

**Transmission Owner Agreement Advisory Committee**  
**Team Charter**  
**NERC Functional Delegation Matrix**

**Objective and Scope:**

The objective of this team is to clearly document the assignment and delegation of Transmission Operator (TOP), Transmission Planner (TP) and Transmission Owner (TO) tasks contained in NERC Reliability Standards. The scope of this effort is limited to current, approved NERC reliability standards with requirements that apply to the TO, TP and/or TOP functions.

Deliverables will include:

- For each requirement,
  - Identification of the responsible entity (i.e. PJM or Member TO)
  - Identification of any delegation of tasks from one entity to another in support of the requirement based on current practices and agreements
  - Citation of the basis document (e.g. Operating Agreement (OA), Transmission Owners Agreement (TOA) or PJM Manual) that supports both the assignment of responsibility and the task delegation or
  - Identification of documentation that needs to be developed or revised to reflect task delegation
- A process for maintaining the matrix current and accurate as standards, manuals and other documents are revised.

**Measure of Success / Effectiveness**

This team will be successful if:

- The matrix and supporting document provide clear guidance on the division of compliance responsibilities between PJM and the Member TOs
- The matrix is complete and approved by June 1, 2007, the target date for NERC compliance enforcement

**Major Tasks / Activities**

- A team of representatives from PJM and TOA-AC member companies will be identified.
- Sub-teams will conduct a series of conference calls to work through the standards in three groups: Operations Standards, Planning Standards, and Critical Infrastructure Protection (CIP) Standards.
- The Legal Issues Team will develop and gain approval of the necessary revisions to the TOA.
- PJM will develop a process for periodic review and ongoing maintenance of the delegation matrix.

**Key Risks:**

- There is a large amount of detailed information in the matrix that needs to be reviewed, finalized and approved by the TOA-AC by June 1, 2007. While the involvement of a large number of participants is necessary to ensure that all parties' interests are represented, schedule conflicts may make this challenging.

## Key Issues and Mitigation

Issue	Mitigation
Responsibilities of the TO, TOP and TP are clearly stated in the NERC Functional Model and standards, however these responsibilities may not align fully with the basis documentation (e.g. Operating Agreement, TOA, PJM Manuals.)	The teams will review each requirement relative to the basis documentation and will identify any requirements or tasks that are not currently documented along with a recommendation of where and how they should be incorporated into the basis documents. Necessary revisions will be incorporated into manual changes currently in progress.
There should be only one entity registered for each function for each facility but the registration process does not make this clear. (e.g. There are transmission facilities that are not part of the bulk power system – who is the TOP/TO for these facilities?) The scope of PJM's responsibility as the TOP and TP need to be clearly defined in terms of specific facilities.	PJM will propose a definition for these facilities and work with the group to make sure they are clearly defined in the matrix or supporting documents.

## Key Milestones:

Milestone	Projected Completion Date	Deliverable / Work Product
Initial conference call	<b>Complete</b>	Presentation to 1/30/07 TOA-AC
Finalize team members	<b>Complete</b>	WG Roster (see Attachment 1)
Develop draft charter	<b>Complete</b>	Draft Charter
Develop schedule for initial round of sub-group conference calls	<b>Complete</b>	Conference Call Schedule
Legal Issues Team Conference Call	<b>Complete</b> 2/15/07	Concurrence/plan for completion of basis document revision
Provide update to Markets & Reliability Committee (MRC)	<b>Complete</b> 2/22/07	Presentation to 2/22/07 MRC
TOA-AC Meeting <ul style="list-style-type: none"> <li>o Review/approve charter</li> <li>o Status update</li> <li>o discuss document revision(s)</li> </ul>	<b>Complete</b> 3/6/07	Presentation to TOA-AC Final Charter
TOA-AC approval of delegation matrix and TOA revisions	4/17/07	Final Matrix Proposed TOA Revisions

**Attachment 1  
Matrix Review Team**

<b>Name</b>	<b>Company</b>	<b>Operating Standards</b>	<b>Planning Standards</b>	<b>CIP Standards</b>
Moraski, John	BGE	X	X	
Blazekovich, John	Exelon	X		
Mortenson, Eric	Exelon		X	
Scanlon, Chris	Exelon	X	X	
Kafka, Dick	PHI	X	X	X
Mitchell, Bill	PHI		X	
Thorne, Dave	PHI	X		
Daugherty, Alicia	PJM	X	X	X
Willson, Joe	PJM	X	X	X
Brown, Ken	PSEG	X	X	X
Wharton, Ron	PSEG	X		
Kay, Tom	Exelon	X	X	
Smith, Bill	Allegheny Power	X	X	X
Piascik, Tom	PSEG	X		
Khadr, Esam	PSEG		X	
Klemm, Chris	PSEG			X
McGill, Susan	PJM	X	X	X
Ayoub, Khaled	BGE	X	X	
Fannin, Bob	DPL	X		
Shamash, Hertzfel	DPL		X	
Hall, Kevin	DPL			X
McGuire, Bob	Dominion	X	X	X
Boezio, Dan	AEP	X		
Laios, Takis	AEP		X	
Freese, Gerry	AEP			X
Brown, Mike	BGE			X
Thompson, Todd	PJM			X
Davis, Becky	PPL	X	X	X
Myers, Doug	PPL	X	X	X
Finnegan, Joe	Dominion	X	X	X
Urbancik, Laurie	Exelon			X
McEvoy, Kevin	Exelon			X
Johnson, Doug	Exelon			X
Gordus, Rich	Exelon			X
Fixmer, Scott	Exelon			X
Godfrey, Mark	PHI			X
Hohlbaugh, Doug	First Energy		X	X
Folk, David	First Energy	X		
Barber, David	First Energy		X	
Malone, Terry	First Energy			X

Other Member company representatives copied on review team correspondence:

Vilna Gaston, Exelon  
Tom Burgess, First Energy  
Margaret Jolly, Rockland  
Tsiou Messick, PHI