M34 Section 6 Rewrite - DRAFT

Welcome to the Identification of Issues, Their Placement and Charging and Chartering Groups to Address Issues section of the PJM Manual for PJM Stakeholder Process. In this section you will find the following information:

- Process Overview - original section 6.1
- Key Documents – new 6.2
    - o Problem Statement
    - o Issue Charge
    - o Charter
    - o Workplan

- Issue Identification and Initiation – reworded 6.3
- Authority to Bring Forward a New Issue – new 6.4
- Announcing a New Issue – new 6.5
- Pre-Approval Education – new 6.6
- Approving an Issue – new 6.7
- Assigning an Issue – new 6.8
- Declining an Issue – new 6.9
- Complex Issues – new 6.10
- Participation – new 6.11
- Reporting - reworded 6.5 now 6.12

6.1 Process Overview

This section ~~is intended to~~ details how and where issues arise in the PJM stakeholder process, how they move from early identification to placement in one or another stakeholder group, and once decided upon by Members to take time and resources to address, how a group is charged and chartered to address such an issue in detail. While not a defined term, "issue" is generally intended to mean any topic requiring resolution that is raised in the stakeholder process which is germane to the operation of PJM. Key points in this section include:

• issues can arise from a variety of sources as shown in the diagram ==below==;
• all issues shall be brought initially before a Standing Committee in order to be considered for work by and in the stakeholder's process. Subcommittees may consider routine items not specifically identified in their charters, but shall update their Parent Committee on such considerations.
~~• Standing Committees have a number of options to address issues;~~
- any new issue that is addressed as a major part of an existing or new group requires the Standing Committee to create a Charge for that issue; and

~~• any new group that is created shall take that Issue Charge, develop a draft Charter, and have that Charter approved by the Standing Committee founding that new group.~~

> **Comment [JF1]:** More often addressed as a problem statement and/or charter change...

6.2 Key Documents *– New section, consider moving to Definitions section*

Problem/Opportunity Statement

Moved from section 6.2 – Issue Identification: ~~N~~Proposed new issues are to be summarized in a problem/opportunity statement – a document which provides background on the new issue. Multiple proponents may create problem statements in support of the same issue charge. Note that new problem statements will be reviewed by the Secretary of the Members Committee and the appropriate committee chair and secretary to ensure that the requirements of this Manual have been met, and for completeness of the information to be presented to the Standing committee. *New* -The Problem/Opportunity Statement shall include the following (refer to the Problem Statement template in Appendix III):

- The problem to be addressed, the issue to be resolved

- The situation to be improved

- And/or the opportunity to be seized

- Why it warrants consideration in the PJM stakeholder process

- Include links to education if applicable

- Document if the new work is to address specific technical issues and/or to address broader policy issues

- Include any outcomes that have occurred to-date as a result of the issue

- Include potential additional consequences if no action is taken

Issue Charge

The Issue Charge contains the logistical details of the intended work, and requires stakeholder approval with simple majority support. It does not contain or duplicate information from the Problem/Opportunity Statement, and may be associated with more than one Problem/Opportunity Statement.

~~The Issue Charge builds on the problem statement by including more information as described more fully below.~~ *Moved from 6.4 – Charging a New Issue:* An effective Issue Charge shall include at least the following elements (refer to the Issue Charge template in Appendix III):

- ~~a clear statement of the problem to be addressed;~~
- the originating source of the issue or concern;
- if the new work is to address specific technical issues and/or to address broader policy issues;
- Scope: key areas of expected activity and/or areas that are not intended for activity;

- to whom the issue is assigned (existing or new group – see note at the end of this section);
- ~~key areas of expected activity and/or areas that are not intended for activity;~~
- expected deliverables;

• expected overall duration of work, and any important intermediate milestones; and
• determination of Tier 1 or 2 decision-making requirements (see the Decision-making section below).

Charter

- The startup of a new ~~Task Force~~Committee or Subcommittee requires the development of a Charter. *Moved from 6.4.2:* A ~~specific~~n Issue Charge ~~for~~ assigned to an existing ~~Task Force~~Committee or Subcommittee may or may not require a modification to the Charter.

