

NERC Standards Review Forum Charter

Purpose and Scope

The NERC Standards Review Forum (NSRF) is a stakeholder group reporting to the Member Representatives Committee (MRC). The purpose of the NSRF is to provide a regional stakeholder forum for discussion, collaboration, and research on NERC Standard Authorization Request forms (SARs), standards under development, interpretations, and existing Reliability Standards. The NSRF may also provide advice and recommendations to the MRC regarding the development of ERCOT region Regional Reliability Standards and variances. The NSRF will provide regular updates to the MRC to assist the MRC in regional industry analyses of standards being developed and balloted by NERC.

Additionally, the NSRF serves as a forum for stakeholders to share information regarding compliance with NERC Reliability Standards. Topics for discussion may include:

- Best compliance practices
- Audit experiences
- Violations and possible violations of standards
- Lessons learned
- Industry policies, direction, and trends
- Current compliance-related events and programs of general interest
- Compliance with new or modified NERC Reliability Standards
- The ERCOT protocols and Guides as they relate to NERC requirements

Leadership

NSRF participants shall select a chair and vice chair to serve a calendar-year term. The chair shall preside over meetings and consult with the vice chair and the Manager, Reliability Standards Program (RSM) to develop meeting agendas. The vice chair shall act as chair at NSRF meetings in the absence of the chair. In the event of a vacancy of the chair, the vice chair will become chair and the NSRF participants will select a new vice chair; both will serve the remainder of the term.

The NSRF chair or a designee will provide an NSRF report at each MRC meeting. This report will include an overview of items discussed by NSRF, including NERC Reliability Standards open for ballot or comment and any voting recommendations or comments issued by NSRF.

The RSM shall facilitate the work of the NSRF, including:

- tracking NERC Reliability Standards and other items under the NSRF's review;
- facilitating Texas RE subject-matter expert (SME) participation in meetings as necessary;
- preparing and publishing meeting announcements and agendas; and
- scheduling and facilitating in-person meetings and conference calls/web-meetings.

Participation

Participation in NSRF is voluntary and open to interested entities and individuals in the ERCOT region. The NSRF should strive for diverse participation from all sectors and from large and small companies. There is no formal voting structure associated with NSRF, which will operate on a voluntary, consensus-based model.

All positions adopted by NSRF and recommendations made by NSRF are non-binding on any party, and are intended for the benefit of and consideration by any interested party. No one is obligated to vote on NERC ballots in accordance with NSRF recommendations or to join in NSRF comments.

NSRF may designate an NSRF member or observer as the “point of contact” for any standard or other item that it takes up for consideration and possible action by NSRF. The point of contact will collect and organize comments, propose action on the item (if desired) and lead NSRF discussion of the item.

Meetings

The NSRF will meet as determined by the NSRF chair, but typically once a month. NSRF meetings are broken up into two segments: an open session and a closed session.

All meeting notices with the open meeting agenda will be sent to the Texas Reliability Entity, Inc. (Texas RE) Standards listserv and posted to the Texas RE website one week prior to the meeting.

NSRF open meetings are open to all stakeholders, including ERCOT staff, the Public Utility Commission of Texas (PUCT) staff, Texas RE staff, and any other appropriate governing agency staff who wish to participate.

The open session is an opportunity to discuss issues with Texas RE representatives. Time may be allocated for discussion of standard retirements, projects, guidelines, Standards Committee Updates, Standards Report from Texas RE, Upcoming Implementation dates and deadlines, and any other publicly-available or non-confidential information as needed.

The closed session may be used to discuss confidential information, including Critical Energy Infrastructure Information (CEII) or registered entities’ experiences and practices related to compliance such as discussions of audit and compliance events, member interpretation of upcoming standards, guidance and how registered entities comply, as well as potential concerns related to upcoming standard implementations.

The NSRF chair and vice chair are responsible for determining when NSRF meetings should be held in closed session. When NSRF meetings are held in a closed session, only NSRF members meeting the following requirements may participate:

- The member signed the Non-Disclosure Agreement (NDA);
- The Texas RE Legal Department reviewed the signed NDA; and
- The member:
 - Is directly employed by a NERC Registered Entity operating in the ERCOT region, or
 - Is directly employed by an Affiliate of an above-referenced entity, or
 - Is a consultant or contract laborer authorized to represent a specific NERC registered entity in the ERCOT Region by that entity and who does not represent the business interests of the company with which s/he is directly employed.

The Texas RE Legal Department will maintain a list of members who have signed the appropriate NDA and will provide it to the NSRF chair and vice chair for the determination of attendance at closed session meetings.

Periodically, NSRF Chair or Vice Chair will send a request of confirmation to the NSRF Restricted email listserv members for confirmation that the individual continues to meet NSRF requirements to attend close session and receive restricted information via the NSRF Restricted email listserv. The NSRF Chair or Vice Chair will attempt at least twice within 60 days before the non-responding individuals are removed from the NSRF NDA list and NSRF Restricted email listserv list.

On a case-by-case basis, invited guests by the NSRF Chair or Vice Chair will be permitted in closed sessions to provide information on a defined topic to the NSRF. Such invited guests may not need to execute the NSRF NDA (aka NSRF Confidentiality Agreement) for this limited purpose and will be asked to leave at the conclusion of the discussion on the defined topic.

Email Lists

Texas RE External Relations staff maintains a standards email listserv, which disseminates NSRF open session announcements and meetings notices. Any stakeholder may join the Texas RE listserv. ERCOT maintains the NSRF-Restricted email listserv. NSRF members who have an approved NDA and meet the requirements for participation in closed session may request to be added to the NSRF-restricted email listserv. This list may share compliance-related information that members consider to be confidential, including but not limited to content discussed in closed sessions, including closed meeting agendas and presentations approved by the author for dissemination.

Amendments

Amendments to this Charter must be approved by the MRC.

If anything in this Charter is inconsistent with Texas RE governing documents, including the Delegation Agreement, Bylaws, and the Standards Development Process, the governing documents shall take precedence.