



Posting Timelines Trial Results

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Stakeholder Process & Engagement

Stakeholder Process Forum
April 25, 2022

- Trial Period: May 2021 – October 2021
- Sample Data Metrics Captured:
 - Timing of Materials Received, Posted, and Communicated
 - Factors contributing to delays
 - Factors contributing to the Chair’s Discretion to allow the topic
 - Volume and Timing of Alternatives
- Metrics represent data across stakeholder groups including committees, task forces, forums, etc. and materials from both PJM and stakeholders.

Overall Results:

Received

- 78% of the materials were provided to the secretary 3 days prior to posting

Posted

- 88% of the materials were posted timely

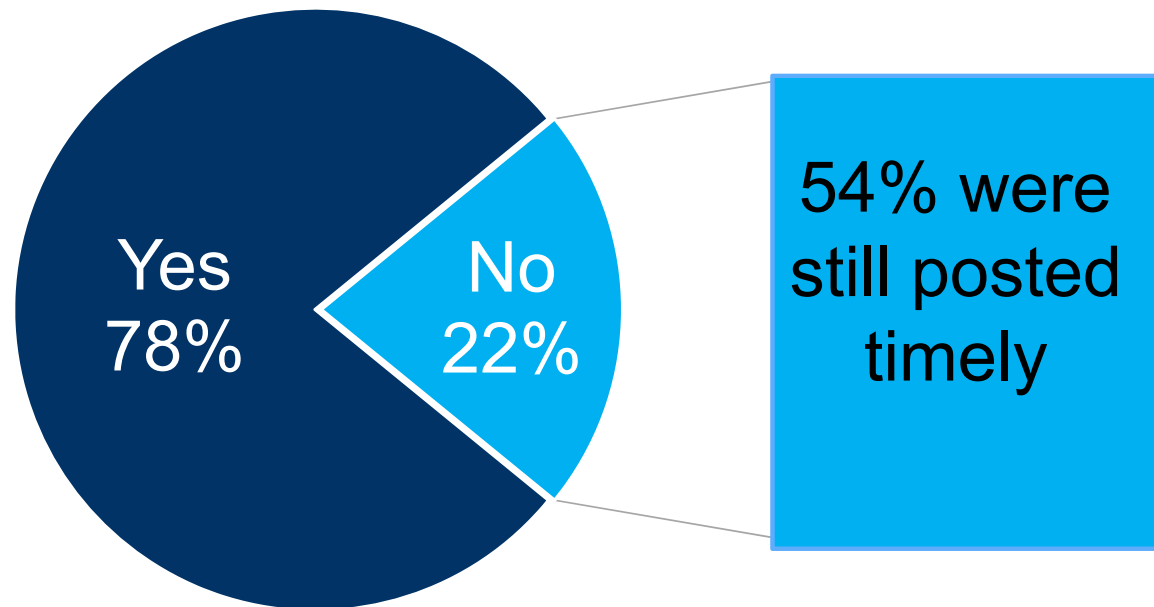
Communicated

- Stakeholders were notified timely of posted materials 91% of the time

Overall Results:

