

# **Standard Drafting Team Procedure**

Effective November 3, 2010

## **Purpose**

This document explains the responsibilities and tasks for Standard Drafting Teams (SDT). SDTs are created on an as-needed basis, with members appointed by the Reliability Standards Committee (RSC) to develop the technical language of new or revised Regional Standards as defined in the Texas Reliability Entity (Texas RE) Standards Development Process.

This Procedure is to provide general information to an SDT to develop high quality, enforceable, and technically accurate Regional Standard(s) and supporting documentation. This document explains the responsibilities of the SDT and the support provided by various committees throughout the standards development process.

Note: If anything in this Procedure is inconsistent with Texas RE governing documents, including the Delegation Agreement and all attachments (such as the Bylaws and the Standards Development Process), the governing documents shall take precedence.

## **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, and enforceable, and that they promote an adequate level of reliability for the ERCOT Bulk Electric System (BES).

These teams use their specific and collective 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 RE Standards Development Process, the Reliability Standards Committee (RSC) shall direct the Reliability Standards Manager (RSM) to solicit SDT members to develop the technical language of new or revised standards. The RSC will review the proposed slate of SDT members to ensure the SDT has appropriate representation from the Standard Development sectors and adequate technical expertise.

An SDT will consist of a group of people who collectively have the necessary technical expertise and work process skills for the subject matter of the proposed Regional Standard as described in the Standards Authorization Request (SAR). The RSM may recommend a slate of individuals or a pre-existing task force or working group for the SDT if necessary to provide the technical capabilities desired by RSC.

Membership on an SDT is not predicated upon employment by or affiliation with a registered entity. However, entities and organizations are limited to one voting member on each SDT. An entity may designate a contractor or consultant as its agent to serve as its designated member. Other individuals from an entity may participate on a non-voting basis. Further, the RSC shall

ensure that membership of an SDT is not inappropriately dominated by any group, interest, or sector.

Upon approval of the SDT slate by the RSC, 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 Texas RE Membership and other stakeholders. Alternatively, the RSC may request the SDT to develop a project schedule with estimated milestone dates.

The RSM will ensure that SDT membership receives all necessary administrative support. This support typically includes a Texas RE staff member to attend meetings and act as scribe.

SDT members may contact the RSC and the RSM for clarifications or answers to questions about the standard development process. The Originator may choose to participate in the SDT's work. The RSC may appoint an interim Chair of the SDT to conduct the initial meeting of the SDT. At its first meeting the SDT should select a Chair and Vice-Chair from its members.

### **Standard Drafting Team Tenets**

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

A team member who does not attend three consecutive SDT meetings, either in person or via audio/web conference, will be dismissed from the SDT by the RSC upon recommendation by the SDT Chair and Vice-Chair. Extenuating circumstances (such as illness) will be evaluated by the SDT Chair and Vice-Chair on a case-by-case basis. The RSC will, if necessary, direct the RSM to seek a replacement.

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

SDT members and any subgroups shall openly share all information and data used in developing a SAR, standard, or other related standards drafting project, subject to reasonable steps taken to protect any confidential or proprietary information.

### **Open Meetings**

Meetings of SDTs shall be open to all interested parties. The time and location of all meetings shall be posted in advance on the public Texas RE calendar.

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.

## **Quorum**

A quorum requires two-thirds of the voting members of the SDT to be present for the vote (yes, no or abstain). The voting members are those members appointed by the RSC.

## **Voting**

Voting may take place during SDT meetings and may take place through electronic means as the SDT Chair deems necessary and appropriate (such as email). SDT members may participate in any SDT meeting by phone/internet and may vote by phone. Approval of any action of an SDT requires a two-thirds majority of the SDT member votes cast (not including abstentions). Only those team members who are appointed by the RSC have the right to vote - proxy voting is not permitted.

## **Getting Started**

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

- Approved SAR
- Proposed Project Schedule or request for the SDT to develop a proposed schedule
- Standard Drafting Team Roster
- Reliability Standards Development Process
- Texas RE Standards Drafting Team Procedure
- Location of additional useful information

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 (this timetable may be proposed by the RSC or the RSC may have requested the SDT to develop a proposed timetable and associated schedule)

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

## **Development Process**

The SDT shall draft a Regional Standard or Variance that is consistent with the SAR, in accordance with applicable Texas RE Standards Development Process (as set forth in Exhibit C to the Delegation Agreement) and NERC Processes and Guidelines.

Each SDT Chair shall provide a periodic progress report to the RSC. The SDT must request RSC approval of scope changes of the SAR. Such requests may be made at any point in the

Standard Development Process. If the scope changes, via a modified SAR approved by the RSC during the drafting of the Regional Standard, the SDT membership may be reopened for new nominations to ensure adequate technical expertise and representation. The RSM shall coordinate the recruitment of new SDT members, who must be approved by the RSC.

Upon completion of a draft Regional Standard or Variance, 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.

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

The SDT may solicit the assistance of the Texas RE Compliance Staff to verify the compliance elements proposed for the standard are consistent with compliance elements of other standards or other facets of the compliance program. If the Texas RE Compliance Staff proposes compliance elements, the RSM will circulate them to the SDT to verify they are consistent with the intended scope and reliability impact of the standard requirements.

### **Comments Process**

Upon completion of the above tasks and approval by the RSC, the draft Regional Standard, along with a draft implementation plan and supporting documents, will be posted for a 30-day comment period. The SDT works with the intent of obtaining stakeholder consensus and, ultimately, approval of the Regional Standard by stakeholders and the Texas RE BOD.

Within 30 days after the conclusion of the 30-day comment-posting period the SDT shall convene to review the comments and to consider changes to the draft Regional Standard, the implementation plan, compliance elements, and/or supporting technical documents based upon comments received. An SDT 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.

As a result of these comments, the SDT may elect to revise the draft Regional Standard, implementation plan, VRFs and VSLs, and/or supporting technical documentation.

The SDT may 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. A summary response to comments will be posted on the Texas RE tracking site.