AGENDA
Dispatcher Training Subcommittee
PJM CTC and WebEx (Password – dts0521pjm)
Tuesday June 18, 2013, 0900-1000

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

1. Administration (0900-0902)

Meeting minutes and a link to the WebEx recording for the May 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)

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

4. PER-005 preparations – For GENERATION Operators (0908-0909)

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. PJM is 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. Volunteers for a DTS Sub-group for Generation have been assembled and will begin this work on June 26th. If you still wish to volunteer for the sub-group, please send an e-mail to Russ Fernsler letting him know you are interested, and we will include you in the meeting notices.

5. Review of Transmission Operator Task List (0910-0915)

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, 2 & 3 will be reviewed.
6. **PJM SAT Process Updates (0916 – 0920)**

The PJM Systematic Approach to Training (SAT) process is documented in Manual 40. As part of that process, it is the obligation of the DTS members to assist with the annual review of PJM’s Initial and continuing training programs. With the implementation of the newest PER-005 requirements, TO Members are specifically required to participate in those evaluations – a requirement also detailed in the TO/TOP Matrix. PJM is considering the following process to give members the most opportunity to participate in this process;

1) During the June DTS meeting, an overview of feedback and comments about the annual Operator Seminar will be done. Comments from DTS members concerning what worked, what didn’t, and suggestions for improvements will be solicited.

2) In August a special DTS meeting will be held with the sole intent of reviewing the comments and feedback from the PJM Curriculum courses that were delivered between January and July of that year. (Excluding the Operator Seminar) Comments from DTS members concerning what worked, what didn’t, and suggestions for improvements will be solicited.

3) In December a special DTS meeting will again be held with the sole intent of reviewing the comments and feedback from the PJM Curriculum courses that were delivered the remainder of that year. (Excluding the Operator Seminar) Comments from DTS members concerning what worked, what didn’t, and suggestions for improvements will be solicited.

This will give members the most opportunities to participate in the review and approval process, while still keeping most of the DTS meetings free for other items, and allowing them to be briefer. Comments from the DTS Membership will be solicited on this approach.

PJM is also considering creating a “pool” of reviewers from the member companies to provide a “Peer Review” of new and revised PJM Training materials. Comments on this proposal, and potential volunteers to serve as reviewers will be solicited.

7. **DTS Review of the Annual Operator Seminar (0921-0940)**

A document containing summarized comments received during the 2013 Operator Seminar was distributed to DTS Members in advance of the meeting. An overall DTS de-brief of the seminar will be led by Mr. Fernsler and will follow the following format;

1) Review of the attendee comments;

   a) Any repeat comments relating to event content or pacing

      i) Is the comment positive or negative?

      ii) Is it actionable? If so, what action is PJM considering?

      iii) DTS member feedback on the comment and other suggestions
b) Select comments being addressed by PJM

c) Select comments the DTS Members wish to have addressed, and suggestions.

2) Discussion about the seminar locations (both the cities and the hotels);

a) Short Pump Virginia

   i) Attendee comments about the site / location

   ii) DTS Member comments about the site / location

b) Columbus Ohio

   i) Attendee comments about the site / location

   ii) DTS Member comments about the site / location

c) PJM's CTC

   i) Attendee comments about the site / location

   ii) DTS Member comments about the site / location

3) Suggestions for the 2014 Seminar format

   a) What ideas / formats / topics should be kept?

   b) What ideas / formats / topics should be reconsidered?

   c) Any suggestions for improvements?

   d) Any suggestions for a seminar theme?

8. **PJM EOP-005 Online Training Module (0941-0943)**

   PJM has developed online training modules which members can use to help meet the requirements of EOP-005 that mandate System Restoration training for field and plant personnel. The modules are ~ 1 hour long, and cover RTO-related topics.

   The link to access the training for the field switching crew is;

   The link to access the training for the generation plant personnel is;
The modules for operating personnel will be delivered via the LMS. CEH’s are available for the LMS training modules only.

Please note that this online training is being provided by PJM as a potential service to your organization, to help you meet the new requirements of EOP-005. Members are under no obligation to use this training, and you are under no obligation to report back to PJM the names of those folks in your organization who have taken it. Please use this training if it will help you meet your obligation to NERC, but this training will not be a PJM requirement.

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

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

11. **Future meeting dates**

   **2013**
   
   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.