

**ReliabilityFirst Corporation**

**Standards Development Process**  
**Manual**

Version 1.0

September 23, 2005

# ReliabilityFirst Standards Development Process Manual

## Table of Contents

To Be Replaced

<b>Introduction .....</b>	<b>1</b>
<b>Background .....</b>	<b>2</b>
<b>Organizational Standard Definition, Characteristics, and Elements.....</b>	<b>3</b>
<b>Roles in the Organizational Standards Development Process.....</b>	<b>6</b>
<b>Adoption of the NERC Reliability Standards.....</b>	<b>8</b>
<b>Organizational Standards Consensus Development Process.....</b>	<b>9</b>
<b>Maintenance of Organizational Standards and Process .....</b>	<b>19</b>
<b>Appendix A .....</b>	<b>23</b>
<b>Appendix B .....</b>	<b>28</b>

# **RFC Organizational Standards Development Process Manual**

## **Introduction**

This manual establishes the process for adoption an Organizational Standard of the Reliability First Corporation (RFC) and the development of consensus for adoption, approval, revision, reaffirmation, and deletion of such standards<sup>1</sup>. RFC Organizational Standards to provide for the reliable regional and sub-regional planning and operation of the Bulk Power System, consistent with Good Utility Practice within the Reliability First geographical footprint.

This manual was developed under the direction of the RFC Board of Directors, who may request changes to this Process Manual as deemed appropriate. A procedure for revising this manual is contained in Appendix A. This RFC Organizational Standards Development Process is consistent with the NERC Standards Development Process Manual.

---

<sup>1</sup> Legacy standards, such as ECAR Documents, MAIN Guides, and MAAC Procedures shall be considered as RFC Organizational Standards for the purposes of this document.

## Background

Regions may develop, through their own processes, separate “Regional Standards” (RFC Organizational Standards) that go beyond, add detail to, or implement NERC Reliability Standards, or otherwise address issues that are not addressed in NERC Reliability Standards.

As a condition of RFC membership, all RFC members agree to adhere to the NERC Reliability Standards. As such, the RFC and its members will adhere to the NERC Reliability Standards in addition to the RFC Organizational Standards. NERC Reliability Standards and the RFC Organizational Standards are both to be included within the RFC Compliance Program.

RFC Organizational Standards are intended to apply only to that part of the Eastern Interconnection within the RFC geographical footprint. The development of these RFC Organizational Standards are developed according to the following principles via the process contained within this process manual:

- Developed in a fair and open process that provided an opportunity for all interested parties to participate;
- Does not have an adverse impact on commerce that is not necessary for reliability;
- Provides a level of bulk electric system reliability that is adequate to protect public health, safety, welfare, and national security and would not have a significant adverse impact on reliability; and
- Based on a justifiable difference between Regions or between sub-Regions within the Regional Council’s geographic area.

## **Organizational Standard Definition, Characteristics, and Elements**

### ***Definition of an Organizational Standard***

As contained in the RFC By-laws RFC “Organizational Standards” shall mean a policy or standard, including adequacy criteria, duly adopted by the Board of Directors of the Corporation, to provide for the reliable regional and sub-regional planning and operation of the Bulk Power System, consistent with Good Utility Practice.

Inherent in this definition, an RFC Organizational Standard will define certain obligations or requirements of entities that operate, plan, and use the Bulk Power System within the RFC geographical footprint. These obligations or requirements as contained in the RFC Organizational Standards are to be material to reliability and be measurable consistent with Good Utility Practice. Organizational Standards are not to include processes or procedures that implement an Organizational Standard. In addition, obligations, requirements or procedures imposed upon RFC by NERC Reliability Standards are not to be RFC Organizational Standards, unless those obligations, requirements or procedures require the establishment of a “policy or standard” as defined by the RFC By-laws.

### ***Characteristics of an Organizational Standard***

An Organizational Standard is policy or standard, including adequacy criteria to provide for the reliable regional and sub-regional planning and operation of the Bulk Power System, consistent with Good Utility Practice

An Organizational Standard shall generally have the following characteristics:

- **Material to Reliability** - An Organizational Standard shall be material shall mean a policy or standard, including adequacy criteria to provide for the reliable regional and sub-regional planning and operation of the Bulk Power System, consistent with Good Utility Practice within the RFC geographical footprint.

