AGENDA
Dispatcher Training Subcommittee
PJM CTC and WebEx (Password – dts1119pjm)
Tuesday November 19, 2013, 0900-1000

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

1. Administration (0900-0903)

Meeting minutes for the October 2013 DTS meeting were sent to all members. Corrections and additions to the written notes will be solicited.

The distribution of WebEx recordings has been temporarily suspended until a password-protected section of our website can be set up to store them. Some concerns have been raised about distributing the recordings via e-mail.

2. SOS Report (0904-0906)

Mr. Lloyd will report on any items of interest from the System Operating Subcommittee Meetings.

3. Compliance Update (0907-0909)

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

4. Review of Generation Task List (0910-0917)

To address PJM’s SAT requirements, a subset of the current list of Generation Owner tasks will be reviewed, and we will identify any new or modified Generation Owner tasks. This month Generation Owner Operator Tasks 1, 2 & 3 will be reviewed.

5. Review of Transmission Operator Task List (0918-0925)

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 13, 14 & 15 will be reviewed.


The fall 2013 Fall Emergency Load Control Procedures (ELCP) drill is scheduled for November 19, 2013 from 0730 to 1430. The back-up date is November 26, 2013 same times. 2 CEHs are available for those operators participating in the drill. In addition, State & Member Training will load an online System Restoration Refresher module in the LMS than any operator can take, no matter if they participate in the drill or not. The online module will be worth 1 CEH when successfully completed. Training Liaisons are reminded to complete the PJM Drill Participation Form for their operators who participate. A link to that form can be found below:
7. Recap of the 2013 PJM Train-the-Trainer Workshop (0931-0935)

Mrs. Patel will provide a summary of the 2013 PJM Train-the-Trainer workshop that was held November 11-13 at the PJM CTC. Copies of the PJM presentations for the DTS Members, Training Liaisons and Trainers will be posted to the “Training Liaison” page of pjm.com.

8. Upcoming Blackout for the NERC and PJM Certification Exams

NERC is changing the vendor that they use to host and schedule times for their certification exam. There is an expected 3-week blackout period that will occur while this transition occurs. Because PJM uses the same vendor, this blackout will also affect scheduling for the PJM certification exam. PJM has no control over the timing of this blackout; we can only keep you informed as best we can. Ms. Curley will provide the most up-to-date information on the timing of the blackout period.

9. Semi-Annual Data Review

As provided for in Manual 40, PJM performs semi-annual reviews of member company operator data as stored in the LMS. Ms. Curley will be sending out data verification forms on or around December 1 with this information. Training Liaisons are asked to review these forms and provide PJM with any data corrections, deletions or additions.

10. Attendance for those participating via phone only (0936-0940)

11. Your Items (0941-????)

12. Future meeting dates

2013
December 17, 2013 0900-1000  PJM CTC and WebEx

2014
January 21, 2014  0900-1000  PJM CTC and WebEx
February 18, 2014  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.