



Item no.	Notes	Action by
<b>CALL TO ORDER</b>	Called to order by the chair at 2:04 p.m. CST	Pack
<b>INTRODUCTIONS AND QUORUM</b>	Fourth TF meeting – all attendees on WebEx call.	Pack
<b>CALL FOR PATENTS AND COPYRIGHT</b>	Patent slides and copyright slides presented to group.	Pack
<b>CHAIR'S REMARKS</b>	Meeting minutes were sent to attendees of the third meeting.	Pack
<b>AGENDA APPROVAL</b>	Agenda was presented with no specific comments.	Pack
<b>APPROVAL OF PREVIOUS MINUTES</b>	N/A – Task Force	Pack
<b>Review TF10 Title, Scope, Purpose</b>	The chair shared the purpose of the group with the focus on the deliverable as a report.	Pack
<b>Audience</b>	The chair mentioned that the audience be focused on Operations Engineering (OT) Management/Staff and Information Technology (IT).	Pack
<b>Baseline Standards</b>	The chair discussed the baseline standards discussed in the January meeting. Holstein mentioned that the baseline standards are not on the iMeet site. The chair will make sure that the baseline standards are documented on the iMeet site.	Pack
<b>Applicability Matrix</b>	<p>The chair discussed the matrix and suggested content. Holstein mentioned that there should be a gap assessment to help utilities decide if managed service providers might be a cost-effective solution. The chair asked Mix if he knew how NERC was doing regarding their working group for information protection. Mix said that he didn't stay in touch, but recognized Hofstetter on the call and asked him. Hofstetter stated that he is not from compliance and didn't have much to add but he knew that there was work being done.</p> <p>Mix mentioned that supporting information (not BES Cyber System Information) can be stored (such as asset management) and it may be cost-effective. Hofstetter agreed stating that operational information is a candidate.</p>	Pack
<b>Document Structure</b>	<p>The chair asked Laughner to share his thoughts on using the NIST Management Framework as a model for the S9 report. Laughner mentioned that a model similar to NERC CIP Standards might be a better fit for this report. The chair stated that there would not be a perfect model, but focusing on functions within an organization might make it easier to assign responsibilities and authorities associated with the cyber security program.</p> <p>Mix suggested adding a separate section for Operations in the document structure since there is a large ongoing effort to provide situational awareness and training for staff.</p>	Pack
<b>Scope</b>	Laughner asked how organizations would select a requirement when two different baseline standards offer conflicting requirements. The example of password length and strength was used. Haveron mentioned that the report is intended to provide people that are not aware of cyber security requirements the help needed to make a good decision. The chair and Mix both suggested providing examples in the report to be used in helping make those decisions, since there would be no way to provide guidance to address every scenario.	

Item no.	Notes	Action by
<b>Writing Assignments</b>	<p>The chair presented the document structure and proposed assigning writing assignments to each section. Writing assignments completed in January:</p> <p>Introduction – Pack, check by Falk                      Maturity Model: Holstein, check by Pack                      Baseline Standards: Holstein, check by Pack                      Applicability Matrix: Pack, check by Johnson</p> <p>Writing assignments completed during this meeting:</p> <p>Scope (Pack – Haveron check)                      Policy/Governance (Holstein – Laughner check)                      Design (Pack – Haveron check)                      Implementation (Operations (Holstein – Pack check)                      Maintenance (Feedback (Mix – Laughner check)                      Summary (Pack - Laughner check)</p> <p>Mix mentioned that a Task Force will not be granted copyright permission via IEEE, so use of any reference material would require the TF getting the copyright, or someone with access to the material being able accurately summarize the material without using it in the report.</p> <p>Mix mentioned that the Operations section would have two components – the one associated with the cybersecurity program and one with the operations of the power delivery function of the utility. The chair mentioned that situational awareness of the security program would require monitoring log files and other reporting functions, while the operational tasks associated with power delivery may involve troubleshooting SCADA or communications issues. Holstein mentioned that patch management is a huge issue and needs to be addressed as part of the report. The chair agreed.</p>	Pack
<b>ITEMS REPORTED OUT OF EXECUTIVE SESSION</b>	N/A	
<b>TIME OF FINAL ADJOURNMENT</b>	3:18 p.m. CDT.	
<b>NEXT FACE TO FACE MEETINGS</b>	Unknown	
<b>FUTURE MEETING ROOM REQUIREMENTS</b>	Room Size: 40 Projector: Yes Web Meeting: Yes Conflicts: All PSCC S	