AGENDA
Dispatcher Training Subcommittee
PJM CTC and WebEx (Password – dts0416pjm)
Tuesday April 16, 2013, 0900-1000

Reminder: Press *6 to mute/un-mute your phone during the Meeting

1. Administration (0900-0902)

Meeting minutes and a WebEx recording link for the March 2013 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.

4. Review of Transmission Operator Task List (0907-0920)

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 11-13 will be reviewed.

In addition, discussion around the possible addition of a company-specific task covering internal company procedures around sabotage & terrorism events will continue. A vote on this issue will be taken following the discussion.

5. PJM Training Updates (0920 – 0922)

The PJM Operator Seminar continues! A short summary of feedback and comments from the seminar will be shared with the DTS. The remaining dates and locations for the 2013 seminar are as follows;

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
6. **Additional EOP-005 requirements go live on April 1 (0922-0930)**

All Transmission Owners were in compliance with the new PER-005 requirements when they became effective on April 1. Thanks to all the Training Liaisons, Assessors and others at the TO companies who assisted in this effort.

To comply with the new requirements, several of the Transmission online training modules have been removed from the LMS. Transmission folks will see the Transmission 101 and Operations 101 Modules permanently removed. In addition the Nuclear Communications Module has been temporarily removed so that we can complete revisions to make that training compliant with our SAT process, after which it will be reposted.

All users will see that the NERC Standards online module has been temporarily removed. We will also be making that module SAT-compliant and reposting it as soon as possible.

The new Fundamentals of Transmission Operations (FOTO) course has been completed and was loaded into the LMS on April 1. All Transmission folks who had been assigned TRANS/OPS in the past have now been assigned the FOTO module. The online module has 39 individual lessons with a total run time of ~ 11 hours, providing 11 CEH’s, 7.5 Emergency Hours, and 2 Standards hours. Obviously, there are not currently any simulation hours for the online module. We are planning to offer the first in-person session of the FOTO course in September. That class will most likely be a week in duration and will provide simulation hours. Remember that – effective 4/1/13 – all TO Operators are required to complete the FOTO course prior to being put on shift independently.

7. **Attendance for those participating via phone only (0930-0933)**

8. **Your Items (0933-???)**

9. **Future meeting dates**

   **2013**

   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.