



## **DISPATCHER TRAINING SUBCOMMITTEE – TEAM CHARTER**

### **MISSION**

The Dispatcher Training Subcommittee (DTS) is a critical part of the Systematic Approach to Training (SAT) process used by PJM to enhance the reliability of high quality system-wide training programs for operating personnel in the PJM footprint. The training developed meets the requirements of applicable NERC standards, promotes a common understanding of electrical power principles, the operating principles and practices contained in the PJM Manuals, NERC and Regional Reliability Council Operating Guides, Procedures, Policies and Standards and enhances the ability of personnel to operate on the PJM RTO in a consistent, safe, reliable manner. The target of the DTS is that group of system operators and other operating personnel who are in direct communication with the PJM System Operator and perform reliability-related duties at the direction of the PJM System Operator.

### **RESPONSIBILITIES**

The DTS is instrumental in the creation, evaluation, and evolution of PJM's initial and continuing training programs, as well as its certification program. Specific responsibilities of DTS members include;

1. Identify training needs, in terms of subject matter and target audience
2. Review and approve the established training courses and plans, including initial training programs, and core curriculum content, as well as the annual Operator Training seminar
3. Evaluate all sponsored training to assure the achievement of the stated learning objectives and outcomes, and that courses remain up-to-date and effective
4. Suggest and assist in developing new training programs as needed
5. Respond to changes in instructional technology
6. Share company-specific best practices concerning training techniques and approaches
7. Assist in the development and review of the PJM Certification exams

### **ADMINISTRATION**

The DTS shall report to the PJM Operating Committee (OC). The DTS is made up primarily of dedicated operations trainers at PJM and Member Companies, many with years of practical operating experience. PJM considers Member representatives qualified to participate by virtue of their role at the Member Company, along with the Member recommendation that they serve on the DTS. DTS members are empowered with authority by their member company to participate in commit manpower resources to support DTS activities. DTS members are not required to sign a PJM confidentiality agreement or similar agreement.

The Chairperson and Secretary of the DTS will be non-voting PJM staff members. Given the nature and purpose of the DTS, the Chairperson may also perform the duties of Secretary.

Regarding marketing Sensitive topics: in the event a topic is on the agenda of the DTS which has Market Sensitive aspects or if the group's discussions touch on a Market Sensitive topic, the Chairperson of the DTS will alert the group that PJM's Code of Conduct must be exercised. The Chairperson will then request that any individuals with marketing responsibilities excuse themselves, and move the meeting to a special session. Excused individuals will be invited to re-join the group upon completion of the topic. Minutes of

any special sessions will be limited to recording the individuals present, the nature of the topic(s) discussed, and any agreed upon reliability-related actions.

## CORE COMPETENCIES

DTS members individually and collectively should possess the competencies necessary to carry out its Mission and Responsibilities. Because of the extensive collective experience of the group in both operations and instructional capabilities, other individuals with less experience in either operations or instructional capabilities may also participate in the DTS. This arrangement facilitates the continuing development of industry training professionals and also provides the DTS access to fresh perspectives. PJM monitors participation in the DTS along with experience levels to ensure this current criterion remains valid. Individual areas where DTS members should have particular strength include;

1. Power System Operations – an understanding of all aspects of system operations, including both normal and emergency and restoration conditions, including:
  - a. Generation Control and Dispatch
  - b. Operations planning
  - c. Load Forecasting
  - d. Interchange Scheduling
  - e. Unit Commitment
  - f. Substation Facilities
  - g. Generation and Transmission facility outage requirements, including eDART
  - h. Transmission Operations
  - i. Interconnected System Operations
2. Markets – a solid grasp of the fundamental principles of the PJM market including:
  - a. Locational Marginal Pricing, and relation to the PJM Dispatch signal
  - b. The PJM two-settlement process
  - c. PJM's ancillary service markets
  - d. Market Settlement and Market monitoring
3. Communications (Oral/Written) – be able to effectively and efficiently express the positions of both the DTS and one's own company
4. NERC and Regional Operating Criteria – working knowledge of the NERC Reliability standards and Regional Reliability Council guides, and how they coordinate with the PJM manuals.
5. PJM Operating procedures – a thorough knowledge of these procedures and their application as detailed in the PJM manuals
6. Communication and Information Systems – Knowledge of data and voice circuit communications, and how they are used in the control room and affect system operations, including PJM All-Call and Satellite Phone Communication protocols.
7. Relays – and understanding of routine protections systems used on the PJM interconnection, and any company-specific Special Protection Schemes
8. System Modeling – understand EMS and load flow study programs models of the electrical power system
9. System Performance – knowledge of how to evaluate the actual system response against desired system response
10. System Restoration – general knowledge of the philosophy behind system restoration and the specific philosophy and procedures of their company and PJM



955 Jefferson Ave.  
Norristown, PA 19403-2497

11. Emergency Procedures – knowledge of PJM Emergency procedures as detailed in the PJM manuals
12. Training – understanding of adult education techniques and the development of effective training programs, and the NERC standards which apply
13. PJM System Operator Certification and Training Requirements – including the purpose and provisions of the training and certification programs as outlined in PJM Manual 40
14. Good Committee skills – including Negotiation, teamwork, collaboration, facilitation, presentation and communication