [Regional Entity Name] standards staff. The drafting team develops a proposed standard in accordance with this procedure. The requester may act as the drafting team, serve on the drafting team, or otherwise assist the team.

Common Attribute 6B
FERC Order 672: ¶ 270
See [standards] committee above. A region may choose to vote using a balanced stakeholder committee or a balanced ballot body of stakeholders.

[Registered ballot body] — The registered ballot body comprises all entities or individuals that a) qualify for one of the stakeholder segments; are registered with [Regional Entity Name] as potential ballot participants in the voting on standards; and are current with any designated fees. Each member of the registered ballot body is eligible to vote on standards. [Each standard action has its own ballot pool formed of interested members of the registered ballot body. Each ballot pool comprises those members of the registered ballot body that respond to a pre-ballot survey for that particular standard action indicating their desire to participate in such a ballot pool.] The representation model of the registered ballot body is provided in Appendix A.]

III. Regional Reliability Standards Development Process

Note: The term “days” below refers to calendar days.

Common Attribute 7
FERC Order 672: ¶ 268

[Regional Entity Name] will coordinate with NERC such that the acknowledgement of receipt of a standard request identified in step 1, notice of comment posting period identified in step 4, and notice for vote identified in step 5 below are concurrently posted on both the [Regional Entity Name] and NERC websites.

Step 1 - Request to Develop a Regional Reliability Standard

A qualified requester of a proposed regional reliability standard shall use a standard request form to request the development, modification, or deletion of a [Regional Entity Name] regional reliability standard. The completed request shall be submitted to the [Regional Entity Name] standards process manager, or his/her designee. The standard request form shall be downloadable from the [Regional Entity Name] website or there shall be a capability to complete the standard request online.

Common Attribute 8
FERC Order 672: ¶ 325

An acceptable standard request shall contain a description of the proposed regional reliability standard subject matter containing sufficiently descriptive detail to clearly define the purpose, scope, impacted parties, and other relevant information of the proposed standard.

Within 15 days of receiving the request, the standards process manager will electronically acknowledge receipt of the standard request. The standards process manager shall verify that the standard request form has been adequately completed. The standards process manager may offer the requester suggestions regarding changes or improvements to enhance the clarity of the proposed standards work and to assist the [Regional Entity Name] stakeholders in understanding the requester's intent and objectives. The requester is free to accept or reject these suggestions. The standards process manager will forward all completed requests to the [Regional Entity Name] [standards] committee.

Common Attribute 9
FERC Order 672: ¶ 258

Within [no greater than 60] days of receipt of a completed standard request, the [standards] committee shall determine the disposition of the standard request.

Common Attribute 10
FERC Order 672: ¶ 258

The [standards] committee may take one of the following actions:

- Accept the standard request as a candidate for development of a new standard, revision of an existing standard, or deletion of an existing standard. The [standards] committee may, at its discretion, expand or narrow the scope of the standard request under consideration. The [standards] committee shall prioritize the development of standard in relation to other proposed standards, as may be required based on the volume of requests and resources.
- Reject the standard request. If the [standards] committee rejects a standard request, a written explanation for rejection will be delivered to the requester within [no greater than 30] days of the decision.
- Remand the standard request back to the requester for additional work. The standards process manager will make reasonable efforts to assist the requester in addressing the deficiencies identified by the [standards] committee. The requester may then resubmit the modified standard request using the process above. The requester may choose to withdraw the standard request from further consideration prior to acceptance by the [standards] committee.

Common Attribute 11
FERC Order 672: ¶ 268

Any standard request that is accepted by the [standards] committee for development of a standard (or modification or deletion of an existing standard) shall be posted for public viewing on the [Regional Entity Name] website within [no greater than 30] days of acceptance by the committee.

Deliberations and decisions of the [standards] committee concerning requests shall be made and documented in accordance with the rules and procedures of the [standards] committee then in effect.

The [standards] committee shall periodically report to the [Regional Entity Name] board the status of all requests that have been brought to the [standards] committee for consideration.

Step 2 – Formation of a Standard Drafting Team

Upon acceptance by the [standards] committee of a standard request for development of a new regional reliability standard (or modification or deletion of an existing standard), the [standards] committee shall direct the standards process manager to develop a qualified slate for a drafting team, using the specific directions and preferences of the [standards] committee. The standards process manager will send out nomination forms to solicit drafting team nominees. The drafting team will consist of a group of people (members of [Regional Entity Name] and, as appropriate, non-members) who collectively have the necessary technical expertise and work process skills. The standards process manager will recommend a slate of experts for the drafting team based upon the [standards] committee's desired expertise and capabilities. The [standards] committee shall appoint the drafting team chairman, and if appropriate a vice chairman.

Alternatively, the [standards] committee may designate an existing [Regional Entity Name] committee (or subset thereof) as the drafting team, augmented by other persons as may be appropriate to address the subject matter of the proposed standard. The [standards] committee will ensure that team membership includes the necessary administrative support, such as a [Regional Entity Name] staff facilitator and the requester if he/she chooses to participate.

Common Attribute 12
FERC Order 672: ¶ 258

The standards process manager shall submit the proposed members of the drafting team to the [standards] committee. The [standards] committee shall approve the drafting team membership within 60 days of accepting a standard request for development, modifying the recommendations of the standards process manager as the committee deems appropriate, and assign development of the proposed standard to the drafting team.

