



Critical Infrastructure Protection Tools Working Group

Scope Document

Document Information

Revision:	Rev. 0
Approval Date:	September 23, 2020
Approved by:	Critical Infrastructure Protection Committee
Document Title	Critical Infrastructure Protection Tools Working Group
Document ID Number:	SCOPE-RMF-525
Information Security:	PUBLIC
Created:	
Department/Committee:	RAPA & Technical Services
Author/Owner:	CIP Tools Working Group
Last Edited:	
File Name:	
Template:	

Purpose

The SERC Critical Infrastructure Protection Committee (CIPC) CIP Tools Working Group (CTWG) shall investigate current and emerging tools and technology used to ensure reliability and security of critical infrastructure and to assist member entities with selection and implementation of these tools and technology.

Vision

The vision of the CTWG is to provide member entities with a common forum for posing questions and solving problems regarding the use of these tools. Any tool used for implementing or maintaining compliance for any of the CIP standards may become a topic of discussion. Member entities will work to assist each other in their efforts to understand and implement these tools and technologies.

Authority and Responsibilities

The committee's primary duties and responsibilities include the following objectives:

- Identify and document tools and technology to assist in the compliance of CIP Standards.
- Identify and document educational resources and training for identified tools and technologies.
- Maintain a list of tools and associated training available.
- Assist members in developing Best Practices for tool usage.
- Provide experiential knowledge to member entities and provide networking opportunities for peers within the region.
- Provide a forum to discuss information on tools and the application of these tools.
- Maintain CTWG documents related to processes, roles, and responsibilities.
- Perform additional duties as directed by the CIPC.

Composition

Representation

Each SERC Member Company with representation on the CIPC is entitled to appoint one representative and up to two alternates to the CTWG. Representatives and alternates cannot be marketing function employees as defined in Federal Energy Regulatory Commission (FERC) regulations and the FERC Standards of Conduct, and must be signatories to the SERC confidentiality agreement.

All CTWG representatives should be knowledgeable and qualified to perform all of the responsibilities and activities as defined in this scope document.

Leadership

The leadership of the CTWG comprises a chair and vice chair. The chair of the SERC CIPC appoints the CTWG chair for the initial two-year term. The CTWG will elect a vice-chair for a two-year term. The vice-chair will normally succeed the chair. The chair and vice-chair shall serve for a term of two years that commences on November 1 of the appointment year and ends on October 31 of the second year.

Meetings and Governance

The committee will abide by the SERC Confidential Information Policy, SERC Antitrust Compliance Guidelines, and the FERC Standards of Conduct in carrying out its purpose.

Meetings

The CTWG will meet at least twice per year. These meetings may be in the form of conference call, WebEx, or face-to-face. CTWG leadership may determine the need for additional meetings.

Voting

If a vote is required, each representative (or alternate if the associated representative is not available) shall have one vote. A simple majority of the CTWG representatives present at a scheduled meeting, conference call, or email vote is needed to approve any motion or vote. SERC staff will not have a vote. The CTWG will also abide by the *Organization and Procedure Manual for SERC Technical Committees*.

Roster Procedures

The SERC Program Support Coordinator will maintain and update the committee roster as per the Organization and Procedure Manual.

Reporting

The CTWG reports to the Critical Infrastructure Protection Committee.

Organization and Procedure Manual

For items common among all SERC technical committees, subcommittees, and working groups, see the *Organization and Procedure Manual for SERC Technical Committees*.

Document Revision Information

Revision	Revision Date	Revised by	Comments
0.0	3/31/2020	E.Howell	Original issue