

How to Join the Data Management Subcommittee: DMS-Joint and the DMS-Confidential Groups

General Information:

The DMS is comprised of two separate groups: **DMS-Joint and the DMS-Confidential**. The DMS reports to the Operating Committee (OC) and is also closely coordinated with the System Operating Subcommittee - Transmission (SOS-T). The format and process of the DMS is similar to that of the System Operations Subcommittee (SOS). The DMS is a closed stakeholder group, requiring an appointment to be on the roster due to the confidential nature of the materials discussed.

DMS-Confidential is comprised of only Transmission Owner (TO) Company staff that is involved in EMS activities. DMS-Confidential members are also a part of the DMS-Joint group.

DMS-Joint provides information and guidance to ensure adequacy, security, and reliability of PJM and member company inter-networked computer and control systems and communication facilities. DMS-Joint supports PJM and its members by sharing metrics related to communication infrastructure, and addressing EMS compliance and system management standards. While the DMS-Joint has TO staff on this group, these personnel might be different than a TO's personnel on the DMS-Confidential.

These groups meet on a quarterly basis, aligned with the EMS data close dates.

The following pages outline the required processes for company representatives to join DMS-Joint or DMS-Confidential.

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Process for DMS-Joint Roster and Membership:

NOTE: When requesting access, please specify which group your request is for: **DMS-Joint** or **DMS-Confidential**.

1. The DMS-Joint is a subcommittee of the Operating Committee (OC). Requests for access to the DMS-Joint Workplace must be emailed to [Committee Services Administrators](#) and include authorization from either the person's company OC representative or existing DMS-Joint representative for the member to be added to DMS-Joint.
2. New representatives requesting to be placed on the DMS-Joint Roster must also submit a Roster Update Form: <http://pjm.com/committees-and-groups/committees/form-roster-and-mailing-lists-updates.aspx>
3. DMS-Joint members on the roster must be designated as the Primary or Alternate. There must be one Primary, but there can be up to three Alternates for each company. Requests for access (Step 1 above) should include prospective member's designation as part of this original request.
4. If someone on the DMS-Joint roster wishes to withdraw from the subcommittee, they should notify [Committee Services Administrators](#) via email stating that they wish to be removed.
5. DMS-Joint member's email address on the roster will be monitored when materials are sent out. If a member is deleted from the DMS-Joint email list because of errors with the address, the person will also be deleted from the DMS-Joint Roster.
6. You must be a DMS-Joint member listed on the DMS-Joint Roster to have access to the secure DMS-Joint Workplace.

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Process for DMS-Confidential Roster and Membership:

NOTE: When requesting access, please specify which group the request is for: **DMS-Joint** or **DMS-Confidential**.

Part A:

Four steps are required for being a member in good standing of DMS-Confidential:

1. Create a pjm.com ID and PSWD. Go to the www.PJM.com, at upper left corner on page, click 'Sign in'.
2. Have your company's SOS-T representative submit a written statement to DMS_Officers@pjm.com appointing/endorsing you to DMS-Confidential. The SOS-T representative should send that appointment to: DMS_Officers@PJM.com.
3. The SOS-T representative must specify if proposed member is a Primary or Alternate representative for company. Complete and submit a [Roster Update Form](#) available on the DMS web page at pjm.com. Be sure to specify that your request is to join DMS-Confidential.
4. Once added to the Roster, select the secure DMS Workplace link and select the Request Access button. One now needs to wait for the CEII approval to be granted.
 - a. For CEII approval you also need to go to the below PJM CEII page and submit a request, there are two parts to asking for this - see illustrations starting on page 4.

Part B:

Access to the secure DMS-Confidential SharePoint is next, and only available to DMS-Confidential members.

1. Create an eDART account that has the Network Model Application.
 - a. For an existing eDART account, send a request to eDARThelp@pjm.com
 - b. For requesting a new eDART account use the following link:
<http://www.pjm.com/markets-and-operations/etools/edart/form-edart-reg.aspx>
2. Keep your individual Non-Disclosure Agreement (NDA) current – users agree to it every 30 days. If your NDA becomes expired, your access to the DMS-Confidential SharePoint will be revoked.
3. Send a request to DMS_Officers@pjm.com for the DMS-Confidential SharePoint site, indicating your pjm.com ID. You will need to verify your access to the DMS-Confidential Workplace site, by providing a screen capture of that secure site.
4. After access is granted, go to <http://connect.pjm.com> and enter your User ID and PSWD to see the PJM share room with the link to the secure Data Management Subcommittee SharePoint site.
 - a. Documents are posted under the shared Documents folder.

