

**NYSRC POLICY 2 REVISION<sup>1</sup>****DISTRIBUTION OF ICS MARKET SENSITIVE DOCUMENTS****Background**

There is a need, because of market issues, to keep certain ICS meeting material confidential and not visible to any market participants until it is posted. This policy covers the distribution process for these market sensitive documents.

**Principle**

All Market Sensitive (MS) Documents provided to the NYSRC by the NYISO for ICS meetings, such as analyzes, and reports, shall be distributed such that they can be initially viewed concurrently by all parties, including ICS members and market participants..

**Procedure**

- All ICS documents associated with an ICS meeting agenda, including MS Documents, shall be submitted by the NYISO to a designated NYSRC Consultant. The NYSRC Consultant shall then transmit the meeting material to the NYSRC Administrative Assistant for posting on the NYSRC web site at least seven days before the ICS meeting. The NYISO shall notify the NYSRC Consultant as to which documents are market sensitive.
- If certain meeting documents, including MS documents, are not available at the time of the initial posting, a notation shall be made on the NYSRC web site that such documents shall be provided at a later time.
- Immediately following posting of the ICS meeting documents, the NYSRC Consultant shall transmit all meeting documents to ICS members and participants.
- The NYISO Stakeholders Services announcement of the ICS meeting shall state that, at the ICS Chairman's discretion, all ICS meeting documents, not posted on the NYSRC web site in time for the ICS meeting shall be viewed on WebEx during the meeting. The meeting announcement will also refer to this MS Document policy which will be found on the NYSRC web site.
- All ICS meeting documents, including MS Documents, received by the NYSRC Consultant after the initial meeting material posting, up through 5pm on the day before the ICS meeting, shall be transmitted to the NYSRC Administrative Assistant for posting.
- To ensure that postings of MS Documents critical to ICS's IRM development process be posted by the day before the ICS meeting, the NYSRC personnel normally responsible for the posting process shall be backed up as follows:
  - a) The NYISO shall provide MS Documents to the NYSRC Consultant designated for normally transmitting documents for posting, as well as to a second designated NYSRC Consultant, to ensure that the document is successfully transmitted to the

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<sup>1</sup> The present NYSRC Policy 2 will be revised to add this new policy.

Administrative Assistant on time for posting. The two NYSRC Consultants shall coordinate with each other, to the extent possible, so that only one copy of the MS Documents is sent to the NYSRC Administrative Assistant for posting.

- b) In the event the NYSRC Administrative Assistant is unavailable for posting the MS Document, the EC Executive Secretary will have the authority to post the document<sup>2</sup>.
- Those meeting documents provided for the first time during the day of the ICS meeting shall be later posted as soon as possible on the NYSRC web site.

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<sup>2</sup> The Administrative Assistant and the EC Executive Secretary must investigate technical issues for permitting a second person to post material on the NYSRC web site.