- In the case of a new Task Force, the Issue Charge will act as its Charter as indicated on the template, with stakeholder approval. ~~or Subcommittee, that new group translates its Issue Charge into a draft Charter in its first meeting(s) using a standard template (refer to Appendix II) and that the Charter (along with any suggested Charge revisions) shall then be approved by the Parent Committee.~~

- *New:* The assignment of a new issue to an existing group should also trigger the review of the committee's current Charter, to ensure that all newly assigned activities are covered by work expectations already outlined. If not, edits to the Charter to allow the work should be submitted to the Parent Committee for approval.

- *Moved from 6.4.2:* As appropriate, Stakeholder Groups can suggest changes to their Charters and submit them to its Parent Committee for approval.

- *Moved from 6.4.2:* If the group cannot obtain agreement on ~~the draft Charter or~~ Charter revisions in a relatively short time frame, it should return to the Parent Committee for further clarification and resolution of outstanding issues.

- *Moved from 6.4.2:* The contents of the Charter are ultimately the purview of the Parent Committee, and not the Task Force or Subcommittee.

- *Moved from 6.4.2:* A Charter should include:
    - ~~statement of the issue(s) to be addressed, as refined and detailed from the Charge;~~
    - ~~source of the issue or concern;~~
    - ~~indication whether or not the new work is to address specific technical issues and/or to address broader policy issues;~~
    - ~~objectives of the group;~~
    - ~~key areas of expected activity and/or areas that are not intended for activity;~~
    - ~~expected deliverables along with their milestones and deadlines;~~
    - ~~intended decision-making method (Tier 1 or Tier 2 – see the Decision-Making portion of~~ <mark>~~Section 7~~</mark>~~, Processes for Issue Consideration and Resolution at the Task Force and Subcommittee Levels;~~
    - ~~administrative details such as the name of the group, the Parent Committee, facilitator and/or chair, frequency of meetings, and so forth; and~~
    - ~~expected overall duration of work.~~

- Committee's charge or mission statement: purpose, goals, and objectives of the group

- Scope of the group: key areas of expected activity and/or areas that are not intended for activity;

- Responsibilities and expected deliverables along with any milestones and deadlines

- Name of the group and acronym (if applicable)

- Identity of the Parent Committee

- Facilitator and/or Chair including appointment/selection information
- Frequency of meetings
- Voting/ polling authority
- Reporting requirements
- Sunsetting requirements
- Other administrative information as needed

New Section Heading **Work Plan**

Moved from 6.4.2: ~~In developing the detailed Charter for approval by the Parent Committee, I~~it is expected that ~~the~~ a new group will ~~concurrently~~ create a Work Plan to guide and focus its work. The development of the Work Plan will help identify the key deliverables and milestones and deadlines f~~or the Charter~~rom the Issue Charge, but the group does not have to have its Parent Committee approve its work plan, provided that the required stakeholder process rules in this manual are followed. The work plan should detail any number of activities and actions needed to accomplish their <u>Issue</u> Charge. These might include the sequencing, ordering, and constraints on:

- education and investigation;
- interest exploration and consolidation;
- design components development;
- option development;
- proposal development;
- decision-making (polling and voting)
- Reporting -new

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6.3 Issue Identification and Initiation

Moved from Section 6.2 PJM and its Members have numerous issues that require discussion and dialogue in the stakeholder process. *Moved from Section 6.3* Standing Committees may determine the need for detailed work by subject matter experts and Members on particular issues or topics. Thus, these Standing Committees have a key role in managing the flow of issues taken up by the stakeholder process. Standing Committees are, in effect, the collective gatekeepers of new issues that might be taken up by the process. They have a responsibility to help determine if a potential issue holds sufficient interest for at least some Members and whether resources of both PJM and its Members should be allocated to address the issue in some fashion.

Moved from Section 6.2 Standing Committees are the sole Stakeholder Groups in which new issues are considered, and placed, rejected, or tabled. Task Forces shall not to take up new issues which are not already clearly in their Issue Charge and<u>/or</u> Charter. Rather, they shall raise any potential significant new issues to their Parent Committee for consideration. Subcommittees may consider new issues related to their Charter, but shall make periodic reports to their Parent Committee including any new issues raised for consideration by the Subcommittee. In such cases, the Subcommittee Chair should consider creating a~~n Issue Charge~~ <u>Problem Statement</u> detailing the new issue to ensure that there is

clarity on the work scope among the Subcommittee participants. The Parent Committee retains the authority to determine the scope of work of all of its subordinate groups.

New Section Heading **6.4 Authority to Bring Forward a New Issue**
Moved from Section 6.2 New issues may arise from parties internal or external to the stakeholder process.