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CEII Access Requests

1. Go to the DMS public web site at: <http://www.pjm.com/committees-and-groups/subcommittees/dms.aspx>



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- Relay Subcommittee
- Relay Testing Subcommittee
- Reliability Standards & Compliance Subcommittee
- Resource Adequacy Analysis Subcommittee
- System Operations Subcommittee
- System Restoration Coordinators Subcommittee
- Transmission & Substation

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Data Management Subcommittee

The Data Management Subcommittee (DMS) supports both Generation Owners and Transmission Owners through the DMS Joint (Generator & Transmission) and DMS Confidential groups. DMS Joint and DMS Confidential are subsets of the Operating Committee and System Operations Subcommittee. DMS Joint supports PJM and its members by sharing metrics related to communication infrastructure, and addressing EMS compliance and system management standards.

DMS Confidential supports PJM and each individual transmission member company electrical model updates. It is the primary point of contact for all issues related to the transfer of modeling data for the Electrical Model System (EMS). The [DMS Confidential SharePoint website](#) is used to post confidential meeting materials for the DMS Confidential meetings, and for posting/sharing other confidential data and information.

Meeting materials and registration for both DMS Joint and DMS Confidential are accessible via the password-protected [DMS Joint Workplace](#) and the [DMS Confidential Workplace](#).

Chair: [Andy Ford](#)
Secretary: [Maria Baptiste](#)

System Changes Schedule: [Web Calendar](#) | [Add to your calendar](#)

	Date
How to Join DMS-Joint & DMS-Confidential <small>PDF</small>	12.13.2016
Model Build Schedule <small>PDF</small>	11.11.2016
Behind-the-Meter Modeling Position Paper <small>PDF</small>	11.15.2016
BtMG Submission Form <small>PDF</small>	8.26.2016
Charter <small>PDF</small>	8.23.2016
Sub Transmission Modeling <small>PDF</small>	5.22.2015
DMS Confidential SharePoint Directions <small>PDF</small>	2.29.2016

RELATED INFORMATION

- [Facilitator Feedback Form](#)
- [Stakeholder Process Quick Guides & Templates](#)
- [Roster Update Form](#)
- PDF [M34](#)
- PDF [Committee Structure Diagram](#)

CONTACT INFORMATION

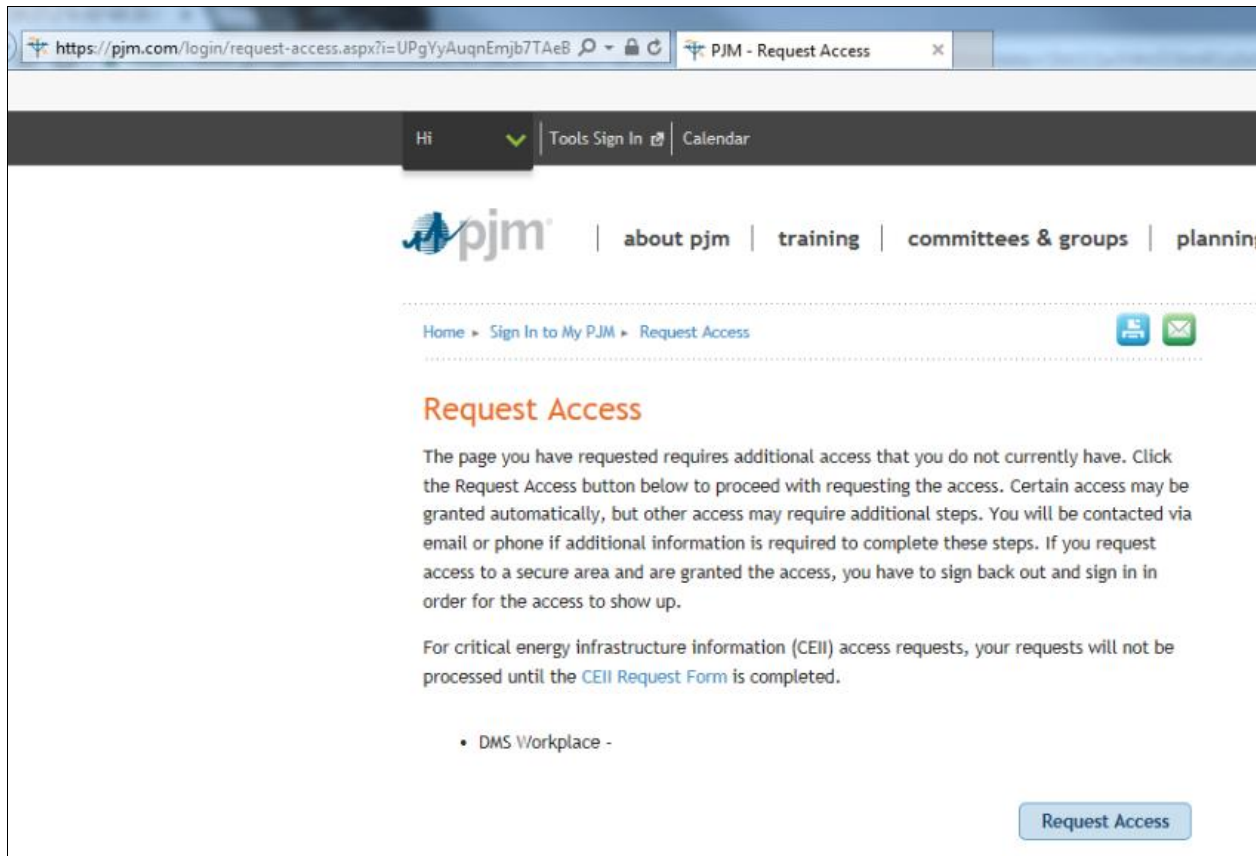
Member ?

