Attachment A -
Joint Trainers Task Force Charter

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1. Objectives

1. This charter outlines how the Joint Trainers Task Force (JTTF), in conjunction with the Master/Local Control Center (M/LCC) Heads, coordinates efforts to implement Joint Training and Coordinated Exercises that address:

   A. Common learning objectives

   B. Interrelated functions between ISO and one or more Local Control Centers (LCCs) requiring formal communications and extensive interactions for Coordinated Exercises

   C. Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), and Northeast Power Coordinating Council, Inc. (NPCC) requirements

2. The JTTF reports to the M/LCC Heads per M/LCC 12 – Identification and Coordination of ISO and LCC TOP Responsibilities (M/LCC12)

2. Joint Trainers Task Force (JTTF)

JTTF membership is comprised of personnel directly responsible for the development or delivery of training to System Operators or equivalent rating in their respective organizations. ISO and every organization chartered to operate as an LCC nominates at least one member. Each member organization provides sufficient resources and time to achieve the stated training goals. The Manager, Operations Training and Procedures (OTP) (or designee) is the permanent JTTF Chair and, when necessary, communicates and resolves agenda items with the M/LCC Heads.

1. The JTTF is responsible for:

   A. Determining common learning objectives

   B. Coordinating delivery of specified Joint Training and Coordinated Exercises

   C. Reviewing Joint Training outlines

   D. Agreeing on assessment completion time requirements for each Joint Training topic

3. JTTF Periodic Meeting Schedule

NOTE

JTTF meetings are scheduled in or around the months of April, June, August, and November. Once the schedule is posted by the JTTF Chair, any changes or cancellations are agreed to by ISO and at least 4 LCCs.

1. April meeting requirements:
   A. Discuss and closeout Cycle 1 Training courses, as applicable.
   B. Determine Cycle 3 content, responsible organization, and timelines for material preparation.
2. June meeting requirements:
   A. Discuss and closeout Cycle 2 Training courses, as applicable.
   B. Review the proposed ISO LCC Long Range Training Schedule.
3. August meeting requirements:
   A. Determine Cycle 1 content, responsible organization, and timelines for material preparation.
   B. Set meeting schedule for the next calendar year.
   C. Meet with M/LCC Heads.
4. November meeting requirements:
   A. Discuss and closeout Cycle 3 Training courses, as applicable.
   B. Determine Cycle 2 topics, identify content, responsible organization, purpose/layout of topics, and timelines for material preparation and review.

4. Training Planning and Scheduling

1. The JTTF reviews and approves the ISO-LCC Long Range Training Schedule for the following year, developed by the JTTF Chair by August 1 of each year. The Joint Training courses and Coordinated Exercises selected are based on applicable requirements of NERC Personnel Performance, Training and Qualification Reliability (PER) Standards, industry events, and other operational topics that have relevant lessons learned and objectives common to at least one LCC and the ISO.

2. The proposed schedule is presented to the M/LCC Heads annually at the August meeting. The M/LCC Heads review, make any additions/changes, and approve prior to October 1 of each year.

3. Each training cycle should be provided over a six consecutive week period in order to provide each ISO and LCC System Operator an opportunity to attend. Instructor led courses may be delivered in a classroom setting, to a web-based audience, or a combination of both.

4. If the expectations and timetables of this Charter **cannot** be met by any member organization, that organization's M/LCC Head shall report to the M/LCC Heads and explain mitigating circumstances. The M/LCC Heads Chair shall have final authority to approve or deny any request for relief.

5. Training Cost Reimbursement

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

Attachment A Revision History

Rev. No.	Date	Reason
0	12/03/09	Original version
1	07/18/11	Biennial review by procedure owner; Updated copyright date in Headers, Minor formatting changes, change text font to Arial; Replaced Operational Performance and Training (OPTD) with Operational Performance, Training and Integration (OPTI) Editorial, maintain consistency with main procedure body, clarify that reimbursement for training applies regardless of delivery method, change in focus to coordinated training.
2	07/13/13	Biennial review by procedure owner, no content changes required; Per administrative requirements Headers, updated; modified procedure Title; 1st page Footer, deleted disclaimer 2nd paragraph;
3	07/08/15	Biennial review by procedure owner; Updated content to be consistent with current practices and management expectations;
4	04/19/17	Biennial review by procedure owner; Added required corporate document identity to all page footers; Editorial changes to reflect current conditions, and be consistent with current practices and management expectations;
5	12/06/18	Biennial review by procedure owner; Updated content to be consistent with current practices and management expectations;
5.1	10/05/20	Biennial review by procedure owner;
6	07/11/22	Biennial review by procedure owner; Updated meeting periodicities; Removed references to Cycle 4 training
6.1	07/03/24	Biennial review completed by procedure owner with no intent changes required; Minor grammar changes.