

**E7 Working Group – IEEE Guide for Electric Power Substation Physical and
Electronic Security (1402)
2009 Spring Meeting – Montreal, Quebec
Wednesday, 5/19/10 1-5pm**

Meeting Notes

Chair: Hassein (Jack) Bashirian
Vice Chair: Gary Engmann (excused absence)
Secretary: Debra M. Longtin

Meeting called to order at 1:10 by Chair Hassein (Jack) Bashirian.

The following members were in attendance:

Hassein (Jack) Bashirian	Gary Beane	Mason Clark
David Harris	Debra Longtin	Allen Love
Craig Preuss	James Recchia	Angelo Rizzo
Steve Shelton		

The following guests were in attendance:

Ramani Ayakannu	Brian Farmer	John Randolph
T J Roe	Doug Sharpe	

After introductions, Jack presented the obligatory IEEE patent slides to make sure the group understood our obligations in the handling of any patents, sensitive information, etc.

Jack then briefed the group on the status of 1402 and the efforts of the working group. A smaller group, including some C subcommittee members, had met in Orlando at the JTCM to discuss the outline, scope and purpose.

Mason Clark has agreed to be the technical editor for this standard revision. Thank you Mason!

A discussion then took place concerning whether to call the next revision a standard or a guide and the ramifications of each. The group tentatively decided to make it a standard since the related Cyber Security document will be a standard. When the revision is further along, the group may want to reconsider this decision. The group will need to be careful to make sure that the standard does not require a user to implement any particular measure, such as “card readers”, but should instead state more generic requirements, such as “monitoring substation access”.

A decision was made to change the title of IEEE Standard 1402 document to Draft Standard for Physical Security of Electric Power Substations. (The “Draft” will come off when the standard is next published.)

Jack presented the scope and purpose for use both in the document and in the PAR. After extensive discussion, they were again revised.

Assignments were then made as follows to write initial drafts of various sections of the document:

- Section 4 Threat Assessment – TJ Roe with help from Dave Harris
- Section 5 Criteria for Acceptable Designs – Jim Recchia
- Section 6 Analysis Process – Gary Engmann (Gary was volunteered in his absence because he had expressed interest in the topic to Jack.)
- Section ? Levels of Security – Craig Preuss

The group again discussed the creation and administering of a survey of substation security practices since the previous survey referred to in the document is from almost 20 years ago and the actual survey documents cannot be located. It was agreed that we would have a survey ready to review at the Nashville meeting before sending it out.

Assignments as follows:

- Jack will create utility related questions
- Gary, Sam, and TJ will create supplier/system integration related questions
- Jack will combine all questions into one document

Action Items:

1. **Dave Harris** will contact IEEE before the Nashville meeting to verify whether the standard can refer to specific US regulations, such as NERC CIP standards. (Dave had mentioned that in the past they have not been receptive to this due to the fact that IEEE is an international organization.)
2. **Deb** will get meeting notes and other information posted to the website as it becomes available.
3. **Jack** to send Deb by end of May the revised Scope, Purpose, and Outline for posting on the website.
4. **Jack** will work with Randy or Hamid to get the PAR submitted.
5. **All:** Section drafts should be sent to Jack and Deb (e-mail addresses for Deb & Jack are on E7 website) by August 15, 2010.
6. **Deb** will send section drafts to Mason.
7. **Mason** will combine all sections into the official document format by September 15, 2010 and send to Deb.
8. **Deb** will then get document posted to website for group review.
9. **All:** Review document and provide comments/input before the Nashville meeting.
10. **Gary, Sam & TJ** will send survey questions to Jack by September 1, 2010.
11. **Jack** to combine all survey questions into one document and post to website by September 15, 2010 for review by group.
12. **All:** Review survey questions before Nashville meeting.

Future Meetings:

- Nashville, October 18-22, 2010?
- JTCM, Winter 2011
- Chicago, IL, May 15-19, 2011 (Annual Substations Committee Meeting)

Meeting Adjourned at 4:30pm

Debra M. Longtin