



NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

SYSTEM OPERATOR SUBCOMMITTEE MEETING

March 6–7, 2000
Wyndham Emerald Plaza
San Diego, California

MINUTES

Attendance

SOS Members

Bob Thompson, ECAR/SOS Chair
Ray Gross, MAAC/SOS Vice Chair
Bill Comish, WSCC
Bernie Budnik, FRCC
James Ford, SERC
John Hole, MAPP
Pierre Paquet, NPCC
Marty Sidor, SPP
Rusty Metts, SOS Member at Large

Others

Alex Novakoski, SOS Special Projects
Ron Niebo, NERC Staff Coordinator
Jay Lanning, NERC Project Manager

A regular meeting of the System Operator Subcommittee was held on March 6–7, 2000 in San Diego, California. Copies of the meeting notice and agenda are affixed as **Exhibits A and B**. Robert Thompson presided as chair. A quorum was present

Introductions

Chairman Thompson opened the meeting at 8 a.m. Rusty Metts, Member at Large, and Alex Novakoski, SOS Special Projects, were introduced. It was also noted that ERCOT had not named an SOS representative.

Prior Meeting Minutes

Chairman Thompson reviewed the January 24–25, 2000 SOS meeting minutes and these were approved as written.

Agenda

The meeting agenda was reviewed and approved with the following being added to Agenda Item 2:

- A. Roundtable Regional report on training
- B. Demonstration of SPP, CD-ROM training

OC Executive Committee Subcommittee Membership Proposal

The SOS decided to review the name, membership, and scope of the SOS based on the recent OC Executive Committee procedures document. The SOS decided on *Operating Personnel and Training Subcommittee* as a new name for the SOS. Their recommendation on SOS membership is based on the "Alternate Proposal" stated in the procedures document. It will recommend 18 members and explicitly require inclusion of a System Operator representative. Chairman Thompson will convey these recommendations to the OC Executive Committee.

Training Formats

The SOS discussed formats for delivering training on Policies 3 and 9. The SOS will recommend to the SCS and IOS the following process:

Workshops:

- Planning session between SOS representatives and other Subcommittees.
- Presenting first workshop May 26.
- Conducting two or three open workshops, with one day to review each policy.
- Potential workshop sites, geographically distributed across the country, were identified.
- Facilitating the workshops would be coordinated by SOS members.
- SCS or IOS member(s), the Subject Matter Experts (SME) for each policy, would deliver presentation of the subject matter.
- Responding to questions would be the responsibility of the SME's.
- Taping of the workshops would capture what transpired at the workshop and assist in development of CD-ROM PPT presentations.

The SOS discussed having a vendor, or NERC staff, develop the written materials and CD-ROM presentations based on the material provided by the SME's. A CD-ROM delivery of the presentation was preferred because of its ease of development, low production costs, and wide use within the industry. In order to reach the widest possible audience, rather than holding extensive numbers of workshops, the SOS believes the SCS and IOS may find the use of CD-ROM preferable. They also discussed developing a CD-ROM presentation without conducting workshops in order to expedite production of the CD-ROM. It was decided that copies of an *EXAMPLE* Policy 8 CD-ROM presentation would be sent to other Subcommittees for their review. Ron Niebo will make copies and disseminate to the IOS and SCS.

The SOS also assigned responsibilities to each member for monitoring individual Policies and Policy changes. The assignments are shown below. The volunteers will track changes to the Policies and become the SOS *Liaisons* to the Subcommittees responsible for these Policies. It is not anticipated that SOS Members will regularly attend other Subcommittee meetings but will receive all e-mails regarding that Subcommittee and may attend Subcommittee meetings as necessary to adequately monitor Policy changes. Liaisons will keep the SOS informed of all changes and any training requirements.

Policy	SOS Member
1	James Ford, SERC
2	Bernie Budnik, FRCC
3	Ray Gross, MAAC
4	Pierre Paquet, NPCC
5	Marty Sidor, SPP
6	Bill Comish, WSCC
7	Marty Sidor, SPP
8	System Operator Subcommittee
9	Rusty Metts, SO Member at Large

10	John Hole, MAPP
----	-----------------

Information Exchange Process

Marty Sidor reviewed the draft paper on Information Exchange. The paper reviews three recommendations: *Interpretations, Changes, and Distribution*. The paper is undergoing further reviews and will be revised by the SOS at its next meeting before being submitted to the OC for consideration at their June meeting.