Community

(866) 400-8980
 (610) 666-8980
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How to Join the Data Management Subcommittee: DMS-Joint and the DMS-Confidential Groups

2. Click on the DMS workplace link in 3rd paragraph. If you do not have access the following comes up:



3. Click 'Request Access' to begin the CEII approval process. You also need to fill out the CEII form, accepting to abide by the CEII Non-disclosure agreement (NDA) - see below for those steps.
4. Please go to following link to execute the CEII request form (shown at bottom of page) and accept to abide by the CEII NDA: <http://www.pjm.com/library/request-access.aspx>

How to Join the Data Management Subcommittee: DMS-Joint and the DMS-Confidential Groups

<http://www.pjm.com/documents/ferc-manuals/ceii.aspx>

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Request for Access to Critical Energy Infrastructure Information

1. PJM Procedure to Access Critical Energy Infrastructure Information (CEII)
The following guidelines have been established for the release of Critical Energy Infrastructure Information (CEII) in PJM's possession. These guidelines are based on compliance with the Federal Energy Regulatory Commission (FERC) Orders governing the processing of CEII requests and PJM's business process needs.

A. Data considered to be CEII
Generally, CEII includes but is not limited to: (i) information filed with the FERC (Commission) as Part 2 (power flows), Part 3 (system diagrams,) or Part 6 (system evaluation,) of the Commission's [Form No. 715](#); (ii) other information filed with the Commission or PJM and labeled as CEII, (iii) all PJM planning power flows ; (iv) power flows originating from the PJM operations systems; (v) PJM system reports containing current assessments of upcoming peak season conditions that specify sensitive information such as critical system conditions and contingencies (similar to Part 6 of [form No. 715](#)); and (vi) files used in system analysis in conjunction with CEII power flows.

B. Data not considered to be CEII
Power flows specifically configured for short circuit analysis that do not contain load and typical generation dispatch are not considered CEII. Equipment data files without associated power flow information such as machine dynamic data files are not considered CEII. PJM reports that convey results of routine planning calculations of system limits and associated contingencies for reporting or market purposes are not considered CEII (refer to A(v) above for a type of PJM report that is considered CEII.) Information that is not considered CEII may be confidential in nature. See the confidentiality discussion that follows.

C. Confidentiality concerns
Regarding all types of PJM information, additional consideration must be given to whether or not PJM received or originated the information as Confidential Information.

2. The FERC's CEII Definition
CEII is defined in accordance with the Commission's regulations at 18 C.F.R. 388.113: CEII includes specific engineering, vulnerability or detailed design information about proposed or existing critical infrastructure (physical or virtual) that:

- Relates details about the production, generation, transmission distribution of energy;
- Could be useful to a person planning an attack on critical infrastructure;
- Is exempt from mandatory disclosure under the Freedom of Information Act; and
- Gives strategic information beyond the location of the critical infrastructure.