Generally, if the reliability of the Bulk Power System could be compromised without a particular standard or by a failure to adhere with that standard, then the standard is material to reliability.

- **Measurable** - An Organizational Standard shall establish technical or performance requirements that can be practically measured.
- **Relative to NERC Reliability Standards** - An Organizational Standard generally must go beyond, add detail to, or implement NERC Reliability Standards, or cover matters not addressed in NERC Reliability Standards.

### ***Format Requirements of an Organizational Standard***

An Organizational Standard shall consist of the format requirements shown in the Organizational Standard Template. These requirements apply to the development and revision of Organizational Standards. These requirements are necessary to achieve

standards that are measurable, enforceable, and consistent. The format allows a clear statement of the purpose, requirements, measures, and penalties for non-compliance associated with each standard. Supporting documents to aid in the implementation of a standard may be referenced by the Organizational Standard but are not part of the standard itself.

***Organizational Standard Format Requirement Template***

<b>Identification Number</b>	A unique identification number assigned in accordance with an administrative classification system to facilitate tracking and reference RFC documentation.
<b>Title</b>	A brief, descriptive phrase identifying the topic of the standard.
<b>Effective Date and Status</b>	The effective date of the standard or, prior to adoption of the standard by the Board of Directors, the proposed effective date.
<b>Purpose</b>	The purpose of the standard. The purpose shall explicitly state what outcome will be expected by this standard.
<b>Requirement(s)</b>	Explicitly stated technical, performance, and preparedness requirements. Each requirement identifies what entity is responsible and what action is to be performed or what outcome is to be achieved. Each statement in the requirements section shall be a statement for which compliance is mandatory.
<b>Measure(s)</b>	Each requirement shall be addressed by one or more measurements. Measurements that will be used to assess performance and outcomes for the purpose of determining compliance with the requirements stated above. Each measurement identifies to whom the measurement applies. Each measurement shall be tangible, practical, and as objective as is practical. Achieving the full compliance level of each measurement should be a necessary and sufficient indicator that the requirement was met.
<b>Expected Performance or Outcomes</b>	Defines the expected level of performance or outcomes for each measurement.

Compliance Administration Elements

<b>Compliance Monitoring Process</b>	<p>Defines for each measure:</p> <ul style="list-style-type: none"> <li>• The specific data or information that is required to measure performance or outcomes.</li> <li>• The entity that is responsible to provide the data or information for measuring performance or outcomes.</li> <li>• The process that will be used to evaluate data or information for the purpose of assessing performance or outcomes.</li> </ul>
--------------------------------------	---

	<ul style="list-style-type: none"> <li>• The entity that is responsible for evaluating data or information to assess performance or outcomes.</li> <li>• The time period in which performance or outcomes is measured, evaluated, and then reset.</li> <li>• Measurement data retention requirements and assignment of responsibility for data archiving.</li> </ul>
<b>Levels of Non-Compliance</b>	Defines the levels of non-compliance for each measure, typically based relative severity of the consequences of non-compliance.
<b>Sanctions</b>	Defines all penalties or sanctions associated with non-compliance, typically based on level of non-compliance and number of offenses in accordance with current sanctions structure approved by the RFC Board.

## Supporting Information Elements

<b>Interpretations</b>	Any RFC interpretations of the Organizational Standards that were developed, and approved by the RC, to expound on the application of the standard for unusual or unique situations.
<b>Supporting References</b>	This section references related documents that support reasons for, or otherwise provide additional information related to the standard Examples include, but are not limited to: <ul style="list-style-type: none"><li>• Glossary of Terms</li><li>• Developmental history of the standard and prior versions</li><li>• Subcommittee(s) responsible for standard</li><li>• Notes pertaining to implementation or compliance</li><li>• Standard references</li> <li>• Procedures/Practices</li><li>• Training and/or Technical Reference</li></ul>

## Roles in the Organizational Standards Development Process

### ***Process Roles***

**Originator** - Any person, acting as a representative of an organization who is directly and materially affected by the operation of the RFC's Bulk Power System is allowed to request an Organizational Standard be developed or an existing Organizational Standard be modified, or deleted, by creating a Standards Authorization Request (SAR). See Appendix B.

**Board of Directors** - The RFC Board of Directors shall act on any proposed Standard that has gone through the process contained in this process manual. Once the Board approves an Organizational Standard, compliance with the standard will be enforced consistent with the Bylaws and the terms of the Organizational Standard.