- Internal Parties include the PJM Board, the PJM staff, a Member or group of Members, OPSI, individual state regulators, and the Independent Market Monitor.
- External Parties include FERC, other relevant government agencies or legislatures, and the North American Electric Reliability Corporation (NERC).
- *Moved from Section 6.2* Non-Members may also bring issues forward, but the Secretary of the Members Committee and the appropriate committee chair and secretary shall use discretion to accept or reject adding a Non-Member issue on an agenda.

New Section Heading **6.5 Announcing a New Issue**
Moved from Section 6.2 A new issue shall be communicated with the Secretary or Chair of the most appropriate Standing Committee (MIC, MRC, OC, PC) to add to the agenda for an upcoming meeting using the Problem Statement and Issue Charge templates. Specific requirements related to the initial presentation of this new issue to the Standing Committee are provided in the Agenda portion of the Additional Rules of Procedure section below.
All materials related to the new issue must be submitted at least three days prior to the posting deadline to ensure timely review by the meeting facilitator/Chair. *PJM's stakeholder meeting posting deadlines may be found in Section X of this manual.*

New Section Heading **6.6 Pre-Approval Education**
Moved from Section 6.2 There may be issues on which Members would benefit from receiving initial education/ information prior to making the decision *New* to approve a~~n~~ ~~new Problem Statement and Issue Charge~~. Any Member may request an education/information presentation before a vote *New* to approve a new issue is taken. In such case, the Chair of the group shall use discretion regarding whether the education is necessary for the group to make its decision, and who shall provide the education/information (PJM, the IMM, or another stakeholder or outside expert). The Chair shall also use discretion in determining whether to grant such education/information requests, to ensure that the requests are not made with intent to delay action. Notwithstanding the Chair's discretion discussed above, the Member offering a motion that is properly seconded may move to call the question (request the vote prior to any additional education/information presentations).
New: If pre-approval education is required, materials must be provided to the chair/secretary along with the Problem Statement and Issue Charge, following the same posting deadlines.

New Section Heading **6.7 Approving an Issue**

Moved from 6.4 Like any initial scope, the ultimate success of the issue deliberation is dependent on developing a clear, focused, timely, and achievable scope of work. Therefore the Standing Committee shall have sufficient vetting of the proposed new issue that the assigned stakeholder group may productively begin work in a focused manner. This may require that the proposed new issue be reviewed at more than one meeting of the Standing Committee, and that background information and education of the stakeholders be provided.

New: Approval of a new issue requires simple majority support. *Moved from 6.3* As the Standing Committee discusses taking up a new issue, it shall:

Re-ordered:

- provide clarity on the scope of the issue;
- notify the chair and secretary of the Markets and Reliability Committee in the case that the new issue may involve multidisciplinary matters (e.g. the Planning Committee deciding to take on a planning relate issue that may have markets implications).
- review the Standing Committee's work plan to determine the timeframe in which to pursue the issue;

• *Move from 6.4* Once approved, the Issue shall be taken up immediately by the assigned group, at the next meeting that follows the approval of the Issue Charge; and
• in the case of a new group, PJM shall work to convene an initial meeting of a new Task Force or Subcommittee shortly after the approval of the Issue Charge.

New Section Heading **6.8 Assigning the Issue**

New: For an Issue Charge to be approved, the Standing Committee voting should review the recommended location provided in the Issue Charge, and determine where the issue should be addressed. Options include:

Moved from 6.2

• within the Standing Committee;
• to a more appropriate Standing Committee;
• to an existing Subcommittee;
• a new Task Force and assign that issue to that new group

Moved from 6.4 **Note:** In considering to what group the issue should be assigned, consideration should be given to the following factors:

• whether the issue fits within the existing Charter of an existing stakeholder group;
• if it is possible to reasonably expand the scope of an existing group's Charter to incorporate the new work without disrupting ongoing activities and deliverables;
• the size and breadth of the issue;
• the expected duration of the work to be performed;
• whether the issue is multi-disciplinary (i.e. may span the scope of more than one existing group) – if so, then the chair and secretary of the Markets and Reliability Committee shall be notified; and
• Senior Standing Committees may charge a subordinate group with the new work activities.

Moved from 6.4.1 As noted in the OA section 8.6.3, Standing Committees may form, select the Membership, and oversee the activities, of such other committees, subcommittees, task forces, working

groups or other bodies as it shall deem appropriate, to provide advice and recommendations to the Standing Committees or Office of the Interconnection.

