AGENDA
Dispatcher Training Subcommittee
PJM CTC and WebEx (Password – dts1119pjm)
Tuesday December 17, 2013, 0900-1000

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

1. **Administration (0900-0903)**

   Meeting minutes for the November 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.


   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 4, 5, & 6 will be reviewed.

5. **Review of Transmission Operator Task List (0916-0921)**

   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.


   Starting in January of 2014, the method for reviewing the Task lists will be changing. In order to provide a more auditable mechanism for participating in the reviews, each company will have an LMS account established. On a monthly basis the expectation will be for a representative to log into the company LMS account, which will be pre-populated with the Task Lists and an “evaluation” which will document that a review of the list did, indeed occur. Any comments, additions or suggestions can be made on the
“evaluation” form, and will be discussed at the next DTS meeting. Screen shots of the LMS functionality will be shown during the meeting.

7. **NERC/PJM Exam blackout period. (0931-0935)**

Nerc has announced that the blackout period for their Certification exam (and therefore the PJM Certification exams) will be January 1-31, 2014. Any additional information that PJM has been able to obtain from NERC concerning this outage will be passed on at the meeting.

8. **Coaching/Mentoring as a possible Friday Operator Seminar topic (0936-0939)**

At the Train-the-Trainer Session in November, a few attendees expressed an interest in a course that would provide Operators with some hints on how to conduct an OJT session, and how to do more structured coaching and mentoring. PJM is considering developing a one-hour class for the Friday “cafeteria-style” sessions to cover this topic. Input from the DTS will be solicited to determine if a course like this would be supported at the seminar.

9. **Semi-Annual Data Review (0940 -0942)**

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

10. **Materials available from the 2013 Train-the-Trainer Session (0943-0945)**

The DTS Webpage has been updated with the materials from the 2013 Train-the-Trainer Session. The files from each presentation are available for download as desired.

11. **2014 PJM Drill dates (0945 – 0948)**

- 2014 Summer Emergency Procedures Drill TBD
- 2014 Winter Emergency Procedures Drill TBD
- 2014 Spring Restoration Drill February 11-12, 2014
- 2014 Fall Individual Company Restoration Drills TBD

12. **Attendance for those participating via phone only (0948-0950)**

13. **Your Items (0951-????)**
14. Future DTS meeting dates

2014

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