Step 3 – Work Plan and Development of Proposed Standard

The drafting team shall develop a work plan for completing the regional reliability standard, including the establishment of a milestone schedule for completing critical elements of the work in sufficient detail to ensure

that the drafting team will meet the objectives established by the [standards] committee. The drafting team shall submit its work plan to the [standards] committee for its concurrence.

The drafting team shall convene periodically, either in person or by electronic means as necessary, establish work teams (made up of members of the drafting team) as necessary, and perform other activities to complete the proposed standard within the milestone date(s) agreed upon by the [standards] committee.

The work product of the drafting team will consist of the following:

- A draft standard consistent with the standard request on which it was based.
- An assessment of the reliability impact of the standard request within the region and in neighboring regions, including appropriate input from the neighboring regions if the standard request is determined to impact any neighboring region.
- An implementation plan, including the nature, extent and duration of field-testing needed, if any.
- Identification of any existing standard that will be deleted, in part or whole, or otherwise impacted by the implementation of the draft standard.
- Technical reports, white papers and/or work papers that provide technical support for the draft standard under consideration.

The team regularly (at frequency determined by the [standards] committee) shall inform the [standards] committee of its progress in meeting a timely completion of the draft standard. The drafting team may, with justification, request of the [standards] committee scope changes from the standard request at any point in the standard development process.

Upon completion of these tasks, the drafting team shall submit these documents to the [standards] committee. The [standards] committee will verify that the proposed standard is consistent with the standard request on which it was based.

Step 4 – Comment Posting Period

Common Attribute 13
FERC Order 672: ¶ 268

At the direction from the [standards] committee, the standards process manager shall facilitate the posting of the draft standard on the [Regional Entity Name] website, along with a draft implementation plan

and supporting documents, for a no less than a [30]-day] comment period. The standards process manager shall provide notice to [Regional Entity Name] stakeholders and other potentially interested entities, both within and outside of the [Regional Entity Name] area, of the posting using communication procedures then currently in effect or by other means as deemed appropriate.

Within 30 days of the conclusion of the comment posting period the drafting team shall convene and consider changes to the draft standard, the implementation plan, and supporting technical documents based upon comments received. If comments indicate useful improvements could be made to the proposed standard or implementation plan, the drafting team may elect to return to step 3 to revise and repost the draft standard.

Common Attribute 14
FERC Order 672: ¶ 268
and 270

The drafting team shall prepare a summary of the comments received and the changes made to the proposed standard as a result of these comments. The drafting team shall summarize comments that were rejected by the drafting team and the reason(s) that these comments were rejected, in part or whole. The summary, along with a response to each comment received will be posted on the [Regional Entity Name] website no later than the next posting of the proposed standard.

Step 5 – Notice of Vote to Approve a Regional Reliability Standard

Common Attribute 15
FERC Order 672: ¶ 268
and 270

Upon recommendation of the drafting team, and if the [standards] committee concurs that all of the requirements for development of the standard have been met, the standards process manager shall post the proposed standard and implementation plan for ballot and shall announce the vote to approve the standard, including when the vote will be conducted and the method for voting. Once the notice for a vote has been issued, no substantive modifications may be made to the proposed standard unless the revisions are posted and a new notice of the vote is issued.

Common Attribute 16
FERC Order 672: ¶ 258

The standards process manager shall schedule a vote by the [Regional Entity Name] [registered ballot body/[standards] committee]. The vote shall commence no sooner than [15] days and no later than [30] days following the issuance of the notice for the vote.

Step 6 – Vote to Approve a Regional Reliability Standard [Choose either method 6A or 6B]

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Stakeholder voting by [committee/registered ballot body] is advisory to the board. The board shall make the final determination whether to submit a proposed regional reliability standard to NERC for approval.

Step 6A – [Standards] committee approval of a proposed regional reliability standard

Common Attribute 17A FERC Order 672: ¶ 258

The [standards] committee shall give due consideration to the work of the drafting team, as well as the comments of stakeholders and minority objections, in approving a proposed regional reliability standard for submittal to the [Regional Entity Name] board. The [standards] committee may vote to approve or not approve the standard. Alternatively, the [standards] committee may remand the standard to the drafting team for further work or form a new drafting team for that purpose.

Common Attribute 18A FERC Order 672: ¶ 268

The [standards] committee may not itself modify the standard without issuing a new notice to stakeholders regarding a vote of the modified standard.

Common Attribute 19A FERC Order 672: ¶ 258, 268, and 270

Actions by the committee shall be recorded in the regular minutes of the committee.

The committee shall submit all approved standards to the board and shall inform the board of the committee's actions regarding all proposed standards.

If the proposed regional reliability standard is not approved, the [standards] committee may remand the standard to the drafting team for additional work, or form a new drafting team for the same purpose. Alternatively, the [standards] committee may terminate the proposal.

Step 6B – Registered ballot body approval of a proposed regional reliability standard

Common Attribute 17B FERC Order 672: ¶ 258

The [Regional Entity Name] registered ballot body shall be able to vote on the proposed standard during a period of [not less than 10] days.

Votes shall be submitted electronically, or through other means as approved by the [standards] committee.

