AGENDA
Dispatcher Training Subcommittee
PJM CTC and WebEx (Password – dts1120pjm)
Tuesday January 15, 2013, 0900-1000

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

   Meeting minutes and a WebEx recording link for the December 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. This month Transmission Owner Operator Tasks 1-4 will be reviewed.

5. **Status of the Proposed Changes to PJM Manual 40 (0915-0920)**

   PJM Manual 40 has been re-written to comply with the new requirements of PER-005. A copy of the reline version of the new Manual has been sent to SOS members.

   The proposed changes to Manual 40 were on the Agenda for the Operating Committee’s January 8th meeting. No items of concern were noted at this meeting. The Manual must be voted for acceptance at the OC’s February meeting before it can continue its approval process. Any comments or requested changes will be reported back to the DTS for action. The Manual 40 changes will also be discussed at the January 30th Meeting of the SOS.

6. **Monthly Load Shed Drill Results from December 2012 (0920-0924)**

   At the recommendation of FERC, PJM has implemented monthly drills of Capacity and IROL Load Shedding. The first of these drills was held on December 30, 2012. Unfortunately, during the IROL load shed drill, 2 member companies made errors in calculating their hare of load to shed, which would have resulting in PJM shedding a total of 84 MW less load than would have been required to relieve the overload. Had this happened in real-time, and the IROL violation not been controlled, PJM (and the Member companies) would have violated NERC Standards, and been subject to fines. The specific companies involved have been informed, and are addressing the issue. But it may be good to touch base
with all your operators to make sure they understand their roles and responsibilities during a Load Shed event.

If you find that your operators are a bit weaker in this area than you would like, there was a session in the 2012 PJM Operator Seminar that dealt with using Load Shed to control an IROL violation. It went into detail on how to figure your company’s load shed amount, based on the tables and amount of relief requested by PJM. Copies of that training module can be provided on request for you to use with your operators.

7. **PJM Training Updates (0924 – 0927)**

The following Dates have been proposed for the 2013 Emergency Load Control Procedure Drills;

- **Summer 2013 ELCP Drill** May 14, 2013  (Back-up date of May 21, 2013)
- **Winter 2013 ELCP Drill** Nov. 12, 2013   (Back-up date of Nov. 19, 2013)

Approval of these dates by the DTS will be solicited.

On a related note, the Spring 2013 Restoration Drill is scheduled for February 12 & 13, 2013. A copy of the drill scenario will be sent to DTS members once approved.

We intend to open the registration for the 2013 Operator Seminar on February 4th, 2013. A link will be sent out to the DTS with the registration link. As always, all dates will be first come, first served. We can handle up to 100 folks for each of the 10 sessions. The dates and locations for the 2013 seminar are as follows;

- **Week 1 -** March 12-15  Short Pump VA
- **Week 2 -** March 19 -22  Short Pump VA
- **Week 3 -** March 25-28  Short Pump VA
- **Week 4 -** April 2-5  Columbus OH
- **Week 5 -** April 9-12  Columbus OH
- **Week 6 -** April 16-19  Columbus OH
- **Week 7 -** April 23-26  PJM CTC
- **Week 8-** April 30-May 3  PJM CTC
- **Week 9 -** May 7-10  PJM CTC
- **Week 10 -** May 14-17  PJM CTC

The registration link will also have hotel information for each location.

8. **LMS Task Tracking Module in the LMS (0927-0930)**

PJM is still working with the Vendor to complete work on the LMS Task tracking Module. In the meantime, Members can send us information on whom their assessors will be, job profiles, and other related items. In addition, 2 new forms have been added to the Training Liaison Section of the Training Website. The form
for adding Company-specific tasks, and the form for “Opting –out” of shared tasks are both available and will be introduced during the meeting.

9. **Training Rubric for matching PJM courses to the PJM TO Operator Task List (0930-0933)**

PJM has compiled a list of “legacy” PJM courses that map to the new TO Operator Task List, for those who are interested in showing the linkages between training and the job tasks, to support verification of operator capability of performing those tasks. The Rubric will be presented to the DTS to use as members see fit.

10. **Attendance for those participating via phone only (0933-0938)**

11. **Your Items (0938-????)**

12. **Future meeting dates**

   **2013**

   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.