AGENDA
Dispatcher Training Subcommittee
PJM CTC and WebEx (Password – dts1016pjm)
Tuesday October 16, 0900-1000

1. Administration (0900-0902)

   A WebEx recording of the September 2012 DTS meeting was distributed, in addition to monthly meeting minutes. Corrections and additions to the written notes will be solicited.

2. SOS Report (0903-0905)

   Mr. Lloyd will report on any items of interest from the System Operating Subcommittee Meeting.

3. Compliance Update (0905-0907)

   Ms. Curley will provide an update on TO and MOC member compliance with PJM Training and Certification requirements, per Manual 40.

4. Demonstration of the LMS Tracking Module Software (0907-0937)

   Ms. Curley will give a presentation on the new LMS tracking module that will be used by Transmission Owners to meet the new requirement of PER-005 that all Transmission Operators be verified as having the capability to perform all their Reliability-Related tasks at least one time. Each Transmission Owner will establish and document their own criteria for determining that each of their operators has been verified as competent, then use the LMS tracking module to document that competency verification. TO’s will be responsible for verifying all “common” Terminal Tasks, as well as all of the company-specific Enabling Objectives, that apply to their company.

5. Review of Transmission Operator Task List (0937-0947)

   To address PER-005 requirements, a subset of the current list of Transmission Owner tasks will be reviewed. This month we will be reviewing tasks 4 through 7.

   Also to address PER-005 requirements, we will identify any new or modified Transmission Owner tasks.


   The Winter 2012 Emergency Procedures Drill will be held Tuesday, November 6th, 2012 from 0800 to 1400. The back-up date is Tuesday, November 13th 2012, same times. The NERC approval for the ILA’s for the drill has not yet been received, but we are again projecting 6 CEH’s for those actively participating in the drill, and one additional CEH for the LMS module and quiz that will be loaded by the end of October. The LMS Module and quiz will be available for all operators, regardless of drill participation.
7. **PCLLRW Supplementary Training Module in the LMS (0950-0955)**

A recent RFC Audit of a member TO company identified a “concern” that RFC documented coming out of the Audit. The Auditors had asked what action the Transmission Owner operators would take in the following circumstance;

A PCLLRW has been issued by PJM for a facility in your area. All TO-PJM conversations have taken place and a dFAX sheet has been provided for the event. Now, in real time, the contingency that prompted the issuance of the PCLLRW occurs. What do you, as a TO Operator, do?

The correct answer (per PJM procedures and RFC Auditors) to the question will be provided during the DTS call. Unfortunately, that was not the answer given by the member company operators, prompting RFC to issue the “concern” noted above. To address this “concern”, PJM has developed a supplementary “Just-in-Time” online training module, which is now available in the LMS to discuss the issue, and outline the correct response to the situation. The Module is titled “JITOPS121”, and has been assigned to all Transmission Folks, and given a due date of 12/31/12. We ask your assistance in making sure that each of your operators completes this module - and the associated quiz - prior to the end of the year.

8. **Your Items (0955-1000)**

9. **Future meeting dates**

   **2012**
   
   November 20, 2012 0900 – 1000  PJM CTC and WebEx
   
   December 18, 2012 0900 – 1000  PJM CTC and WebEx
   
   **2013**
   
   January 15, 2013 0900-1000  PJM CTC and WebEx

---

**Anti-trust:**
You may not discuss any topics that violate, or that might appear to violate, the antitrust laws including but not limited to agreements between or among competitors regarding prices, bid and offer practices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that might unreasonably restrain competition. If any of these items are discussed the chair will re-direct the conversation. If the conversation still persists, parties will be asked to leave the meeting or the meeting will be adjourned.

**Code of Conduct:**
As a mandatory condition of attendance at today's meeting, attendees agree to adhere to the PJM Code of Conduct as detailed in PJM Manual M-34 section 4.5, including, but not limited to, participants' responsibilities and rules regarding the dissemination of meeting discussion and materials.

**Public Meetings/Media Participation:**
Unless otherwise noted, PJM stakeholder meetings are open to the public and to members of the media. Members of the media are asked to announce their attendance at all PJM stakeholder meetings at the beginning of the meeting or at the point they join a meeting already in progress. Members of the Media are reminded that speakers at PJM meetings cannot be quoted without explicit permission from the speaker. PJM Members are reminded that "detailed transcriptional meeting notes" and white board notes from "brainstorming sessions" shall not be disseminated. PJM Members are also not allowed to create audio, video or online recordings of PJM meetings.