Common Attribute 18B FERC Order 672: ¶ 258, 268, and 270

All members of [Regional Entity Name] are eligible to participate in voting on proposed new standards, standard revisions or standard deletions. [Alternatively: Each standard action requires formation of a ballot pool of interested members of the registered ballot body.]

Each entity or individual in the [registered ballot body/ballot pool] shall have one vote. There shall be one person designated as the primary representative of each entity. [A second person may be designated as the alternate voter for each entity].

Common Attribute 19B
FERC Order 672: ¶ 258

Approval of the proposed regional reliability standard shall require a [two thirds] majority in the affirmative (affirmative votes divided by the sum of affirmative and negative votes). Abstentions and non-responses shall not count toward the results, except that abstentions may be used in the determination of a quorum. A quorum shall mean [XX%] of the members of the [registered ballot body/ballot pool] submitted a ballot.

All approved standards shall be submitted to the board for approval. The board shall be advised of the ballot results of all proposed standards.

If the proposed regional reliability standard is not approved by stakeholders, the [standards] committee may remand the standard to the drafting team for additional work, or form a new drafting team for the same purpose. Alternatively, the [standards] committee may terminate the proposal.

Any member of the [registered ballot body/ballot pool] may join or drop out until the ballot period begins. No modifications to the list of eligible voters may be made during the ballot period.

The standards process manager shall post the final ballot results, including the vote of each entity.

Step 7 – Action by the [Regional Entity Name] Board of Directors

A proposed regional reliability standard submitted to the [Regional Entity Name] board for action shall be publicly posted at least [10] days prior to action by the board. At a regular or special meeting, the [Regional Entity Name] board shall consider adoption of the proposed standard. The board will consider the results of the voting and dissenting opinions. The board will consider any advice offered by the [standards] committee.

The [Regional Entity Name] board may:

- Approve the proposed regional reliability standard;
- Remand to the proposed regional reliability standard to the [standards] committee with comments and instructions; or
- Disapprove the proposed regional reliability standard action without recourse.

Common Attribute 20
FERC Order 672: ¶ 268

Under no circumstances may the board substantively modify the proposed regional reliability standard.

Common Attribute 21
FERC Order No. 672 ¶ 654

Once a regional reliability standard is approved by the board, the standard will be submitted to NERC for approval and filing with FERC [and applicable authorities in Canada and Mexico.]

Step 8 - Implementation of Regional Reliability Standard

Once the regional reliability standard is approved by FERC [and applicable authorities in Canada and Mexico] the standards process manager shall notify the stakeholders of the effective date. The standards process manager shall also notify the [Regional Entity Name] compliance staff for integration into the [Regional Entity Name] compliance program.

Appendix A — Stakeholder Representation

[Regional Entity Name] stakeholder representation for standards development is as follows:

[Insert description of [standards] committee representation model.]

[As applicable, insert description of registered ballot body representation model.]

Appendix B — Principles, Characteristics, and Special Procedures

I. Principles

Due process is the key to ensuring that regional reliability standards are developed in an environment that is equitable, accessible and responsive to the requirements of all interested and affected parties. An open and fair process ensures that all interested and affected parties have an opportunity to participate in the development of a standard.

[Regional Entity Name] develops regional standards with due consideration of the following principles, in accordance with the steps outlined in this procedure. The process must ensure that any regional reliability standard is technically sound and the technical specifications proposed would achieve a valuable reliability objective.

The standards development process has the following characteristics:

Common Attribute 22
FERC Order 672: ¶ 270 and
324

- **Open** - Participation in the development of a regional reliability standard shall be open to all organizations that are directly and materially affected by the [Regional Entity Name] bulk power system reliability. There shall be no undue financial barriers to participation. Participation shall not be conditioned upon membership in [Regional Entity Name], and shall not be unreasonably restricted on the basis of technical qualifications or other such requirements. Meetings of drafting teams shall be open to the [Regional Entity Name] members and others.

Common Attribute 23
FERC Order 672: ¶ 153

- **Balanced** - The [Regional Entity Name] standards development process strives to have an appropriate balance of interests and shall not be dominated by any two interest categories and no single interest category shall be able to defeat a matter.

Common Attribute 24
FERC Order 672: ¶ 268
and 270

- **Inclusive** — Any entity (person, organization, company, government agency, individual, etc.) with a direct and material interest in the bulk power system in the [Regional Entity Name] area shall have a right to participate by: a) expressing a position and its basis, b) having that position considered, and c) having the right to appeal.

Common Attribute 25
FERC Order 672: ¶ 268
and 270

- **Fair due process** — The regional reliability standards development procedure shall provide for reasonable notice and opportunity for public comment. At a minimum, the procedure shall include public notice of the intent to develop a standard, a

public comment period on the proposed standard, due consideration of those public comments, and a ballot of interested stakeholders.

Common Attribute 26
FERC Order 672: ¶ 270
and 324

- **Transparent** — All actions material to the development of regional reliability standards shall be transparent. All standards development meetings shall be open and publicly noticed on the regional entity's Web site.

Common Attribute 27
FERC Order 672: ¶ 258

- Does not unnecessarily delay development of the proposed reliability standard.

NERC has adopted reliability principles and market interface principles to define the purpose, scope, and nature of reliability standards. These principles are to be used to guide the development of reliability standards, including regional reliability standards. The NERC Board of Trustees may modify these principles from time to time, as necessary, to adapt its vision for reliability standards.