78% of the materials were provided to the secretary 3 days prior to posting

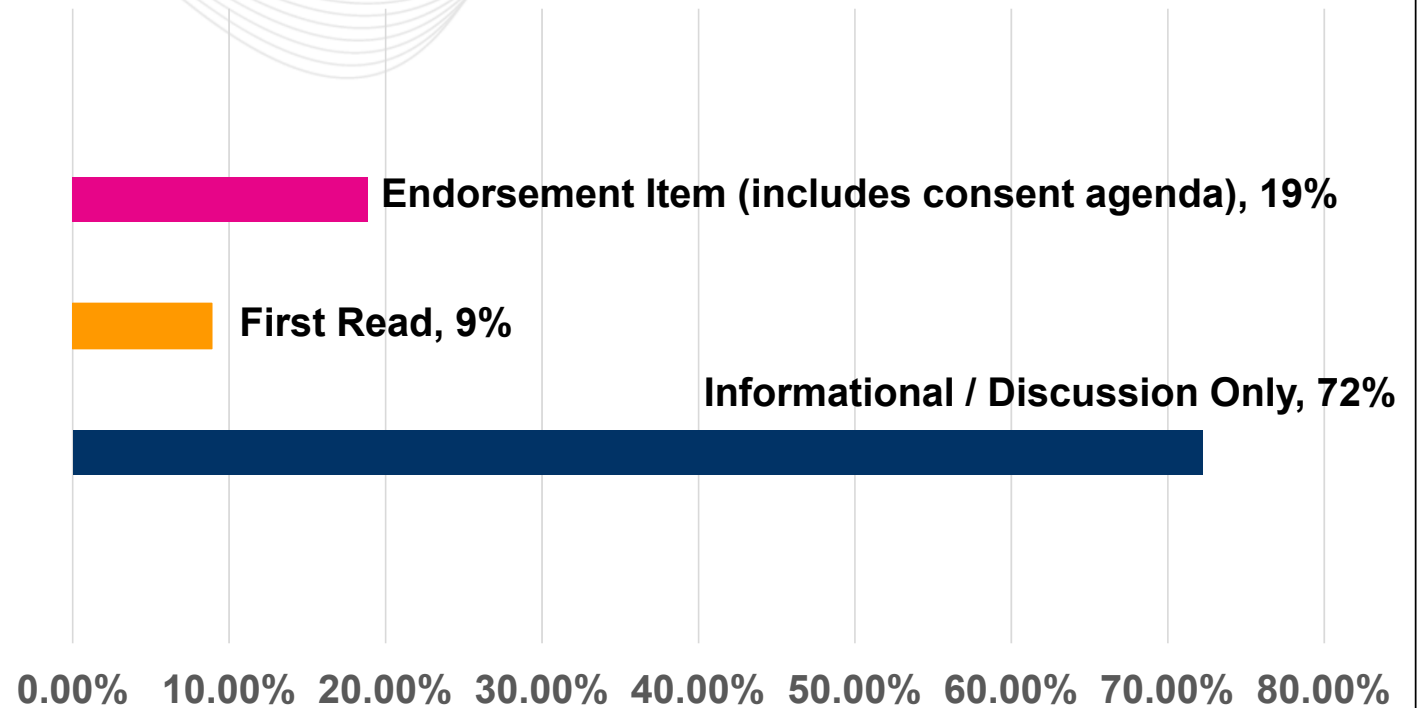
Were materials received 3 days prior to the posting deadline?



Overall Results:

88% of the materials were posted timely

Untimely Posted - 12% Overall



- Meeting timing and data dependencies
 - Informational reports from other stakeholder groups
 - Additional time required for development or review between meetings
- Work time constraints / Out of office timing
- Administrative oversight
- Proposed amendments or stakeholder coordination

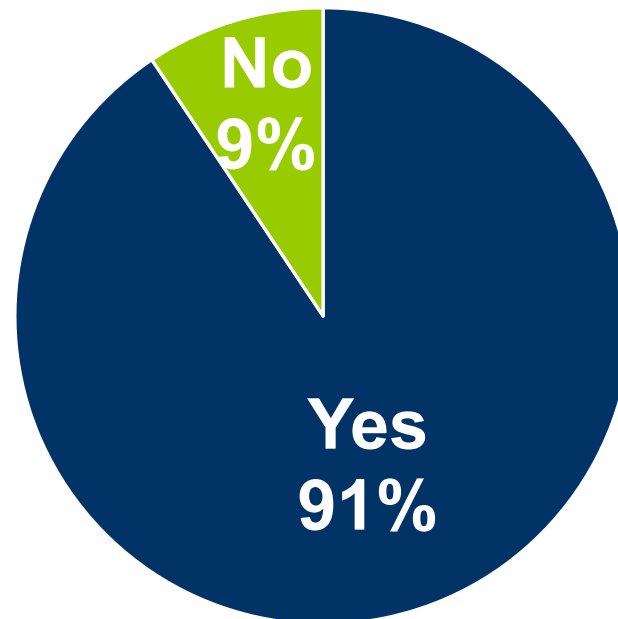
- In all instances where materials were not received 3 days prior to posting, the Chair's discretion permitted the topic / materials to proceed.
- Materials fell within one of the following categories:
 - Informational items or reports
 - Items of a time sensitive nature
 - Nature of topic was significant or “hot”
 - Corrections to previously posted item

