Agenda/Meeting Minutes

Dispatcher Training Subcommittee
PJM Conference and Training Center & WebEx (Password dts1117pjm)
November 17th, 2015
9:00 a.m. – 10:00 a.m. EPT

Administration (09:00-09:10)

1. Welcome, announcements and Anti-trust and Code of Conduct and attendance.
2. Approval of meeting minutes from October, 2015.

Monthly Items & Training Updates (9:10-10:00)

3. **SOS Report** (9:10 – 9:15)

   Mr. Lloyd will report on any items of interest from the System Operating Subcommittee Meetings.

4. **Compliance Update** (9:15 – 9:20)

   Ms. Curley will provide an update on member compliance with PJM Training and Certification requirements, per Manual 40.

5. **Compliance Monitoring Issue Charge** (9:20 - 9:25)

   An update on the status of this issue will be provided to the DTS.

6. **Review of Transmission and Generation Task List** (9:25 – 9:35)

   To address PJM's SAT requirements, members are requested to review the current Transmission and Generation Task Lists via the PJM LMS, and submit their review results via the provided "Evaluation" (Reviewed with no comments, or reviewed with comments). Any comments or suggested changes will be shared with DTS for discussion.

7. **2015-2016 PJM Drill Dates** (9:35 – 9:45)

2015 Summer Emergency Procedures Drill	5/12/15, complete
2015 Spring Restoration Drill	2/24/15 – 2/25/15, complete
2015 Fall Individual Company Restoration Drills	9/29/15 – 11/4/15, complete
2015 Winter Emergency Procedures Drill	11/10/15, complete
2016 Spring Restoration Drill	2/23/16 – 2/24/16 (back up 3/1-3/2)

   Mr. Kevin Hatch will provide a debrief on the Fall Company Restoration drills which concluded last week.

8. **Training Items For Review** (9:45: – 9:50)

- PJM Train the Trainer
  - Train the Trainer will take place here at the PJM CTC on December 8th and 9th. Registration is now open and can be accessed using the following link (includes hotel information).

    https://www4.virtualtrainingassistant.com/PJM/LearnerConnection/MainIndex.aspx?&StartPage=ClassDesc&Continue=cCrseSearch&CrseSite=01&Area=PJM&Subj=TTT&Crse=R1&SessNo=1&SessDate=20151208&ClassSite=01

9. **Additional Items from the DTS** (9:50 – 10:00)

Attendance and Future Meeting Dates

10. Attendance for those participating via phone only

11. Future Meeting Dates:

December 15th 2015	09:00 a.m.	PJM Conference & Training Center/WebEx
January 19th 2016	09:00 a.m.	PJM Conference & Training Center/WebEx
February 16th 2016	09:00 a.m.	PJM Conference & Training Center/WebEx

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Anti-trust:
You may not discuss any topics that violate, or that might appear to violate, the antitrust laws including but not limited to agreements between or among competitors regarding prices, bid and offer practices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that might unreasonably restrain competition. If any of these items are discussed the chair will re-direct the conversation. If the conversation still persists, parties will be asked to leave the meeting or the meeting will be adjourned.

Code of Conduct:
As a mandatory condition of attendance at today's meeting, attendees agree to adhere to the PJM Code of Conduct as detailed in PJM Manual M-34 section 4.5, including, but not limited to, participants' responsibilities and rules regarding the dissemination of meeting discussion and materials.

Public Meetings/Media Participation:
Unless otherwise noted, PJM stakeholder meetings are open to the public and to members of the media. Members of the media are asked to announce their attendance at all PJM stakeholder meetings at the beginning of the meeting or at the point they join a meeting already in progress. Members of the Media are reminded that speakers at PJM meetings cannot be quoted without explicit permission from the speaker. PJM Members are reminded that "detailed transcriptional meeting notes" and white board notes from "brainstorming sessions" shall not be disseminated. Stakeholders are also not allowed to create audio, video or online recordings of PJM meetings.

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