Common Attribute 28
FERC Order 672: ¶ 324
ERO Certification Order
672: ¶ 239

Each standard shall enable or support one or more of the reliability principles, thereby ensuring that each standard serves a purpose in support of the reliability of the regional bulk power system. Each standard shall also be consistent with all of the reliability principles, thereby ensuring that no standard undermines reliability through an unintended consequence.

Common Attribute 29
FERC Order 672: ¶ 332

While reliability standards are intended to promote reliability, they must at the same time accommodate competitive electricity markets. Reliability is a necessity for electricity markets, and robust electricity markets can support reliability. Recognizing that bulk power system reliability and electricity markets are inseparable and mutually interdependent, all regional reliability standards shall be consistent with NERC's market interface principles. Consideration of the market interface principles is intended to ensure that standards are written such that they achieve their reliability objective without causing undue restrictions or adverse impacts on competitive electricity markets.

II. Regional Reliability Standard Characteristics and Elements

a. Characteristics of a Regional Reliability Standard

The following characteristics describe objectives to be considered in the development of regional reliability standards:

1. **Applicability** — Each regional reliability standard clearly identifies the functional classes of entities responsible for complying with the standard, with any specific additions or exceptions noted. Such functional classes include: reliability coordinators, balancing authorities, transmission operators, transmission owners, generator operators, generator owners, interchange authorities, transmission service providers, market operators, planning authorities, transmission planners, resource planners, load-serving entities, purchasing-selling entities, and distribution providers. Each regional reliability standard identifies the geographic applicability of the standard. A standard may also identify any limitations on the applicability of the standard based on electric facility characteristics.
2. **Reliability Objectives** — Each regional reliability standard has a clear statement of purpose that describes how the standard contributes to the reliability of the bulk power system.
3. **Requirement or Outcome** — Each regional reliability standard states one or more requirements, which if achieved by the applicable entities, will provide for a reliable bulk power system, consistent with good utility practices and the public interest.
4. **Measurability** — Each performance requirement is stated so as to be objectively measurable by a third party with knowledge or expertise in the area addressed by that requirement. Each performance requirement has one or more associated measures used to objectively evaluate compliance with the requirement. If performance can be practically measured quantitatively, metrics are provided to determine satisfactory performance.
5. **Technical Basis in Engineering and Operations** — Each regional reliability standard is based upon sound engineering and operating judgment, analysis, or experience, as determined by expert practitioners in that particular field.
6. **Completeness** — Each regional reliability standard is complete and self-contained. Supporting references may be provided with standards, but they are not part of the standard and do not impose mandatory requirements.
7. **Clear Language** - Each regional reliability standard is stated using clear and unambiguous language. Responsible entities, using reasonable judgment and in keeping with good utility practice, are able to arrive at a consistent understanding of the required performance.

8. **Practicality** — Each regional reliability standard establishes requirements that can be practically implemented by the assigned responsible entities within the specified effective date and thereafter.
9. **Consistent Terminology** — To the extent possible, regional reliability standards use a set of standard terms and definitions that are approved through the regional standards development procedure.

Although regional reliability standards have a common format and process, several types of standards may exist, each with a different approach to measurement:

- **Technical standards** are related to the provision, maintenance, operation, or state of electric systems, and will likely contain measures of physical parameters that are technical in nature.
- **Performance standards** are related to the actions of entities providing for or impacting the reliability of the bulk power system, and will likely contain measures of the results of such actions or qualities of performance of such actions.
- **Preparedness standards** are related to the actions of entities to be prepared for conditions that are unlikely to occur, but are nonetheless critical to reliability, and will likely contain measures of such preparations or the state of preparedness.

b. Elements of a Regional Reliability Standard

Common Attribute 30
FERC Order 672: ¶ 41 and
290

To ensure uniformity of regional reliability standards, a regional reliability standard shall consist of the elements identified in this section of the procedure. These elements are intended to apply a systematic discipline in the development and revision of standards. This discipline is necessary to achieving standards that are measurable, enforceable, and consistent.

Common Attribute 31
FERC Order 672: ¶ 325 and
327

All mandatory requirements of a regional reliability standard shall be within the standard. Supporting documents to aid in the implementation of a standard may be referenced by the standard but are not part of the standard itself.

Table 1 — Performance Elements of a Regional Reliability Standard

Common Attribute 32
FERC Order 672: ¶ 325

Identification Number	A unique identification number assigned in accordance with an administrative classification system to facilitate tracking and reference.
Title	A brief, descriptive phrase identifying the topic of the standard.
Applicability	Clear identification of the functional classes of entities responsible for complying with the standard, noting any specific additions or exceptions. If not applicable to the entire [Regional Entity Name] area, then a clear identification of the portion of the bulk power system to which the standard applies. Any limitation on the applicability of the standard based on electric facility requirements should be described.
Effective Date and Status	The effective date of the standard or, prior to approval of the standard, the proposed effective date.
Purpose	The purpose of the standard. The purpose shall explicitly state what outcome will be achieved or is expected by this standard.
Requirement(s)	Explicitly stated technical, performance, and preparedness requirements. Each requirement identifies what entity is responsible and what action is to be performed or what outcome is to be achieved. Each statement in the requirements section shall be a statement for which compliance is mandatory.
Risk Factor(s)	The potential reliability significance of each requirement, designated as a High, Medium, or Lower Risk Factor in accordance with the criteria listed below: A High Risk Factor requirement (a) is one that, if violated, could directly cause or contribute to bulk power system instability, separation, or a cascading sequence of failures, or could place the bulk power system at an unacceptable risk of instability, separation, or cascading failures; or (b) is a requirement in a planning timeframe that, if violated, could, under emergency, abnormal, or restorative conditions anticipated by the preparations, directly cause or contribute to bulk power system instability, separation, or a cascading sequence of failures, or