**Reliability Committee** - The Reliability Committee (RC) will consider which requests for new or revised standards shall be assigned for development (or existing Organizational Standards considered for deletion). The Reliability Committee manages the standards development process. The Reliability Committee will advise the Board of Directors on Organizational Standards presented for adoption by the Board.

**Standards Process Manager (SPM)** – A person or persons on the RFC staff assigned the task of ensuring that the development, revision or deletion of Organizational standards is in accordance with this manual. The Standards Process Manager(s) works to ensure the integrity of the process and consistency of quality and completeness of the Organizational Standards. The Standards Process Manager facilitates the administration of all actions contained in all steps in the process.

**Standards Process Staff** – Employees of the RFC that work with or for Standards Process Manager.

**Compliance Committee** – The RFC committee responsible for the administration of the RFC Compliance Program. The duties of this committee includes, but not limited to, providing inputs and comments during the standards development process to ensure the measures will be effective and other aspects of the Compliance Program can be practically implemented.

**Standard Drafting Team** – Normally a team of technical experts, and typically includes a member of the RFC staff, a representative of the Compliance Committee and the Originator assigned the task of developing a proposed standard based upon an approved SAR using the standard development process contained in this process manual.

## **RFC Organizational Standard Development Process**

### ***Assumptions and Prerequisites***

The RFC Organizational Standards Development Process: have the following characteristics:

- **Due process** - Any person representing an organization with a direct and material interest has a right to participate by:
  - a) Expressing an opinion and its basis,
  - b) Having that position considered, and
  - c) Appealing any negative decision
- **Openness** - Participation is open to all Organizations who are directly and materially affected by RFC region Bulk Power System reliability. There shall be no undue financial barriers to participation. Participation shall not be conditioned upon membership in RFC, and shall not be unreasonably restricted on the basis of technical qualifications or other such requirements. Meetings of Standard Drafting teams are open to the RFC membership and to others with invitation of the standards drafting team chair.
- **Balance** - The RFC Organizational Standards development process strives to have an appropriate balance of interests and shall not be dominated by any single interest category.
- **Days** – The term “days” refers to calendar days.

***Step 1 - Development of a Standards Authorization Request (SAR) to Develop, Revise or Delete an Organizational Standard***

Any individual representing an organization (Originator) that is directly or materially impacted by the operation of the Bulk Power System within the geographical footprint of the RFC may request, via a submittal of Standard Authorization Request (SAR) form, the development, modification, or deletion of an RFC Organizational Standard. Any such requests shall be submitted to the RFC Standards Process Manager, or his/her designee, or by another process as otherwise posted on the RFC website. The SAR form may be downloaded from the RFC web-site.

The SAR contains a description of the proposed Organizational Standard subject matter containing sufficiently descriptive detail to clearly define the purpose, scope, impacted parties, and other relevant information of the proposed standard. The Standards Process Manager will verify that the submitted SAR form has been adequately completed. The SPM may offer the Originator suggestions regarding changes and/or improvements to improve clarity and assist the RFC community to understand the Originator's intent and objectives. The Originator is free to accept or reject these suggestions. Within 15 days an SPM will electronically acknowledge receipt of the SAR.

The SPM will forward all adequately completed SARs to the RFC Reliability Committee. Within 60 days of receipt of an adequately completed SAR, the RC shall determine the disposition of the SAR. The disposition decision and decision process shall use the normal "business rules and procedures" of the RC then in effect. The Reliability Committee may take one of the following actions:

- Accept the SAR as a candidate for a development of a new Organizational Standard, revise an existing Organizational Standard or delete an existing Organizational Standard. The RC may, in its sole discretion, expand or narrow the scope of the SAR under consideration.
- Reject the SAR. If the RC rejects a SAR, a written explanation for rejection will be delivered to the Originator within 30 days of the decision.
- Remand the SAR back to the Originator for additional work. The SPM will make reasonable efforts to assist the Originator in addressing the deficiencies identified by the RC. The Originator may then resubmit the modified SAR using the process above. The Originator may chose to withdraw the SAR from further consideration prior to re-submittal to the RC

Any SARs that is accepted by the RC for development of an Organizational Standard (or modification or deletion of an existing Organizational Standard) shall be posted for public viewing. SARs will be posted and publicly noticed at regularly scheduled intervals.