*Chair's Discretion: Existing Manual 34 Section 11.2: Agendas All materials requested to be posted shall be provided to the secretary of the appropriate group at least three business days prior to the required posting date for the meeting to enable review to ensure that all appropriate requirements of this Manual have been met. Materials received after this time may be accepted for posting and inclusion on the agenda at the Chair's discretion

Notification

- Stakeholders were notified timely of posted materials 91% of the time

Was a stakeholder notification sent in a timely manner by the required deadline?



- High percentage of materials were posted timely (88%)
- Of those posted late, the largest percentage accounted for informational and non-actionable items (72%)
- Endorsement items represented less than 20% of late materials including consent agenda items
- PJM will continue to reinforce the Manual 34 posting timelines with facilitation teams and presenters



Appendix – Existing Manual 34 Provisions

Complete and Timely Notice:

- In the case of a **Senior Committee** – Notice of an agenda item is complete when the materials posted on PJM’s website contain a summary description of the proposed main motion and a description of the action requested of the Members, with links to the full text of any material to be voted on and all necessary supporting materials; and for each Alternative Motion submitted with respect to an action item, the full amended text of the paragraphs to be amended or substituted with all necessary supporting materials. Notice of an agenda item is **timely when complete notice is Published at least seven calendar days before the meeting**; provided, the Chair of the Committee may authorize a shorter notice period in accordance with section 8.3.1 of the OA; provided further, notice of **an Alternative Motion for consideration by a Senior Standing Committee is timely if Published three calendar days before the meeting**.

Note: This language is captured as written in Manual 34, Section 2. It is assumed that references to Senior Committee and Senior Standing Committee are both representative of Senior Standing Committees.

Complete and Timely Notice (Continued):

- In the case of **any other Committee** – Notice of an agenda item is complete when it contains a summary description of the action requested at the meeting. Notice of an agenda item is timely when complete notice is **published at least three business days before the meeting**.
- Each such notice shall indicate the time when the notice is placed on PJM's website. If PJM received all necessary materials sufficiently in advance of the appropriate deadline to have permitted Complete and Timely Notice in normal circumstances, **the Secretary may declare Published an agenda item whose publication was delayed beyond the deadline due to unusual circumstances**.

Note: *For the trial period, we will continue the practice of honoring seven calendar days prior to the meeting for Standing Committees, though three business days prior will also be accepted as timely per the existing language.*



Manual 34, Section 11.2: Agendas

All materials requested to be posted shall be provided to the secretary of the appropriate group at least three business days prior to the required posting date for the meeting to enable review to ensure that all appropriate requirements of this Manual have been met. Materials received after this time may be accepted for posting and inclusion on the agenda at the Chair's discretion. Materials shall meet the requirements of the preceding paragraph, be thorough but concise and provide sufficient information for the group to take action. To enable presentation via Web Ex, it is requested that documents be provided in their native format, rather than in pdf format.



Appendix – Proposed Criteria for Chair’s Discretion



Proposed Criteria for Chair's Discretion

Exceptions to the posting timelines may be permitted by the Chair in accordance with the following criteria:

- The Chair will generally accept non-actionable items, such as informational reports, provided some time is available for formatting and agenda conformity review.
- Actionable items, including first reads and endorsements, received after the posting deadline will be permitted if a timing sensitivity requires stakeholder attention prior to the next scheduled meeting. Such justification must be included for discussion with the meeting materials. Some time must also be available for formatting and agenda conformity review by the Chair.
- In the event of unusual circumstances, such as technological outages on PJM's network or web environment, the late posting of materials will be permitted.

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