Common Attribute 33
FERC Order 672: ¶ 325
and 327

	<p>could place the bulk power system at an unacceptable risk of instability, separation, or cascading failures, or could hinder restoration to abnormal condition.</p> <p>A Medium Risk Factor requirement (a) is a requirement that, if violated, could directly affect the electrical state or the capability of the bulk power system, or the ability to effectively monitor and control the bulk power system, but is unlikely to lead to bulk power system instability, separation, or cascading failures; or (b) is a requirement in a planning timeframe that, if violated, could, under emergency, abnormal, or restorative conditions anticipated by the preparations, directly affect the electrical state or capability of the bulk power system, or the ability to effectively monitor, control, or restore the bulk power system, but is unlikely, under emergency, abnormal, or restoration conditions anticipated by the preparations, to lead to bulk power system instability, separation, or cascading failures, nor to hinder restoration to a normal condition.</p> <p>A Lower Risk Factor requirement is administrative in nature and (a) is a requirement that, if violated, would not be expected to affect the electrical state or capability of the bulk power system, or the ability to effectively monitor and control the bulk power system; or (b) is a requirement in a planning time frame that, if violated, would not, under the emergency, abnormal, or restorative conditions anticipated by the preparations, be expected to affect the electrical state or capability of the bulk power system, or the ability to effectively monitor, control, or restore the bulk power system.</p>
Measure(s)	<p>Each requirement shall be addressed by one or more measures. Measures are used to assess performance and outcomes for the purpose of determining compliance with the requirements stated above. Each measure will identify to whom the measure applies and the expected level of performance or outcomes required demonstrating compliance. Each measure shall be tangible, practical, and as objective as is practical. It is important to realize that measures are proxies to assess required performance or outcomes. Achieving the measure should be a necessary and sufficient indicator that the requirement was met. Each measure shall clearly refer to the requirement(s)</p>

	to which it applies.
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Table 2 — Compliance Elements of a Regional Reliability Standard

Common Attribute 34
FERC Order 672: ¶ 325
and 327

Compliance Monitoring Process	<p>Defines for each measure:</p> <ul style="list-style-type: none"> • The specific data or information that is required to measure performance or outcomes. • The entity that is responsible for providing the data or information for measuring performance or outcomes. • The process that will be used to evaluate data or information for the purpose of assessing performance or outcomes. • The entity that is responsible for evaluating data or information to assess performance or outcomes. • The time period in which performance or outcomes is measured, evaluated, and then reset. • Measurement data retention requirements and assignment of responsibility for data archiving. • Violation severity levels.
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Supporting Information Elements

Interpretation	Any interpretation of regional reliability standard that is developed and approved in accordance with the “Interpretation of Standards” section of Appendix A of this procedure, to expound on the application of the standard for unusual or unique situations or to provide clarifications.
Implementation Plan	Each regional reliability standard shall have an associated implementation plan describing the effective date of the standard or effective dates if there is a phased implementation. The implementation plan may also describe the implementation of the standard in the compliance program and other considerations in the initial use of the standard, such as necessary tools, training, etc. The implementation plan must be posted for at least one public comment period and is approved as part of the ballot of the standard.
Supporting References	This section references related documents that support reasons for, or otherwise provide additional

	<p>information related to the regional reliability standard. Examples include, but are not limited to:</p> <ul style="list-style-type: none">• Glossary of terms• Developmental history of the standard and prior versions• Notes pertaining to implementation or compliance• Standard references• Standard supplements• Procedures• Practices• Training references• Technical references• White papers• Internet links to related information
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III. Maintenance of the Regional Reliability Standards Development Procedure

Substantive changes affecting the essential elements of this procedure shall begin with the preparation of a request and shall be addressed using the same procedure as a request to add, modify, or delete a standard. All such revisions shall be subject to approval by the [Regional Entity Name] board, NERC, and FERC [add applicable authorities in Canada and Mexico].

The [Regional Entity Name] [standards] committee has the authority to make non-substantive changes to this procedure subject to the [standards] committee voting practices and procedures then in effect. The [standards] committee shall promptly notify the [Regional Entity Name] board of such non-substantive changes to this process for their review and concurrence at the next [Regional Entity Name] board meeting.

IV. Maintenance of Regional Reliability Standards

The [standards] committee shall ensure that each regional reliability standard is reviewed at least once every five years from the effective date of the latest revision to the standard. The review process shall be conducted by soliciting comments from the stakeholders. If no changes are warranted, the [standards] committee shall recommend to the [Regional Entity Name] board that the standard be reaffirmed. If the

review indicates a need to revise or withdraw a standard, a standard request shall be prepared and submitted in accordance with the standards development process contained in this procedure.