Policy 8 Compliance Templates

Marty Sidor reported that Dave Hilt and Ev Lucenti accepted changes to the Policy 8 templates that were recommended at the January SOS meeting (see the January, 2000 SOS Meeting Minutes for changes).

Future Meetings

The SOS discussed deferring the July 2000 meeting since several members would not be able to attend. The following motion was made by James Ford, SERC and seconded by Marty Sidor, SPP. The motion was approved.

The SOS unanimously approved canceling the July 2000 Seattle SOS meeting.

FUTURE SOS & SOS/IEEE MEETINGS

May 16, 2000	10 a.m.–4 p.m.	Skybird Chicago, IL	SOS/IEEE Meeting
June 8–9, 2000	8 a.m.–5 p.m. 8 a.m.–3 p.m.	Las Vegas, NV	SOS Meeting
September 13–15, 2000	8 a.m.–5 p.m. 8 a.m.–3 p.m. 8 a.m.–3 p.m.	Boston, MA	SOS Meeting SOS/IEEE Meeting
December 4–6, 2000	8 a.m.–5 p.m. 8 a.m.–3 p.m. 8 a.m.–3 p.m.	New Orleans, LA	SOS Meeting SOS/IEEE Meeting

Improvements to NERC SOS Website

Alex Novakoski reviewed possible changes to the NERC SOS web site. The changes involve separating the information so that there would be three subject areas: SOS, Training/Tutorial, and Certification. The changes discussed were extensive, and Alex Novakoski will summarize the changes, prepare a draft of what the changes might result in, and disseminate these changes to the SOS. Copies will also be sent to NERC staff (Barbara Bogenrief and Ron Niebo) for review.

SOS Organization and Procedures

Chairman Thompson reviewed the published SOS Organization and Procedures. After a brief discussion, this item was tabled until Subcommittee Membership Recommendations are resolved at the OC Executive Committee.

NERC/IEEE Standards Development Process

Ron Niebo presented an outline of joint NERC/IEEE Standards Development, explaining the process and its potential benefits. Ron Niebo will distribute a copy of the presentation to the SOS members.

Roundtable Report on Regional Training

A Regional Council roundtable discussion was held to review the training initiatives taking place in each Region. Since these discussions involve specific Regional activities, a summary of these discussions will not be included in the minutes.

Certification

***SPECIAL SESSION AS GOVERNING BODL OF THE NERC SYSTEM OPERATOR
CERTIFICATION PROGRAM: Tuesday, March 7, 2000, 4:50 p.m.***

Jay Lanning reported that the Examination Working Group (EWG) discussed concerns regarding the System Operator examination criteria and that it should be reviewed and updated more often (annually or every two years) due to the rapid changes in the industry. The EWG specifically requests that the Job Task Analysis (last performed in 1998) be redone and a new Job Outline and examination content be developed. The SOS agreed and discussed the steps needed, the budget requirements, and the time required to accomplish it. Marty Sidor will contact Andrew Falcone at Applied Measurement Professionals (AMP) to review the steps involved. Ron Niebo will check on the cost of past analyses and surveys. Marty and Ron will report their findings to the SOS.

***Adjournment of the Special Session as Governing Body of the NERC System Operator
Certification Program: Tuesday, March 7, 2000, 5:50 p.m.***

Adjournment

The meeting adjourned at 6 p.m. on March 7, 2000.

