

Regional Practices Amendment Process

PJM recognizes the following steps regarding the amendment process of the Regional Transmission and Energy Scheduling Practices (i.e. Business Practices):

- *Step One* – PJM identifies the need to create a revision to the Business Practices. The need may be initiated by PJM Staff, the Members or may originate by FERC order, Tariff change, or by a PJM Procedure Manual change. In the event of a minor or ministerial change, the Stakeholder Review steps may be skipped, but a notice will be posted on the OASIS page to reflect a minor update.
- *Step Two* – Manager of Tariff Integration approves the need to create or revise the document and assigns an Author.
- *Step Three* – Author must sign out document from the PJM document management system (DOCS#369353) and inform Tariff Integration to begin the process.
- *Step Four* – Document Analyst checks that the document has not already been checked out. If the proposal is already signed out, then analyst must: resolve the issue with the Author and Manager.
- *Step Five* – Document Analyst uses PJM’s document management system to:
 - Prepare a new draft version of the document including turning on “track changes.”
 - Provides author and “Organizational Compliance” group full access to the document.
 - E-mails draft document to author so that they can make their revisions.
- *Step Six* – Upon receiving the draft document, the Author must do the following:
 - Revises the document’s content with track changes turned on.
 - Writes a brief summary of the changes made in the current revision for new “Current Revision” section.
 - Lists the effective date, and any references if required.
 - Confirms that the approving manager’s name on Approval page is correct.
 - Gives other subject matter experts Normal Access to document if they will be making changes.
 - Sends redline version to all reviewers.
- *Step Seven* – Subject matter experts review the document and send any comments or edits back to the Author.
- *Step Eight* – Author incorporates any edits or comments into the document and sends redline revision back to Tariff Integration.
- *Step Nine* – Document Analyst:
 - Reviews document to fix any errors relating to issues such as style and grammar.
 - Once all pending issues have been resolved, Tariff Integration prepares a clean PDF version of the document and a redlined PDF. Tariff Integration sends clean PDF of document to author.

Verification for Posting

Step One – After receiving the clean PDF copy of document, Author:

- Checks clean PDF for all updates, exhibits, hyperlinks, and etc.
- If mistakes are discovered, returns PDF to Document Analyst for corrections.

Once all mistakes have been resolved, Author sends an email to the Document Analyst stating that the manual has been approved and with the PDF attached.

Step Two – Tariff Integration archives the approval e-mail and submits the document for stakeholder review.

Stakeholder Review

In an effort to ensure maximum participation of stakeholders in the validation of these procedural changes, PJM's Tariff Integration Manager will present the changes to both the MIC and MRC for endorsement. Such changes shall be posted on the PJM website at least one week prior to the applicable committee meeting with the respective effective date for the proposed changes. The intent of asking for endorsement is to ensure a full and open vetting of the changes and opportunity for comments, but because of the independence required in the administration of the Tariff, PJM can decide to implement the rule changes even if both the MRC and MIC fail to provide such endorsement. Additionally, if FERC/NAESB/NERC imposes a requirement for an immediate rule/process change PJM can make this change to ensure compliance with such a directive and subsequently follow up with the stakeholders regarding the required change.

- *Step One* – PJM will present the changes to the MIC for endorsement. If the MIC fails to endorse the document, PJM staff will take the stakeholders' feedback and make modifications as necessary before bringing the document to the MRC.
- *Step Two* - PJM will present the changes to the MRC, highlighting whether the MIC endorsed the rule/process change or required changes to be made. If the MRC fails to endorse the rule change, PJM's senior management must decide whether the issue must be brought to the Members Committee and subsequently the Board.

Final Step (stakeholder approval)

Author posts and verifies that the manual has been correctly posted to OASIS and sends out an e-mail confirmation of the posting.