

## PJM TRANSMISSION & SUBSTATION SUBCOMMITTEE

### TRANSMISSION & SUBSTATION SUBCOMMITTEE CHARTER

#### MISSION

The Transmission and Substation Subcommittee (TSS) is an ongoing subcommittee established by the Planning Committee (PC). The purpose of the TSS is to serve as a technical advisory committee regarding the design, installation and maintenance of all transmission facilities within the PJM system, and reports to the PJM Planning Committee (PC).

#### PARTICIPATION REQUIREMENTS

- Participation in the TSS is limited to those PJM Member companies who are signatories to the Consolidated Transmission Owners Agreement (CTOA) or prequalified entities as described in section Schedule 6, Section 1.5.8 of the Operating Agreement (OA).
- Participants require CEII (Critical Energy Infrastructure Information) clearance for meeting attendance and related materials.
- As needed, guest presenters, not currently employed by a company who is a signatory to the CTOA or holding prequalified status, may be permitted to attend for portions of the meetings as agreed to by the TSS Members. This will be noted on the agenda and minutes.

#### RESPONSIBILITIES

1. Provide transmission and substation related technical support to the PC, as required. Report to PC annually.
- ~~1.2. Report to the PC at least annually or more frequently as needed.~~
- ~~2.3. Maintain and develop, as necessary, PJM technical recommendations, guidelines and rating methods for substation and transmission facilities and make them available per the PJM Open Access Transmission Tariff (OATT).~~
4. As needed, create special sessions to assign designated work activities to session participants.
- ~~3. Create working groups.~~
- ~~4.5. Review industry incident reports and apprise the PC of potential facility problems that could affect the operation and reliability of the PJM system.~~
- ~~5.6. Keep apprised of new transmission and substation related technologies (products, services, etc.), and issues and disseminate as necessary appropriate.~~
7. As needed, interface with other PJM Committees and Groups (e.g. Relay Subcommittee) to exchange information or provide assistance as required for studies, investigations and recommendations.

6. ~~Assure document and information exchange with the Relay Subcommittee. Conduct regular meetings to address above issues.~~

## ADMINISTRATIVE

The subcommittee reports to the Planning Committee.

As part of the periodic update to the PC the TSS will provide the following:

- A status of work completed and future expected work to be conducted. Apprise the PC of potential transmission facility problems that could affect the operation and reliability of the PJM system

All PJM Members that meet the participation requirements noted above may appoint representatives to the TSS.

PJM will designate a chair and secretary from the PJM staff.

The Charter, including mission and responsibilities of the TSS, shall be reviewed at least every year by the TSS and revised when necessary.

The subcommittee is expected to meet monthly, and special sessions may meet as often as necessary as determined by the workload of the subcommittee or the discretion of the chair.

All Subcommittees will adhere to Manual 34: PJM Stakeholder Process rules of procedure and code of conduct.

TSS members must refrain from forwarding meeting attendance information or sharing meeting materials beyond TSS authorized attendees.

~~The TSS shall report to the PJM PC. Each PJM LLC Agreement Member that is a Transmission Owner in the PJM Control Area may appoint a representative to the TSS.~~

~~A representative from one of the Transmission Owners will act as chairperson of the TSS on a bi-annual rotating basis. A secretary to the TSS shall be appointed from the PJM staff. The mission and responsibilities of the TSS shall be reviewed periodically by TSS and revised when necessary.~~

## CORE COMPETENCIES

TSS members should have the following qualifications:

1. Minimum of a BS in Engineering or equivalent.
2. Working knowledge of transmission systems and/or substation facilities (A minimum of 10 years desired).
3. Familiarity in specification, application, planning and maintenance of major electrical equipment.
4. Familiarity with transmission and substation planning & design principles and operating & maintenance practices.
5. Exhibit strong project management, analytical, and communication skills.

## DUTIES OF THE CHAIR

1. Provide general direction of the activities of the subcommittee and preside at the meetings of the subcommittee.
2. Represent the subcommittee at presentations to the PJM PC.
3. ~~Set date, time and location of the subcommittee meetings.~~

## DUTIES OF THE SECRETARY

1. Record minutes of the subcommittee meetings and ~~post them to PJM.com in accordance with PJM's stakeholder process guidelines, distribute them to the members of the subcommittee, chair of the PJM PC and PJM Relay Subcommittee.~~
  2. ~~Maintain-Manage~~ an accurate subcommittee ~~roster and email distribution~~ membership list.
  3. Post TSS ~~maintained documents-documentation~~ appropriately for proper dissemination as required by the PJM ~~Open Access Transmission Tariff (OATT).OATT.~~
  4. ~~Arrange for meeting rooms, conference call provisions and meals, as required.~~
- 5.4. Assure that notices of meetings and written agenda are issued to members of the subcommittee in ~~accordance with PJM's stakeholder process guidelines, a timely fashion (no later than one week prior to the next meeting).~~