

Dear Members,

PJM has adopted a proactive approach to enforce Liaison Committee (LC) meeting attendance as captured in the [LC Charter](#). The changes provide greater efficiencies in securing the attendance process and take effect with registrations for the July 29th Liaison Committee meeting. ***PJM Member action is requested to ensure a seamless transition and to avoid LC attendance disruption.***

As a reminder, attendance at the Liaison Committee, both in-person and on the phone, is limited to the PJM Board, the LC Membership, PJM Members, the LC Secretary, and PJM A/V staff. Non-members, including PJM staff, the IMM, state commission representatives and FERC may not attend.

Going forward, registration for the Liaison Committee meetings will reside behind a secure LC workspace and the LC webpage will have two types of access, public and PJM Members only.

- Public access permits individuals to view the Liaison Committee web page including posted materials but will not permit access to the secured LC workspace for meeting registrations.
- PJM Member access will include public access as well as access to the secured LC workspace for meeting registrations. ***Note: This access requires PJM Member action noted below.***

Action Required:

Going forward, there will also be two options for LC meeting attendance, standing attendee or designated attendee. PJM Members, or representatives on their behalf, seeking to attend a Liaison Committee meeting will need to complete the steps included below to gain access. ***Please allow time for access validation to be completed.***

1. **LC Standing Attendee:** If an individual will be attending the Liaison Committee meetings regularly on behalf of a Member company, please request access to the [secure LC workplace](#). Access will be granted automatically if the individual is an existing Members Committee (MC) roster member. If an individual is not currently identified as an MC roster member, PJM will seek approval from an existing LC standing attendee or MC roster representative from that Member company prior to granting access. Once granted, the individual will be added to the LC Standing Attendee Roster and will be able to register for future LC meetings utilizing the secure LC workplace.
2. **LC Designated Attendee:** If an individual will be attending a specific Liaison Committee meeting on behalf of a Member company, please submit the [Liaison Committee Meeting Designation form](#). Designation validation will be sought from an existing LC standing attendee or Members Committee roster representative from that Member company. Once validated, the individual will be provided information for the specific meeting designated. This attendance is granted for a single meeting only.

Timely action is requested to ensure a seamless transition and to avoid attendance disruption for the July 29th LC meeting.

Please feel free to contact [Dave Anders](#) or [Michele Greening](#) with any questions.