

TRANSMISSION & SUBSTATION SUBCOMMITTEE **CHARTER**

MISSION

The Transmission and Substation Subcommittee (TSS) serves as a technical advisory committee regarding the design, installation and maintenance of all PJM Interconnection bulk power facilities (facilities under PJM control), and reports to the PJM Planning Committee (PC).

RESPONSIBILITIES

1. Provide technical support to the PC, as required. Communicate TSS activity to the PC by including the Chair of the PC on the TSS meeting notes distribution.
2. Maintain and develop as necessary PJM Interconnection technical requirements, guides, standards and rating methodologies for substation and transmission facilities and make them available per the PJM Open Access Transmission Tariff (OATT).
3. The TSS is empowered to create its own working groups to satisfy its charge.
4. Review industry incident reports and apprise the PC of potential facilities problems that could affect the operation and reliability of the PJM Interconnection bulk power system.
5. Assist with the planning, coordination, and reviews of PJM Interconnection approved high voltage substation and transmission projects as required and assigned by the PC.
6. As developed, maintain the facility equipment maintenance standards and guides.
7. Keep apprised of new transmission and substation related products, services, and issues and disseminate as necessary.
8. Assure document and information exchange with the Relay Subcommittee.
9. Conduct regular meetings to address above issues.

ADMINISTRATIVE

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 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 distribute them to the members of the subcommittee, chair of the PJM PC and PJM Relay Subcommittee.
2. Maintain an accurate subcommittee membership list.
3. Post TSS documents appropriately for proper dissemination as required by the PJM OATT.
4. Arrange for meeting rooms, conference call provisions and meals, as required.
5. Assure that notices of meetings and written agenda are issued to members of the subcommittee in a timely fashion (no later than one week prior to the next meeting).