V. Urgent Actions

Under certain conditions, the [standards] committee may designate a proposed standard or revision to a standard as requiring urgent action. Urgent action may be appropriate when a delay in implementing a proposed standard or revision could materially impact reliability of the bulk power systems. The [standards] committee must use its judgment carefully to ensure an urgent action is truly necessary and not simply an expedient way to change or implement a standard.

A requester prepares a standard request and a draft of the proposed standard and submits both to the standards process manager. The standard request must include a justification for urgent action. The standards process manager submits the request to the [standards] committee for its consideration. If the [standards] committee designates the requested standard or revision as an urgent action item, then the standards process manager shall immediately post the draft for pre-ballot review. This posting requires a minimum 30-day posting period before the ballot and applies the same voting procedure as detailed in Step 6.

Any standard approved as an urgent action shall have a termination date specified that shall not exceed one year from the approval date. Should there be a need to make the standard permanent, then the standard would be required to go through the full standard development process. All urgent action standards require board, NERC and FERC [add applicable authorities in Canada and Mexico] approval, as outlined for standards in the regular process.

Urgent actions that expire may be renewed using the urgent action process again, in the event a permanent standard is not adopted. In determining whether to authorize an urgent action standard for a renewal ballot, the [standards] committee shall consider the impact of the standard on the reliability of the bulk power system and whether expeditious progress is being made toward a permanent replacement standard. The [standards] committee shall not authorize a renewal ballot if there is insufficient progress toward adopting a permanent replacement standard or if the [standards] committee lacks confidence that a reasonable completion date is achievable. The intent is to ensure that an urgent action standard does not in effect take on a degree of permanence due to the lack of an expeditious effort to develop a permanent replacement standard. With these principles, there is no predetermined limit on the number of times an urgent action may be

renewed. However, each urgent action standard renewal shall be effective only upon approval by the [Regional Entity Name] board, and approval by applicable governmental authorities.

Any person or entity, including the drafting team working on a permanent replacement standard, may at any time submit a standard request proposing that an urgent action standard become a permanent standard by following the full standards process.

VI. Interpretations of Standards

All persons who are directly and materially affected by the [Regional Entity Name]'s bulk power system reliability shall be permitted to request an interpretation of a standard. The person requesting an interpretation will send a request to the standards process manager explaining the specific circumstances surrounding the request and what clarifications are required as applied to those circumstances. The request should indicate the material impact to the requesting party or others caused by the lack of clarity or a possibly incorrect interpretation of the standard.

The standards process manager along with guidance from the [standards] committee will assemble a team with the relevant expertise to address the clarification. The Interpretation Drafting Team (IDT) typically consists of members from the original drafting team. The standards process manager submits the proposed list of names of the IDT to the [standards] committee. The [standards] committee will either accept the recommendations of the standards process manager or modify the IDT slate.

As soon as practical (not more than 45 days), the team will draft a written interpretation to the standard addressing the issues raised. Once the IDT has completed a draft interpretation to the standard addressing only the issues raised, the team will forward the draft interpretation to the standards process manager. The [standards] committee will determine if the interpretation is consistent with the standard. The [standards] committee will forward the interpretation to the [Regional Entity Name] board for informational purposes as being appended to the approved standard.

The interpretation will stand until such time as the standard is revised through the normal process, at which time the standard will be modified to incorporate the clarifications provided by the interpretation.

VII. Appeals

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Persons who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction related to the development, approval, revision, reaffirmation, or withdrawal of a regional reliability standard shall have the right to appeal. This appeals process applies only to the standards process as defined in this procedure.

The burden of proof to show adverse effect shall be on the appellant. Appeals shall be made within 30 days of the date of the action purported to cause the adverse effect, except appeals for inaction, which may be made at any time. In all cases, the request for appeal must be made prior to the next step in the process.

The final decisions of any appeal shall be documented in writing and made public.

The appeals process provides two levels, with the goal of expeditiously resolving the issue to the satisfaction of the participants:

Level 1 Appeal

Level 1 is the required first step in the appeals process. The appellant submits a complaint in writing to the standards process manager that describes the substantive or procedural action or inaction associated with a reliability standard or the standards process. The appellant describes in the complaint the actual or potential adverse impact to the appellant. Assisted by any necessary staff and committee resources, the standards process manager shall prepare a written response addressed to the appellant as soon as practical, but not more than 45-days after receipt of the complaint. If the appellant accepts the response as a satisfactory resolution of the issue, both the complaint and response will be made a part of the public record associated with the standard.

Level 2 Appeal

If after the Level 1 Appeal the appellant remains unsatisfied with the resolution, as indicated by the appellant in writing to the standards process manager, the standards process manager shall convene a Level 2 Appeals Panel. This panel shall consist of [five] members total appointed by the [Regional Entity Name]'s board.

In all cases, Level 2 Appeals Panel members shall have no direct affiliation with the participants in the appeal.