3. Instructions for Making CEII Requests

1. Each request must be from an individual.
2. If you have not previously executed the PJM CEII NDA, please click the Non-Disclosure Agreement link below, review and execute the NDA
3. Click the CEII Request below
4. On the request form, along with your identifying information, specify why you need each type of information requested.
5. Fill out all fields in the applicable forms.
6. Questions? Contact:

CEII Contact	Alternate
PJM Interconnection Attn: Mark Kuras 2750 Monroe Boulevard Audubon, PA 19403 Email Fax: (610) 728-4881	PJM Interconnection Attn: Tom Moleski 2750 Monroe Boulevard Audubon, PA 19403 Email Fax: (610) 728-4881

7. Information will not be released to those who file incomplete forms, which may delay the processing of your request.

8. Use the Authorization Form to authorize consultants, if required. An NDA and Request Form are needed from each consultant.

CEII
[CEII Request](#)
[Non-Disclosure Agreement](#)
[Authorization \[DOC\]](#)

CONTACT INFORMATION
(866) 400-8980
(610) 666-8980
[Member Relations](#)
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Click on links CEII Request and Non-Disclosure Agreement (see next two pages)

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The screenshot shows the PJM website's 'CEII Request' form. The browser address bar displays <http://www.pjm.com/documents/ferc-manuals/ceii/form-ceii-request.aspx>. The page title is 'CEII Request'. The form includes the following sections:

- Request type:** Select one (dropdown menu)
- First name:** Text input field (value: Andy)
- Last name:** Text input field (value: Ford)
- Title:** Text input field
- Company:** Select one (dropdown menu, value: Other)
- Other (please specify):** Text input field (value: PJM Interconnection)
- Phone:** Text input field (value: 610-666-8964)
- Email:** Text input field (value: Andrew.Ford@pjm.com)
- Confirm email:** Text input field (value: Andrew.Ford@pjm.com)
- Address type:** Select one (dropdown menu, value: US)
- Address:** Text input field
- City:** Text input field
- State:** Select state (dropdown menu)
- Zip code:** Text input field
- Non-Disclosure:**
 - Does PJM have your NDA on file?:** Select one (dropdown menu)
 - NDA registration number:** Text input field (value: xxxxxxx)
- Verification:**
 - Someone known to PJM that can verify your employment:** Text input field (value: Name of PJM committee representative)
 - If participating in a PJM or joint study, provide study name:** Text input field
 - Specific description of information requested:** Text input field
 - Provide description of how the CEII will be used:** Text input field
- Signature:**
 - Full name as signature:** Text input field
 - Date:** Text input field (value: 08.25.2015)

A callout box with the text "Fill out information and hit 'Submit'" points to the "Submit" button at the bottom right of the form.

5. Submit your signature to NDA - <http://www.pjm.com/library/request-access/form-ceii-nda.aspx>

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Non-Disclosure Agreement for Critical Energy Infrastructure Information