Any documentation of the deliberations of the RC concerning SARs shall be made available according to normal "business rules and procedures" of the RC then in effect.

## **Step 2 – Formation of the Standard Drafting Team and Declaration of Milestone Date**

Upon acceptance of the RC of the SAR for development of a new Organizational Standard (or modification or deletion of an existing Organizational Standard) shall direct the SPM to develop a qualified balance slate for the drafting team using the specific directions and preferences of the RC. This team will consist of an appropriate group of people who collectively have the necessary technical expertise and work process skills. The Standards Process Manager will recommend a slate of ad-hoc members or a preexisting task force, work group or panel for the team based upon the RC's desired team capabilities.

The RC may also direct the SPM to designate an existing RFC committee (or subset thereof) as the drafting team augmented by other persons as may be appropriate for the subject matter. The RC will insure that team membership includes all necessary administrative support. This support typically includes (1) an RFC staff member , (2) a member chosen by the Compliance Committee and (3) the Originator if he/she chooses to participate. The RC appoints the chair (should not be a staff person) of the Standard Drafting Team.

The SPM submits the proposed list of names of the Standard Drafting Team to the Reliability Committee. The Reliability Committee will either accept the recommendations of the Standards Process Manager or modify the Standard Drafting Team slate, as it deems appropriate within 60 days of accepting a SAR for development.

Upon approval of the Standard Drafting Team slate, the RC will declare a preliminary date on which the Standard Drafting Team is expected to have ready a completed draft Organizational Standard and associated supporting documentation available for consideration by the RFC membership.

## **Step 3 – Work and Work Product of the Standard Drafting Team**

The drafting team will then develop a work plan for completing the standard development work, including the establishment of milestones for completing critical elements of the work in sufficient detail to ensure that the team will meet the date objective established by the RC or the team shall propose an alternative date. This plan is then delivered to the RC for its concurrence.

The Standard Drafting Team is to meet, either in person or via electronic means as necessary, establish sub-work teams (made up of members of the Standard Drafting team) as necessary, and perform other activities to address the parameters of the SAR and the milestone date(s) established by the RC.

The work product of the Standard Drafting Team will consist of the following:

- A draft Organizational Standard consistent with the SAR on which it was based.

- An implementation plan, including the nature, extent and duration of field-testing, if any.
- Identification of any existing Organizational Standard that will be deleted or otherwise impacted by the implementation of the draft Organizational Standard
- Technical reports, white papers and/or work papers that provide technical support for the draft Organizational Standard under consideration.

Upon completion of these tasks, the Standard Drafting Team submits these documents to and obtains from:

- Compliance Committee – A certification that the proposed Organizational Standard is “compliance ready”
- Reliability Committee -- A certification that the proposed Organizational Standard is consistent with the SAR on which it was developed

The team regularly informs the RC of its progress in meeting a timely completion of the draft Organizational Standard. The drafting team may request of the RC scope changes of the SAR at any point in the standard development process.

The RC may, at any time, exercise its authority over the standards development process by directing the Standards Drafting Team to move to Step 4 and post for comment the current work product. If there are competing drafts, the RC may, at its sole discretion, have posted the version(s) of the draft Organizational Standard for comment. The RC may take this step at any time after the drafting team has been commissioned to develop the standard.

#### **Step 4 – *Comment Posting Period***

Upon receipt of the two certifications, the SPM then facilitates this posting on the RFC web-site, implementation plan and supporting documents for a 30-day comment period. The SPM shall also inform the RFC of the posting using typical membership communication procedures then currently in effect or by other means as deemed appropriate.

Within 30 days of the conclusion of Comment Posting Period the Standard Drafting Team shall convene and consider changes to the draft Organizational Standard, the implementation plan and/or supporting technical documents based upon comments received. Based upon these comments, the Standard Drafting Team shall then revise the draft Organizational Standard, implementation plan and/or supporting technical documentation. The Standard Drafting team shall prepare a Modification Report summarizing the comments received and the changes made as a result of these comments. The Modification Report also summarizes comments that were rejected by the Standard Drafting Team and the reason(s) that these comments were rejected.

#### **Step 5 – *Posting for Endorsement of RFC Membership***

The Standards Drafting Team shall direct the SPM to post the revised draft Organizational Standard, implementation plan, supporting technical documentation and the Modification Report.

