AGENDA
Dispatcher Training Subcommittee
PJM CTC and WebEx (Password – dts1120pjm)
Tuesday December 18, 0900-1000

1. **Administration (0900-0902)**

   Meeting minutes and a WebEx recording link for the November 2012 DTS meeting were sent to all members. 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.


   To address PER-005 requirements, a subset of the current list of Transmission Owner tasks will be reviewed. Also to address PER-005 requirements, we will identify any new or modified Transmission Owner tasks.

   The PER-005 Sub-Group has approved a change to the Transmission Operator Task list that changes “Company-Specific Objectives” to “Company Specific Tasks”, and has also approved the elimination of one of the tasks. These changes will be proposed, and approval from the full DTS will be solicited.

   We will also perform our scheduled review of Transmission Owner tasks 13-15.

5. **Review of the Proposed Changes to PJM Manual 40 (0917-0950)**

   PJM Manual 40 has been re-written to comply with the new requirements of PER-005. A copy of the proposed changes to Sections 1-3 has been sent in advance to SOS members. Section 4 contains information specific to the training of PJM Operators, and is still being revised.

   Section 1 details the PJM Systematic Approach to Training (SAT) process, including the development, review and maintenance of the Transmission Operator Task list, the responsibilities of Transmission Owners to train their operators on their own Company-Specific tasks, and the role of the DTS in approving and evaluating PJM’s Member Operator Training programs.

   Section 2 details PJM’s Certification Process, including requirements for Generation Operators to obtain PJM Certification, and for Transmission Operators to be both PJM and NERC Certified.

   Section 3 details the changes to the initial and continuing training requirements for member company operators. The PJM ITP course will be replaced with a new “Fundamentals of Transmission Operations” (FOTO) course. The initial training requirements for Transmission Operators have been changed to mandate that new Transmission Operators
complete the new FOTO course prior to taking shift independently. (And also details the requirements for those Operators currently in the middle of their initial training period.) The requirements for Generation Operators have been changed to mandate completion of the GEN/OPS course series within one year of operating on shift independently. The continuing training requirements have not changed for either position. Also unchanged are the initial and ongoing training requirements for Generators who obtain a “Small Generator Exemption”. Added are initial and ongoing training requirements for Demand Resources participating in the Regulation and/or Synchronized reserve markets, as well as requirements for operators at energy storage facilities.

DTS members have been provided copies of the proposed changes in advance of the meeting, and are strongly urged to review the material in advance of the meeting, so that we can have a meaningful discussion of suggested changes or enhancements.

DTS approval of the Manual revisions will be solicited. It is important that we attempt to reach consensus on the wording at this meeting, so that the Manual can be shepherded through the remaining steps in the approval process prior to April 1, 2013.

6. **PCLLRW Supplementary Training Module in the LMS (0950-0952)**

PJM has developed a supplementary “Just-in-Time” online training module, which is now available in the LMS to review proper procedures to be followed when PJM issues a PCLLRW on your company’s equipment. 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. Roughly ½ the operators have still not completed this training.

7. **Your Items (0952-????)**

8. **Future meeting dates**

   **2013**

   - January 15, 2013 0900-1000  PJM CTC and WebEx
   - February 19, 2013 0900-1000  PJM CTC and WebEx
   - March 19, 2013 0900-1000  WebEx
   - April 16, 2013 0900-1000  WebEx
   - May 21, 2013 0900-1000  PJM CTC and WebEx
   - June 18, 2013 0900-1000  PJM CTC and WebEx
   - July 16, 2013 0900-1000  PJM CTC and WebEx
   - August 20, 2013 0900-1000  PJM CTC and WebEx
September 17, 2013 0900-1000 PJM CTC and WebEx
October 15, 2013 0900-1000 PJM CTC and WebEx
November 19, 2013 0900-1000 PJM CTC and WebEx
December 17, 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.