- The provisions of this Non-Disclosure Agreement (NDA) govern the use of Critical Energy Infrastructure Information (CEI) provided to an individual approved by PJM to access CEI.
- Definitions - For purposes of these provisions:
 - The term "CEI" shall have the same meaning as defined by the Federal Energy Regulatory Commission ("Commission" or "FERC") in accordance with 18 C.F.R. § 388.113(c). CEI includes all forms (including hard copy and electronic) of PJM's representation of the power system used in planning studies and analysis.
 - The terms "CEI non-disclosure agreement" or "CEI NDA" means the agreement by which requesters certify their understanding that access to CEI is provided pursuant to the terms and restrictions of these provisions, and that such requesters have read the provisions and agree to be bound by them.
 - The term "Recipient" means someone who is approved to receive CEI in accordance with PJM's procedures and consistent with the Commission's requirements set forth in 18 C.F.R. § 388.112.
 - The term "Consultant" means one who is hired to provide advice to another.
- A request to access CEI shall not be granted unless a requestor provides a completed and executed CEI NDA and PJM CEI Request Form, and has been approved by PJM as a Recipient of such CEI. If requesting access on behalf of a Consultant, a properly executed Authorization Form is also required. An organization must submit the Authorization Form (listing the names of Consultants hired by the organization who will be permitted to access the requested CEI) on behalf of the organization. An organization's Authorization Form is not sufficient for a Consultant to have access to CEI. Each Consultant named on the Authorization Form shall not be granted access to CEI until such individual submits an executed PJM CEI Request Form and executed PJM CEI NDA to PJM and is approved by PJM as a Recipient of such CEI. Any subsequent additions to or deletions of names on an organization's Authorization Form must be sent to PJM within ten (10) days of such changes.)
- A Recipient may only discuss CEI with another PJM-approved Recipient of the identical CEI. Recipient must advise PJM to determine whether another individual is a Recipient of the identical CEI.
- If any Recipient submits information to the Commission that includes CEI obtained under this Agreement, those portions of the filing containing CEI must be submitted in accordance with 18 C.F.R. § 388.112(d).
- A Recipient of CEI may use CEI as a foundation for advice provided to others, but may not disclose CEI to another individual unless that individual is a Recipient of the identical CEI.
- Recipient shall not knowingly use CEI for an illegal or non-legitimate purpose.
- Recipient shall maintain all CEI in a secure place. Access to CEI shall be limited to other Recipients of the identical material. Recipient may make copies of CEI, but such copies become CEI and subject to the same procedures detailed herein. Recipient may make notes of CEI, which shall be treated as CEI notes if they contain CEI.
- If the information provided on the CEI Request Form submitted to PJM changes, Recipient shall notify PJM within ten (10) days of such changes). Recipient shall also advise PJM whether Recipient believes such changes) would affect the Recipient's status as a Recipient.
- Recipient and/or Recipient's organization must return all CEI received from PJM or destroy such CEI within fifteen (15) days of a written request by PJM to do so, except that CEI notes may be retained in accordance with Paragraph 8, above. Within such time period, Recipient and/or Recipient's organization, if requested to do so, shall also submit to PJM an affidavit stating that, to the best of Recipient's knowledge, all CEI has been returned or destroyed and that CEI notes have either been returned, destroyed or are being maintained by Recipient and/or Recipient organization in accordance with Paragraph 8, above.
- Recipient shall remain bound by these provisions unless PJM or the Commission reaches those provisions or a court of competent jurisdiction finds that the information provided to Recipient does not qualify as CEI.
- PJM disclaims and does not make hereby any express or implied representation or warranty concerning the accuracy or completeness of any CEI provided to Recipient under this Agreement. PJM shall not have liability to the Recipient, or any other person or entity, for the Recipient's use of any CEI disclosed pursuant to this Agreement. In addition, the extent of CEI to be disclosed under this Agreement varies solely with PJM and disclosure of CEI of any nature shall not obligate PJM to disclose any further information.
- Nothing stated herein shall be construed to require any Party to take any action in violation of applicable laws or regulations.
- If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable in any respect or with respect to any information, such provision in all other respects or with respect to all information, shall nevertheless continue in full force and effect without being impaired or invalidated and shall be enforced to the full extent permitted by law or regulation.
- This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.
- PJM or its representative may audit Recipient's compliance with this Agreement.
- Notice

PJM CBI Administrator: Hank J. Kunes
 PJM Interconnection, L.L.C.
 2750 Monroe Blvd.
 Audubon, PA 19422
 Attn: PJM CBI Administrator
 Fax: (610) 722-4851
- Breach of Recipient's obligations under this Agreement shall cause immediate, irreparable harm to PJM, for which there will not be adequate remedy at law. PJM reserves the right to avail itself of any and all legal and equitable rights or remedies it may have under federal or state law or regulation.
- I hereby certify my understanding that access to CEI is provided to me pursuant to the terms and restrictions of the above CEI provisions, that I have been given a copy of and have read the provisions, and that I agree to be bound by them. I understand that the contents of the CEI, any notes or other memoranda, or any other form of information that copies or discloses CEI shall be marked "Critical Energy Infrastructure Information" and shall not be disclosed to anyone other than another person who has been granted access to these same materials by PJM or the Federal Energy Regulatory Commission. I acknowledge that, in the event of a violation of this agreement, PJM may, at its sole discretion, have recourse to any and all legal rights or remedies available under federal state law or regulation. I agree that my compliance with this Agreement is subject to audit by PJM.

Access to Critical Energy Infrastructure Information requires the execution of this Non-Disclosure Agreement.

* Required

Signature
Please fill out the contact information below or Sign In.

* Full name as signature:

* Title:

Date:

* Representing:
If your company is not in the list above, please select "Other" and enter the appropriate name.

* Email:

* Confirm email:

Fill out information and hit 'Submit'