Exhibit A

X-POP3-Rcpt: barbara@euclid
X-Authentication-Warning: nerc1.nerc.com: majordomo set sender to
owner-sos@nerc.com using -f
X-Sender: barbara@206.231.20.22
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.2.0.58
Date: Tue, 01 Feb 2000 16:26:17 -0500
To: sos@nerc.com
From: Barbara Bogenrief <barbara@nerc.com> (by way of Barbara Bogenrief
<barbara@nerc.com>)
Subject: SOS March Meeting Announcement Revised
Sender: owner-sos@nerc.com

Dear System Operator Subcommittee Members:

Here are the details for the March 6-8, 2000 SOS meeting:

Wyndham Emerald Plaza
400 West Broadway
San Diego, CA 92101
619-239-4500 - phone
619-

Meeting Schedule:

Monday, March 6, 2000: 8 a.m to 5 p.m.
Tuesday, March 7, 2000: 8 a.m. to 3 p.m.
Wednesday, March 8, 2000: 8 a.m. to 3 p.m. (with IEEE members)

Rooms are blocked the nights of March 5-7, 2000 for a rate of \$155 single/double. The cut-off date for sleeping rooms is **February 9, 2000**. Check in time is 3 p.m. and check out is 12 p.m.

The Wyndham Emerald Plaza is located about three miles from the San Diego Airport. A complimentary shuttle is available from baggage claim. In order to get the shuttle you must pick up a courtesy phone and dial either 41 or 51 (depending on which terminal you arrive) and you will get an estimated time of arrival, and location to pick up the shuttle. Taxis cost about \$10.

When making your hotel reservations, please make sure to mention North American Electric Reliability Council or NERC so your reservation is credited to our room block. A penalty may be charged to NERC if the total rooms blocked for this event are not picked up. Please inform us immediately if you are unable to attend. Also, if you are using an agency for your travel plans, make sure they mention NERC.

Please let me know if you have any questions. Thanks.

Barbara



EXHIBIT B

NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL

Princeton Forrestal Village, 116-390 Village Boulevard, Princeton, New Jersey 08540-5731

SYSTEM OPERATOR SUBCOMMITTEE MEETING

March 6–7, 2000
Wyndham Emerald Plaza
San Diego, California

AGENDA

1. Introductions

- Introduction of members Bob Thompson
- Approval of January 24–25, 2000 meeting minutes (Exhibit A) Bob Thompson
- Changes to proposed agenda Bob Thompson

2. SOS Projects **

- OCEXEC Subcommittee Membership Proposal (discussion) Bob Thompson
- Improvements to web site (discussion/action) Bob Thompson
Alex Novakoski
- Policy 8A training tutorial CD-ROM presentation (discussion/action) Bob Thompson
Marty Sidor
- Feedback from IOS & SCS on CD-ROM training (discussion) Bob Thompson
Marty Sidor
- Information exchange process (discussion/action) Marty Sidor
- Straw man Process for Policy Training Initiative Bob Thompson
- Revision to SOS Organization and Procedures Bob Thompson
- Policy 8 compliance templates (reports) Marty Sidor
- Joint NERC/IEEE Standards Development Process Ron Niebo
Bob Thompson
- Development of training proposal and estimated budget All

3. Governing Session: NERC System Operator Certification Program

- Report from February EWG meeting Jay Lanning
- Bulletin editorial error (report) Ron Niebo
- Bulletin changes to reflect year-round testing (report) Ron Niebo

- Acquisition of Sylvan Prometric by Thomas Corp. Ron Niebo
- Update: examination termination report Ron Niebo
- On-Line Registration Ron Niebo
- Development of a JTA proposal and estimated budget All
- Proposal for moving EWG governance (discussion) Marty Sidor
James Ford
Ron Niebo

4. Future Meetings

- Discussion on recent memo by Mike Gent on NERC Meeting Locations All

FUTURE SOS MEETINGS

June 8–9, 2000	8 a.m.–5 p.m. 8 a.m.–3 p.m.	TBD	SOS Meeting
July 19–21, 2000 *	8 a.m.–5 p.m. 8 a.m.–5 p.m. 8 a.m.–3 p.m.	Seattle, WA	SOS Meeting SOS/IEEE Meeting
September 13–15, 2000 *	8 a.m.–5 p.m. 8 a.m.–5 p.m. 8 a.m.–3 p.m.	TBD	SOS Meeting
December 4–8, 2000 * (week of)	8 a.m.–5 p.m.	New Orleans, LA	SOS Meeting

- *Tentative Dates*

5. Additional Items

**** Agenda items are attached**