The SPM will schedule a Membership Endorsement Vote but the Membership Endorsement Vote is to be scheduled to commence no sooner than 15 days and no later than 30 days following this posting.

The Membership Endorsement Vote Period shall be a period of 15 days. It is expected that Membership Endorsement Votes will be submitted electronically, but may be submitted through other means as approved by the Reliability Committee. All members of the RFC are eligible to participate in the Membership Endorsement Vote on proposed new standards, standard revisions or standard deletions. RFC membership is the sufficient qualification to participate in the Membership Endorsement Vote. There is not a requirement to separately join a ballot body to participate in a Membership Endorsement Vote.

An endorsement of the RFC membership for a new Organizational Standard (or modification or deletion of an existing Organizational Standard) and the associated implementation plan under consideration is defined as affirmative votes from two-thirds of the RFC membership responding within the 15 day Membership Endorsement Vote period. Endorsement votes may be accompanied by comments explaining the vote, but are not required.

If the draft Organizational Standard (or modification or deletion of an existing Organizational Standard) and the implementation plan receives:

- An Endorsement of two-thirds or greater of the RFC membership voting, the RC will forward to the RFC Board of Directors the Organizational Standard, implementation plan and a Reliability Committee assessment and opinion of the draft Standard.
- An Endorsement of less than two-thirds of the RFC membership voting the RC may:
  - Revise the SAR on which the draft Organizational Standard was based and remand the development work back to this or a newly appointed Standards Drafting Team. The Reliability Committee may require a second comment period.
  - Direct the existing Standard Drafting Team to reconsider or modify certain aspects of the draft Organizational Standard and/or implementation plan to be posted for a second Membership Endorsement Vote. A second comment period is not required. The second posting of the draft Organizational Standard, implementation plan, and supporting documentation shall be within 60 days of the RC action.
  - Recommend termination of all work on the development of the standard action under consideration and so notify the RFC Board of Directors.

If the draft Organizational Standard (or modification or deletion of an existing Organizational Standard) and the implementation plan receives on the second Endorsement Vote:

- An Endorsement of two-thirds or greater of the RFC membership voting, the RC will forward to the RFC Board of Directors the Organizational Standard, implementation plan and a Reliability Committee assessment and opinion of the Standard.
- An Endorsement of less than two-thirds of the RFC membership voting, the RC will refer the draft Organizational Standard and implementation plan to the Board of Directors. The RC may also submit an assessment, opinion and recommendations to the Board of Directors.

### ***Step 6 – Action by the RFC Board of Directors***

An Organizational Standard submitted to the Board of Directors for action must be publicly posted at least 30 days prior to action by the Board of Directors. At a regular or special meeting, the Board of Directors shall consider adoption of the proposed Organizational Standard. The Board will consider the results of the balloting and dissenting opinions. The Board is to consider any advice offered by the RFC Reliability Committee.

Draft Organizational Standards that received a membership endorsement shall be delivered to the RFC Board of Directors for their action. The BOD “package” will include:

- The proposed Organizational Standard (or the modification or deletion of an existing Organizational Standard)
- Implementation Plan (including recommending field testing and effective dates)
- Compliance Committee certification that the draft Organizational Standard is ‘measurable’
- Technical Documentation supporting the draft Organizational Standard
- A summary of the Endorsement vote and summary of the comments that accompanied the Endorsement votes.
- Reliability Committee assessment and opinion of the draft Organizational Standard

The RFC Board of Directors is expected to:

- Approve the Organizational Standard action
- Remand to the Reliability Committee with comments and instructions, or
- Disapprove the proposed Organizational Standard action without recourse.

Draft Organizational Standards that did not receive a membership endorsement on the second Endorsement attempt shall be delivered to the RFC Board of Directors for their action. The BOD “package” will include:

- The proposed Organizational Standard (or the modification or deletion of an existing Organizational Standard)
- Implementation Plan (including recommending field testing and effective dates)

- Compliance Committee certification that the draft Organizational Standard is 'measurable'
- Technical Documentation supporting the draft Organizational Standard
- A summary of the Endorsement vote and summary of the comments that accompanied the Endorsement votes.
- Reliability Committee assessment and opinion of the draft Organizational Standard.

