DATA MANAGEMENT SUBCOMMITTEE - CHARTER

MISSION
The Data Management Subcommittee (DMS) will assist the System Operations Subcommittee (SOS) members in supporting both the PJM and individual Member Company Winter/Summer model updates. This is an ongoing activity and will not expire at any specific end date.

Members of the DMS will be the primary point of contact for all issues related to the transfer of modeling data for the electrical system model, including configuration, impedances, ratings, etc.

RESPONSIBILITIES
1. Subcommittee members will represent their company (both Transmission Owners - TOs and Generator Owners – GOs) in fulfillment of responsibilities related to the electric system model build process.
   a) Provide PJM with electrical system model changes, in accordance with the timelines and milestones associated with the scheduled (bi-annual) PJM electric system model builds.
   b) Provide Company ICCP telemetry information to PJM prior to equipment being energized.
   c) Submit all model changes using eDART™Network Model Change Request™ process.

2. Report on status of company activities related to the PJM model build process.
   a) Provide information and updates to the PJM Subcommittee Chair regarding progress toward milestones.
   b) The Subcommittee Chair will present a summary status report of the model build process at the monthly meeting of the SOS.

3. Provide central point of contact for all data issues.
   a) Subcommittee members will coordinate the communication and resolution of all model and data issues in a timely manner.
   b) Subcommittee members will certify that first-level testing of telemetry has been completed, and that the data is of good quality.

4. Subcommittee members will participate in breakout sessions for TOs and GOs, to share one-line diagrams, state estimator models, etc for their Company facilities, and to exchange model information that affects neighboring Companies.

5. After PJM updates the EMS Model,
   a. DMS members will be given detailed documentation (one-line diagrams and tabular summaries in PSSe format, etc.) so that they can verify that the changes that were submitted to PJM were correctly modeled.
   b. After DMS member verification, PJM will provide TOs with access to the one-line diagrams of other TOs, provided all necessary Non-Disclosure Agreements (NDAs) are in place.
ADMINISTRATIVE

1. SOS members will appoint representatives to the DMS.
2. The DMS members will be responsible for keeping their membership profiles up-to-date on the PJM website. (See note below)
3. The DMS will report jointly to the SOS, and will keep SIS aware of all activities.
4. PJM will designate a Subcommittee Chair person who will report monthly to SOS.
5. PJM will designate a Subcommittee Secretary to record all DMS activities.
6. PJM will be responsible for preparing and issuing all reports, scheduling periodic meetings and conference calls (as necessary), plus recording and preparing the minutes of each meeting. The Chair will also maintain the “Issues Tracking” spreadsheet.
7. The DMS will meet three (3) times per year (February, May and November) at PJM. The May meeting will be in person to facilitate interaction among members. Webex will be provided for the February and November meetings.

CORE COMPETENCIES AND CAPABILITIES

Members of the Data Management Subcommittee members should:
1. Have knowledge of the electrical system model, the PJM model update process and data gathering and the ICCP communication protocol.
2. Have direct contact with the Company group responsible for realtime telemetry data.
3. Be accessible and available to support the model update process during the period when PJM is installing the Winter/Summer model updates.

Notes:
DMS must update their current information or register new members to the roster, using the Enrollment/Change Form on the PJM web site. The links below will take you to that location.

http://www.pjm.com/committees/work-group.html

http://www.pjm.com/committees/form-committee-info.jsp

These are the official forms to us that will be processed by the Committee Services Group.

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