AGENDA
Dispatcher Training Subcommittee
PJM CTC and WebEx (Password – dts0521pjm)
Tuesday May 21, 2013, 0900-1000

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

1. Administration (0900-0902)

Meeting minutes for the April 2013 DTS meeting were sent to all members. Corrections and additions to the written notes will be solicited. Due to an error on our end there was no WebEx recording available for the April meeting.

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. Member Company Data Review Process (0908-0910)

Ms. Curley will discuss the need for a more frequent (and documented) review of Member Company Operating personnel. Beginning in June, PJM will send out a spreadsheet of the LMS data for member company Operators. Our expectation is that the Training Liaisons review the data and make any required updates using the Operator Change forms from the PJM Training Website. These reviews will recur every 6 months.

5. Miscellaneous PER-005 updates for TRANSMISSION Operators (0911-0915)

There have been a few questions arise concerning interpretations of the PER-005 Transmission requirements and how they affect incumbent operators. PJM’s position on these items is as follows;

A) Any personnel who wish to assume shift duties at a member company must meet the following requirements PRIOR to taking shift independently;
   i) Must have a valid PJM Transmission Certification
   ii) Must have a valid NERC Certification (of one of the accepted types see Manual 40)
   iii) Must complete the FOTO course, AND
   iv) Must be verified on the full company-specific task list.

This is true not only for new Operator trainees, but also for personnel who may have previously been in Operations, were transferred elsewhere, and now wish to return to an Operations position.

B) For those Operators who change employment from one PJM Member Company to another PJM Member company, the NERC and PJM Certification requirements will remain in effect, and should have been completed. If the transferring operator has taken the FOTO course (in person or online)
previously, this requirement will also considered as met. However if the operator has been previously "grandfathered" by having completed the ITP course, the operator will be required to complete the new FOTO course prior to taking shift independently at the new company. In addition, all of that operator’s data in the LMS Task Tracking Module will be replaced with the job profile for the new company and the operator must be verified as being able to perform all tasks again by the new company prior to taking shift independently.

6. **PER-005 preparations – For GENERATION Operators (0915-0919)**

As was mentioned at the PJM Operator Seminar, NERC has commissioned an ad-hoc group to extend the training provisions of PER-005 to Generation Operators and support personnel. Their target is to have those requirements in place (at least on paper) by the end of 2013. As such PJM will be beginning work to evaluate/update/revise the current Generation operator task list, and start preparing the Task Tracking Module for Generation operators similar to the work we did last year for Transmission Operators. Meeting of a DTS Sub-group for Generation will begin in June for this work. There have been several folks who have volunteered already to be part of this sub-group. If you wish to volunteer, please send an e-mail to Russ Fernsler letting him know you are interested, and we will include you one the meeting notices.

7. **Review of Transmission Operator Task List (0920-0925)**

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 14 & 15 will be reviewed.

EKPC has submitted 2 requests to “opt-out” company-specific tasks because they will not have a working Security Analysis/ Study program by the time of their integration with PJM. A summary of these requests, and PJM’s recommendation to approve both (as well as our reasoning) was provided to members in advance of the meeting. Please be prepared to vote on whether to “approve” or “deny” these requests.

8. **PJM Training Updates (0926 – 0928)**

The PJM Operator Seminar has finally come to a close. We are compiling the results of the evaluations and we will have some data and observations available to review with the DTS for our June meeting.

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10. **PJM EOP-005 Online Training Module (0929-0933)**

PJM is in the process of developing on online training module which members can use to help meet the requirements of EOP-005 that mandate System Restoration training for field and plant personnel. The
module should be ~ 1 hour long, and will cover RTO-related topics. Members will still need to develop and deliver training on their company- or plant-specific topics.

11. **Attendance for those participating via phone only (0933-0935)**

12. **Your Items (0935-????)**

13. **Future meeting dates**

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**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.