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|  | © ISO New England, Inc. 2009 | Master/ LCC Procedure # 17 ISO & Local Control Center Joint Training Attachment A |
| | | Revision Number: 0 Revision Date: December 3, 2009 |
| Contact: ISO Director, Operations | | Approved by: M/LCC Heads |
| | | Review Due Date: December 3, 2011 |

Attachment A - Joint Trainers' Task Force Charter


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Objectives

- To provide a coordinated refresher-training program for ISO and Local Control Center (LCC) operators that addresses
 - FERC, NERC, and NPCC requirements
 - Objectives that are common to at least one LCC and the ISO and derived from Tasks and Knowledge/Skill requirements identified by their respective Job and Task Analyses (JTA) and changes to the JTAs.
- To provide instruction and disseminate information at combined ISO/LCC training sessions over the course of the year that provides consistent expectations and reinforces an operational philosophy as set forth by the Master / Local Control Center (M/LCC) Heads.
- To create an environment that provides ISO and LCC operators an opportunity to interact and discuss common operational issues, thereby promoting more efficient system operation and improved teamwork between ISO and LCC Operators.


Joint Trainers' Task Force (JTTF)

JTTF membership shall be comprised of personnel directly responsible for the development of and/or delivery of training to System Operators or equivalent rating in their respective organizations. The ISO and every organization chartered to operate as an LCC will be required to nominate a member(s) to the JTTF. The JTTF will be responsible for the determination of the common objectives, as derived from the respective JTAs and changes to JTAs. It will also be responsible for the coordination of the delivery of specified training. The members, or designees, are required to actively participate in the design, development and delivery of joint training for all participants. Each member organization will provide sufficient resources and time to achieve the stated training goals. The JTTF will conduct a yearly conference for members to improve and enhance their training skills. The ISO Manager, Operational Performance and Training (OPTD), or designee, will be the permanent Chair of the M/LCC JTTF and will be responsible for communicating and resolving JTTF agenda items with the M/LCC Heads.

Training Planning and Scheduling

The JTTF will prepare an annual Joint ISO/MLCC Training Schedule by September 1st each year. This training schedule will be incorporated into the ISO Long Range Plan and ISO Annual Training Schedule. The training topics selected should be based on NERC Personnel Performance, Training and Qualification Standards requirements and objectives common to at least one LCC and the ISO, as identified by JTAs and changes to the JTAs executed by both the ISO and each LLC, when this data becomes available. In addition, industry events that have relevant lessons learned should be addressed in each training cycle. The Proposed Training Schedule will be presented to the M/LCC heads at the September meeting by the Chair of the JTTF. The M/LCC Heads will review, make any additions/changes to the Proposed Training Schedule and approve the schedule prior to October 1st

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There should be a minimum of two mandatory, joint ISO/LCC training cycles per year. Each training cycle should provide sufficient time to address identified common objectives and lessons learned. The training should be provided over a six consecutive week period in order to ensure all ISO and LCC operators an opportunity to attend combined training each scheduled training cycle.

The instructor-led portion of training cycles will normally be held at the ISO Facility in Holyoke, Massachusetts; however, this does not preclude the joint delivery of instructor-led training using web-based delivery tools such as WEBEX. If the expectations and timetables of this charter cannot be met by any member organization, that organization’s M/LCC Head will be responsible for reporting to the M/LCC Heads and explaining mitigating circumstances. The Chair of the M/LCC Heads will have final authority to approve or deny any request for relief.

Training Cost Reimbursement

All costs incurred for materials, facilities and ancillary support services by any member organization for hosting authorized training, shall be reimbursed by all participant organizations on a pro-rata (trainee) participation basis.

There will be an equitable sharing of expenses among ISO and the LCCs for all approved training exercises. This requirement is to encourage active participation by all member organizations and continued support of stated training goals.

The joint training schedule will include cost estimates for each joint training cycle.

Attachment A Revision History

| Rev. No. | Date | Reason |
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