Procedures for the secure sharing of critical energy infrastructure information (CEII)-related documents and data during meetings with stakeholders who have received CEII clearance
Revision 6/17/21

EIPC uses the following procedures for the secure sharing of Critical Energy Infrastructure Information (CEII)-related documents and data during meetings with stakeholders who have received CEII clearance to access such information. It is anticipated that CEII information may be transmitted or discussed during in-person meetings with Stakeholders, during web-based meetings, and in periods between meetings.

Prior to a Meeting the EIPC Executive Director shall undertake or appoint an EIPC Member representative in the role as the EIPC Meeting Organizer, with the responsibilities detailed below.

Typical procedures that will be used for sharing CEII information during each of these settings are described below, however at the option of the EIPC Meeting Organizer some details may vary.

DURING IN-PERSON MEETINGS

1. Prior to in-person meetings where CEII data or documents will be discussed, the EIPC Meeting Organizer will identify which attendees have CEII clearance, and which ones do not based on the current list maintained by the EIPC Data Coordinator.
2. All Stakeholders in attendance who have CEII clearance will be given yellow-colored name tags upon check-in at the start of the meeting. Those without CEII clearance will receive white name tags.
3. During segments of the agenda when CEII-related documents or data are discussed, all attendees who do not have CEII clearance – those with white name tags – will be asked to step out of the room.
4. If in-person meetings are broadcast via webinar, the EIPC Meeting Organizer will follow the procedures for web-based meetings (see below).
5. When CEII-related documents or data are being discussed, no public written or oral record will be kept related to CEII content. Public records may reference the fact that CEII data was discussed, and may indicate any decisions made by attendees, if this can be done without revealing any specific CEII data.
6. Any notes or written documents produced during private sessions and related to the CEII materials will become CEII material and will be subject to all the CEII protections.

DURING WEB-BASED MEETINGS

1. Prior to web-based meetings where CEII data or documents will be discussed, the EIPC Meeting Organizer will identify stakeholders expected to participate who have CEII clearance.
2. Using the WebEx webinar program, the EIPC Meeting Organizer will send invitations to all CEII-cleared participants. All other stakeholders will be required to participate as "guests" who will be admitted to the meeting only when non-CEII information is discussed.
3. At the beginning of these webinars, the EIPC Meeting Organizer will ensure that all of those logged in are indeed cleared for CEII, and may choose to admit "guests" at that

time if no CEII information will be discussed.

4. When the group approaches a section of the agenda that will involve CEII-related data or discussions, the EIPC Meeting Organizer will remind the group of the procedures related to CEII information (particularly those points discussed in items 4-7), and then will place the WebEx meeting into "breakout session" mode. The breakout session mode will make the meeting's audio and visual components available only to those who have received CEII clearance. "Guests" will only see an indication that the meeting is in a breakout session. Additionally, the program will cease recording during this period.

5. Once the CEII-related section of the agenda has concluded, the breakout session will be ended, and the webinar, including all audio and visual components, will resume for all participants. Every attempt will be made to put CEII agenda items at the end, so "guests" can sign off and not have to wait for the webinar to resume.

6. When CEII-related documents or data are being discussed, no public written or oral record will be kept related to CEII content. Public records may reference the fact that CEII data was discussed, and may indicate any decisions made by attendees, if this can be done without revealing any specific CEII data.

7. Any notes or written documents produced during private sessions and related to the CEII materials will become CEII material and will be subject to all the CEII protections.

BETWEEN MEETINGS

1. When documents or files containing CEII data are made available between meetings, stakeholders with CEII clearance will be notified bye-mail.

2. Those stakeholders with CEII clearance will e-mail Ian Grant of the Tennessee Valley Authority (TVA) at isgrant@tva.gov to request access to the documents/files.

3. Ian Grant will check to ensure that the stakeholder requesting access has received CEII clearance. He will then respond to the stakeholder with details on how they may access the file or document.

4. No CEII documents will be posted to the public EIPC website, but if appropriate, may be noted as available from TVA for those with CEII clearance.

In all cases, stakeholders with CEII clearance will be reminded during these sessions to maintain the security of all CEII-related data and documents and ensure that the information is not shared with or accessible to individuals who do not have CEII clearance in accordance with the CEII clearance agreement.