If a Parent Committee determines that a new group is needed to address an approved <u>Issue</u> Charge, it, with PJM's assistance, shall form that new group.

Moved from 6.4.1 Note: A Senior Standing Committee may form new Subcommittees and Task Forces that report to the Senior Standing Committee or to any subordinate group.

In forming a new group, the following steps shall be taken by the Office of the Interconnection:
• name the new group;
• assign a chair and/or facilitator and secretary;
• assign a separate PJM technical advocate if necessary (in consultation with Members);
• determine needed technical resources and assistance (in consultation with Members);
• create a new webpage for the group on the PJM website;
• create an email list of interested participants;
• establish an initial meeting schedule; and
• notify stakeholders of the creation of a new group.

New Section Heading **6.9 Declining an Issue**

Moved from 6.3 If a Standing Committee votes not to take up a new issue, a stakeholder may not take the issue to another Standing Committee at the same level in the stakeholder process. Rather the stakeholder advocating for the issue may request that the issue be reviewed for acceptance by the Senior Standing Committee to which the Standing Committee reports. The chair and secretary of that Senior Standing Committee shall use discretion to accept or reject adding such an issue on an agenda.

New Section Heading **6.10 Complex Issues**

Moved from 6.4.3 In the charging and chartering of a new issue or group, the Parent Committee should consider if the issue or issues under discussion are likely to be highly complex, have significant and substantial financial or policy implications, and be unlikely or highly unlikely to pass a sector weighted vote. In such cases, the Parent Committee may require in the Issue Charge and charter the following additional points:

• A clear and constraining deadline for completing the work by the group charged.

• A statement that the group charged would not be expected to reach an agreement or make a recommendation as to a preferred package alternative.

• An expectation that upon completing the development of a matrix with components and options, the group charged returns the issue to the Parent Committee for appropriate disposition.

• The Parent Committee may forward the work, after its own deliberation, to the Senior Committees for discussion and action.

• The Senior Committees may decide to take SWV votes on the options presented, to call for an Enhanced Liaison Committee meeting, or to send the work to an appropriate committee, subcommittee, or task force for further work.

New Section Heading **6.11 Participation**

Moved from 6.4.1 Once the new group is formed, in reviewing its Charge the new group shall consider if the member participation sufficiently includes the necessary spectrum of key interests or expertise to fully explore and vet the issue. The purpose of considering participation is to ensure the robustness of discussion as well as to ensure that a wide range of alternatives and options forwarded to the Parent Committee are vetted across interests and do not require a full "revisiting" of the issue at the Parent Committee. If missing stakeholders or participants are identified, the group may: 1) engage the Sector Whips to identify additional participants and ask them to take part; 2) ask the Parent Committee to help ensure more full participation; and, 3) in any case, report back to the Standing Committee on the status of participation. It is not the responsibility of PJM, but rather stakeholders, to ensure its Stakeholder Groups include sufficient representation from diverse sectors and interests. It is also recognized that diverse and inclusive participation may not be achievable due to time, interest, and resource constraints of various parties.

6.12 Reporting

Moved from 6.5 Each Task Force or Subcommittee shall report back to its Parent Committee at each meeting of the Parent Committee. Reports may (as the situation dictates):

Minor re-wording:

- be in written and/or verbal format
- be brief and simply note that work continues on track;
- identify draft ideas or options for discussion in and advice from the Standing Committee;
- identify any participation issues or missing expertise;
- identify any multi-disciplinary issues that may require consideration by more than one stakeholder group – in such cases the chair and secretary of the Markets and Reliability Committee shall be notified;
- raise key issues or sticking points;
- recommend changes to the Issue Charge, Charter, or schedule; and
- be the final report detailing the work of the group.

Moved from 6.5 In whatever form regular reports take from Stakeholder Groups up to their Parent Committees, regular reporting is essential to: 1) keep the Stakeholders informed of actions and progress; 2)engage the Standing Committee participants in joint problem investigation on difficult issues; 3) ensure more stakeholders have a chance to raise issues or concerns during the process, rather than at the end of a dialogue when adjustments are more difficult to make; and 4) ensure that the group is staying on-task and in-focus. Standing Committees should take reporting seriously in order to maintain their authority over and responsibility for Stakeholder Groups that they Charge and Charter. The following table details this process in a step-by-step fashion, including timeframes for when these activities are to be accomplished. See Appendix III for a corresponding Process Chart.