



Guidelines for MRO Sponsored NERC Representatives

These guidelines are for MRO sponsored NERC Representatives on fulfilling the expectations and responsibilities outlined in [MRO Policy and Procedure 3: “Establishment, Responsibilities, and Procedures of Organizational Groups and MRO Representation on NERC Organization Groups”](#) (PP3), the applicable NERC charter or scope document and the [NERC Participant Conduct Policy](#). MRO sponsored NERC Representatives should be familiar with these NERC documents.

Each MRO sponsored NERC Representative has an MRO staff member assigned to them. The assigned MRO staff member and his or her contact information can be located on MRO’s website within the [MRO Representatives on NERC Groups](#) list.

Expectations for all MRO Sponsored NERC Representatives

MRO sponsored NERC Representatives must follow Section 4 (a, in part) (c) and (d) of PP3. Key takeaways and additional guidance include:

- Individuals serving as MRO sponsored NERC Representatives must comply with [Policy and Procedure 4: “MRO Antitrust and Standards of Conduct”](#) and [Policy and Procedure 5: “Confidential Policy”](#) and similar NERC policies.
- At NERC meetings, the MRO sponsored NERC Representative shall understand MRO’s position on key matters prior to attending any NERC meetings.
- Prior to NERC meetings, the MRO sponsored NERC Representative will share the agenda with the MRO staff contact and the Advisory Council at least ten (10) business days prior to the meeting, or as soon as the agenda is available. This will allow the advisory council members and the MRO staff contact the opportunity to review the upcoming agenda items, and relay any questions to the MRO sponsored NERC Representative on the upcoming or past meetings.
- The MRO sponsored NERC Representative should also participate in any communications or pre-meeting discussions, if scheduled by MRO staff, to discuss an upcoming NERC meeting.
- If the MRO sponsored NERC Representative is unable to attend a NERC meeting, he or she must inform the MRO staff member as soon as possible.
- Following NERC meetings, the MRO sponsored NERC Representative will provide a written report to the respective MRO staff member, and the advisory council, unless the advisory council has directed the report be provided to a subgroup. Advisory council support staff is available to assist. The report template is Appendix A. The report is due to the advisory council and MRO staff member at least ten (10) business days prior to the next advisory council meeting. If this is not possible due to the timing of the NERC meeting and the advisory council meeting, the MRO sponsored NERC Representative should work with the MRO staff member to determine how and when the report will be provided.
- The MRO sponsored NERC Representative should use his or her best efforts to be available via conference call during all advisory council (or applicable subgroup) meetings to answer any questions the advisory council members may have on the written report. If the MRO sponsored NERC Representative cannot be available, the NERC Representative should provide a briefing to the MRO staff contact in advance of the meeting so that the staff contact may report to the group on the NERC Representative’s behalf.



Appendix A

MRO Sponsored NERC Representative Name and NERC Meeting Title

Action

Information and Discussion OR list the requested action here. For example, MRO staff and/or advisory council guidance needed on MRO's position on xyz topic.

Report

Insert report text here. Reports to the advisory council should be high level and focused on matters important to the organization or the region. Reports should include the following subheadings and information:

Areas of Focus

1. List areas of focus for the reporting period here.
2. An example may be a specific risk the organizational group has identified and is addressing, such as the changing resource mix or misoperations.
3. Limit to 3-5 points.

Accomplishments

1. List any accomplishments or projects completed by the NERC organizational group.
2. For example, a whitepaper was published.
3. These items should be high-level and should describe how the work of the group benefits MRO entities.
4. Limit to 3-5 points.

Challenges

1. List challenges for the reporting period here.
2. For example, lack of specific expertise, not enough data, relationship barriers, etc.
3. Is there a need for MRO staff or advisory council input or support?