The standards process manager shall post the complaint and other relevant materials and provide at least 30-days notice of the meeting of

the Level 2 Appeals Panel. In addition to the appellant, any person that is directly and materially affected by the substantive or procedural action or inaction referenced in the complaint shall be heard by the panel. The panel shall not consider any expansion of the scope of the appeal that was not presented in the Level 1 Appeal. The panel may in its decision find for the appellant and remand the issue to the [standards] committee with a statement of the issues and facts in regard to which fair and equitable action was not taken. The panel may find against the appellant with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections. The panel may not, however, revise, approve, disapprove, or adopt a reliability standard. The actions of the Level 2 Appeals Panel shall be publicly posted.

In addition to the foregoing, a procedural objection that has not been resolved may be submitted to the [Regional Entity Name]'s board for consideration at the time the board decides whether to adopt a particular reliability standard. The objection must be in writing, signed by an officer of the objecting entity, and contain a concise statement of the relief requested and a clear demonstration of the facts that justify that relief. The objection must be filed no later than 30-days after the announcement of the vote on the standard in question.

Appendix C — Sample Standard Request Form

The tables below provide a representative example of information in a **[Regional Entity Name]** Standard Request. The standards process manager shall be responsible for implementing and maintaining the applicable form as needed to support the information requirements of the Standards process. The latest version of the form will be downloadable from the **[Regional Entity Name]** standards development Web page.

[Regional Entity Name] Standard Request Form

[Regional Entity Name] to complete

ID
Authorized for Posting
Authorized for Development

Title of Proposed Standard:
Request Date:

SAR Requestor Information

<i>Name:</i>	SAR Type (Check one box.)	
Company:	<input type="checkbox"/>	New Standard
Telephone:	<input type="checkbox"/>	Revision to Existing Standard
Fax:	<input type="checkbox"/>	Withdrawal of Existing Standard
Email:	<input type="checkbox"/>	Urgent Action

Purpose (Describe the purpose of the proposed regional reliability standard – what the standard will achieve in support of reliability.)

Industry Need (Provide a detailed statement justifying the need for the proposed regional reliability standard, along with any supporting documentation.)

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Brief Description (Describe the proposed regional reliability standard in sufficient detail to clearly define the scope in a manner that can be easily understood by others.)

Reliability Functions

The Standard will Apply to the Following Functions <i>(Check all applicable boxes.)</i>		
<input type="checkbox"/>	Reliability Coordinator	The entity that is the highest level of authority who is responsible for the reliable operation of the Bulk Electric System, has the Wide Area view of the Bulk Electric System, and has the operating tools, processes and procedures, including the authority to prevent or mitigate emergency operating situations in both next-day analysis and real-time operations. The Reliability Coordinator has the purview that is broad enough to enable the calculation of Interconnection Reliability Operating Limits, which may be based on the operating parameters of transmission systems beyond any Transmission Operator's vision.
<input type="checkbox"/>	Balancing Authority	The responsible entity that integrates resource plans ahead of time, maintains load-interchange-generation balance within a Balancing Authority Area, and supports Interconnection frequency in real time.
<input type="checkbox"/>	Interchange Authority	Authorizes valid and balanced Interchange Schedules.
<input type="checkbox"/>	Planning Authority	The responsible entity that coordinates and integrates transmission facility and service plans, resource plans, and protection systems.
<input type="checkbox"/>	Transmission Service Provider	The entity that administers the transmission tariff and provides Transmission Service to Transmission Customers under applicable transmission service agreements.
<input type="checkbox"/>	Transmission Owner	The entity that owns and maintains transmission facilities.
<input type="checkbox"/>	Transmission Operator	The entity responsible for the reliability of its "local" transmission system, and that operates or directs the operations of the transmission facilities.
<input type="checkbox"/>	Transmission Planner	The entity that develops a long-term (generally one year and beyond) plan for the reliability (adequacy) of the interconnected bulk electric transmission systems within its portion of the Planning Authority Area.
<input type="checkbox"/>	Resource Planner	The entity that develops a long-term (generally one year and beyond) plan for the resource adequacy of specific loads (customer demand and energy requirements) within a Planning Authority Area.
<input type="checkbox"/>	Generator Operator	The entity that operates generating unit(s) and performs the functions of supplying energy and Interconnected Operations Services.
<input type="checkbox"/>	Generator Owner	Entity that owns and maintains generating units.
<input type="checkbox"/>	Purchasing-Selling Entity	The entity that purchases or sells, and takes title to, energy, capacity, and Interconnected Operations Services. Purchasing-Selling Entities may be affiliated or unaffiliated merchants and may or may not own generating facilities.

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<input type="checkbox"/>	Distribution Provider	Provides and operates the “wires” between the transmission system and the customer.
<input type="checkbox"/>	Load-Serving Entity	Secures energy and transmission service (and related Interconnected Operations Services) to serve the electrical demand and energy requirements of its end-use customers.