The RFC Board of Directors is expected to:

- Approve the Organizational Standard action without modification
- Approve the Organizational Standard action with Board of Directors' modification
- Remand to the Reliability Committee with comments and instructions, or
- Disapprove the proposed Organizational Standard action without recourse.

### ***Step 7 - Implementation of Organizational Standard***

Upon approval of a new, modified or deleted Organizational Standard by the RFC Board of Directors, the SPM will notify the membership of the action of the Board of Directors through the normal and customary membership communication procedures and processes then in effect. The SPM will also notify the RFC Compliance Staff for integration into the RFC Compliance Program.

## **Appendix A**

### **Maintenance of Organizational Standards Development Process**

Significant changes to the Organizational Standard Development Process shall begin with the preparation of a SAR and be handled using the same procedure as a request to add, modify, or delete an Organizational Standard.

The RFC Reliability Committee has the authority to make 'minor' changes to the Organizational Standard Development Process Manual as deemed appropriate by the RC and subject to the Reliability Committee voting practices and procedures then in effect. The RC shall promptly notify the RFC Board of Directors of such 'minor' changes to this process for their review and concurrence at the next Board meeting.

### **Maintenance of Organizational Standards**

The RC shall ensure that each Organizational Standard shall be reviewed at least once every five years from the effective date of the standard or the latest revision to the standard, whichever is the later. The review process shall be conducted by soliciting comments from the stakeholders. If no changes are warranted, the RC shall recommend to the RFC Board of Directors that the Standard be reaffirmed. If the review indicates a need to revise or delete an Organizational Standard, a SAR shall be prepared and submitted in accordance with the Standards Development Process contained in this manual.

**Appendix B – Standard Authorization Request**

The RFC Reliability Committee shall be responsible for implementing and maintaining this form as needed to support the information requirements of the Standards Development Process. Changes to this form are considered minor, and therefore subject to only the approval of the Reliability Committee.

**RFC Standard Authorization Request Form**

**RFC will complete**

Title of Proposed Standard
Request Date

ID
Authorized for Posting
Authorized for Development

***SAR Originator Information***

Name	<b>SAR Type</b> (Check box for one of these selections.)	
Company	<input type="checkbox"/>	New Standard
Telephone	<input type="checkbox"/>	Revision to Existing Standard
Fax	<input type="checkbox"/>	Withdrawal of Existing Standard
E-mail	<input type="checkbox"/>	Urgent Action

<b>Purpose</b> (Provide one or two sentences.)
--

<b>Industry Need</b> (Provide one or two sentences.)
--

**Brief Description** (A few sentences or a paragraph.)

Reliability Functions

<b><i>The Standard will Apply to the Following Functions</i></b> (Check box for each one that applies.)		
	Reliability Authority	Ensures the reliability of the bulk transmission system within its Reliability Authority area. This is the highest reliability authority.
	Balancing Authority	Integrates resource plans ahead of time, and maintains load-interchange-resource balance within its metered boundary and supports system frequency in real time
	Interchange Authority	Authorizes valid and balanced Interchange Schedules
	Planning Authority/Transmission Planner	Plans the bulk electric system
	Transmission Service Provider	Provides transmission services to qualified market participants under applicable transmission service agreements
	Transmission Owner	Owns transmission facilities
	Transmission Operator	Operates and maintains the transmission facilities, and executes switching orders
	Distribution Provider	Provides and operates the “wires” between the transmission system and the customer
	Generator	Owns and operates generation unit(s) or runs a market for generation products that performs the functions of supplying energy and Interconnected Operations Services
	Purchasing-Selling Entity	The function of purchasing or selling energy, capacity and all necessary Interconnected Operations Services as required
	Load-Serving Entity	Secures energy and transmission (and related generation services) to serve the end user

**Detailed Description** (Provide enough detail so that an independent entity familiar with the industry could draft a Standard based on this description.)

*Related Standards*

Standard No.	Explanation

*Related SARs*

SAR ID	Explanation

Implementation Plan

<p><b>Description</b> (<i>Provide plans for the implementation of the proposed standard, including any known systems or training requirements.</i>)</p>	
<p><b>Proposed Implementation</b></p>	<p><b>days after Board of Directors adoption or</b></p>
<p><b>on (date):</b></p>	

Assignments

	<i>Assignment</i>
<b>Team Members</b>	
<b>RFC Staff</b>	