Reliability and Market Interface Principles

Applicable Reliability Principles <i>(Check all boxes that apply.)</i>	
<input type="checkbox"/>	1. Interconnected bulk power systems shall be planned and operated in a coordinated manner to perform reliably under normal and abnormal conditions as defined in the NERC Standards.
<input type="checkbox"/>	2. The frequency and voltage of interconnected bulk power systems shall be controlled within defined limits through the balancing of real and reactive power supply and demand.
<input type="checkbox"/>	3. Information necessary for the planning and operation of interconnected bulk power systems shall be made available to those entities responsible for planning and operating the systems reliably.
<input type="checkbox"/>	4. Plans for emergency operation and system restoration of interconnected bulk power systems shall be developed, coordinated, maintained, and implemented.
<input type="checkbox"/>	5. Facilities for communication, monitoring, and control shall be provided, used, and maintained for the reliability of interconnected bulk power systems.
<input type="checkbox"/>	6. Personnel responsible for planning and operating interconnected bulk power systems shall be trained, qualified, and have the responsibility and authority to implement actions.
<input type="checkbox"/>	7. The security of the interconnected bulk power systems shall be assessed, monitored, and maintained on a wide-area basis.
Does the proposed Standard comply with all of the following Market Interface Principles? <i>(Select ‘yes’ or ‘no’ from the drop-down box.)</i>	
Recognizing that reliability is an Common Attribute of a robust North American economy:	
1. A reliability standard shall not give any market participant an unfair competitive advantage. Yes	
2. A reliability standard shall neither mandate nor prohibit any specific market structure. Yes	
3. A reliability standard shall not preclude market solutions to achieving compliance with that standard. Yes	
4. A reliability standard shall not require the public disclosure of commercially sensitive information. All market participants shall have equal opportunity to access commercially non-sensitive information that is required for compliance with reliability standards. Yes	

Detailed Description (Provide enough detail so that an independent entity familiar with the industry could draft a standard based on this description.)

Related Standards

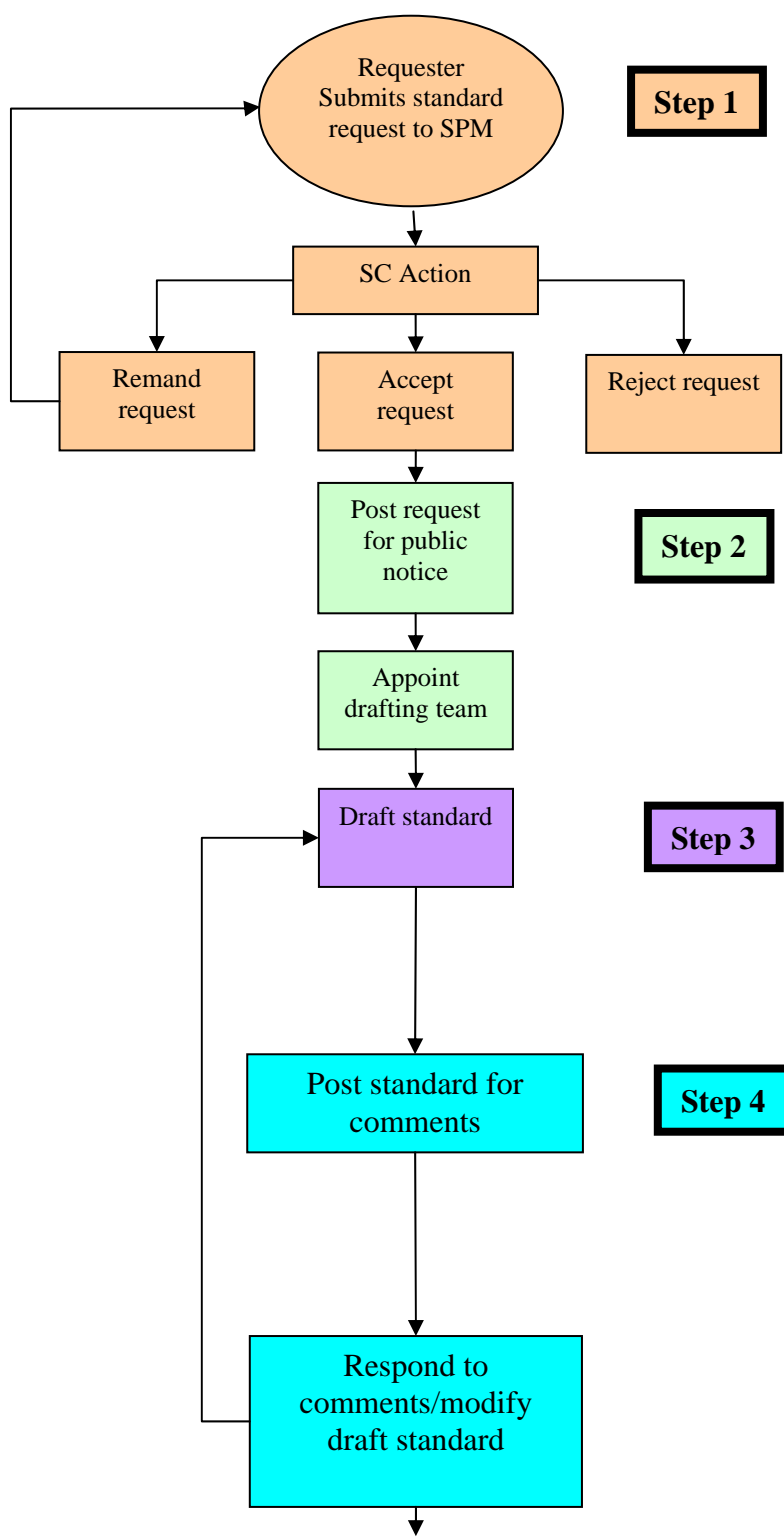
Standard No.	Explanation

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Related SARs

SAR ID	Explanation

Appendix D — Process Flow Diagram



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