

Carolinas Transmission Planning Collaborative

Planning Working Group

Scope

Purpose

The Planning Working Group (PWG) coordinates the development of the transmission studies needed to support the CTPC transmission planning process.

The duties of the PWG include the following:

- a. Develop data inputs for the study simulations;
- b. Determine the appropriate study simulations to be performed;
- c. Coordinate the execution of the study simulations (the simulations will be performed by the investor-owned utilities with all aspects overseen by the PWG);
- d. Analyze study results;
- e. Prepare recommendations and reports; and
- f. Develop input to the OSC’s annual business plan and associated budget and monitor PWG related budget versus actual expenditures throughout the year.

Reporting

The Oversight/Steering Committee (OSC) provides direction to the PWG.

Membership

The PWG will consist of members from the CTPC Participants (member organizations). The PWG will consist of up to three (3) members from each Participant including a Secretary, plus the Administrator acting as an ex officio member. Duke Energy Carolinas, Duke Energy Progress, and each other Participant that is a signatory to the Participation Agreement shall each nominate at least one and up to three members to the PWG by written notice to the OSC. The OSC shall approve the nominations of the PWG members so long as they materially meet the membership guidelines described in this section. An individual may be a member of both the OSC and the PWG, but shall abstain from OSC voting on approval of PWG members.

1. **PWG Membership Guidelines**

- a. BS Electrical Engineering (Power System emphasis – PE registration preferred).
- b. Minimum 3 years transmission planning experience, evaluation of system thermal, voltage and stability performance, and solution development.
- c. Possess a general knowledge of transmission grid operations, system operations and resource planning.
- d. Working knowledge of PSS-E, MUST, or TARA
- e. Possess a detailed understanding of NERC and SERC Planning Standards and good utility practice.
- f. Possess a reasonable understanding of FERC regulations and OATT requirements.
- g. Understanding of the transmission system model development process.
- h. Possess a reasonable understanding of interregional study processes and results.
- i. Understanding of transfer capability, TTC, TRM, CBM principles.
- j. Ability to comply with Standards of Conduct requirements stated in the Participation Agreement/no involvement in market activities.
- k. Possess a reasonable understanding of the state regulatory process.

2. **Changes in PWG Membership**

Changes in the PWG membership may be made by the Participant making the change providing written notification of the proposed change to the OSC Chair. The Participant making the change is responsible for providing a replacement representative from their Participant organization. The OSC Chair will seek approval for the change from the OSC members, who will approve the change as long as the replacement representative materially meets the PWG membership guidelines.

3. **Membership Terms**

A PWG member will serve on the PWG until either they are replaced by their representative Participant organization or until the member resigns.

PWG Committee Structure

The PWG shall select its Chair, Vice Chair, and Secretary from among its members. The term of office for these positions is two years. The officer positions will be rotated among the participating investor- owned utilities, electric membership cooperatives (EMC) and municipalities (Muni) (*e.g.*, officer rotation would occur every two years among the groups) according to the following schedule: EMC and Muni participant, Duke Energy Carolinas, EMC and Muni participant, Duke Energy Progress. At any one time, each officer position shall be represented by a different Participant organization. This rotation should ensure that one Company is not selected as the Chair of the PWG and Chair of the OSC during the same term.

Committee Chair

In addition to the duties, rights, and privileges discussed elsewhere in this document, the PWG Chair has the responsibility to:

- Provide general supervision of PWG activities;
- Serve as a facilitator for the group by working to bring consensus within the group;

- Develop PWG agendas, and rule on any deviation, addition, or deletion from a published agenda;
- Preside at PWG meetings;
- Manage the progress of all PWG meetings, including the nature and length of discussion and recognition of speakers;
- Takes all reasonable action to ensure that no member or non-member marketing/brokering organizations receive preferential treatment or achieve competitive advantage through access to transmission-related information;
- Ensures that confidentiality of information and Standards of Conduct requirements are being adhered to within the PWG process;
- Act as the interface to the OSC; and
- Perform other duties as directed by consensus of the PWG members.

The PWG Chair also provides the leadership role in developing the Local Planning Process within the PWG, subject to the oversight of the OSC and normal regulatory oversight and consistent with Attachment N-1 to the Joint OATT.

Committee Vice Chair

The PWG Vice Chair shall act as the PWG Chair if requested by the Chair (for brief periods of time) or if the Chair is absent or unable to perform the duties of the Chair. If the Chair is permanently unable to perform his or her duties, the PWG Vice Chair shall act as the Chair until the PWG selects a new Chair.

The Vice Chair has the responsibility to:

- Assist the PWG Chair
- Perform duties of the PWG Chair when the PWG cannot otherwise support these duties

Committee Members

PWG members have the responsibility to:

- Represent their Participant organization
- Provide knowledge and expertise representative of their Participant organization
- Provide their Participant organization feedback on PWG activities
- Respond promptly to all PWG requests for reviews and comments
- Respond promptly to all requests regarding scheduling PWG meetings

Secretary

The Secretary has the responsibility to:

- Schedule all PWG meetings
- Prepare, distribute and post notices of PWG meetings, ensure that meeting minutes are recorded, and distribute meeting minutes, as appropriate.
- Maintain a record of all PWG proceedings, including responses and correspondence.

- Maintain PWG membership records

Administrator

The Administrator has the responsibility to:

- Provide transmission planning expertise
- Provide an independent third-party view
- Assist the Chair and Vice-Chair in the performance of their duties as requested

Meeting Procedures

Meetings

Meetings of the PWG shall be open to PWG members, the Administrator and OSC members and their alternates. After consulting with the PWG members, the Chair of the PWG has the discretion to invite guests to attend the PWG meeting (or a portion of the meeting as appropriate) provided that those guests execute a confidentiality agreement that is consistent with the confidentiality requirements and the Standard of Conduct requirements of Attachment N-1 of the Joint OATT and the Participation Agreement.

The PWG shall use reasonable good faith efforts to reach decisions via consensus. However, in the event the PWG is unable to reach a decision by consensus, the decision will be referred to the OSC for resolution.

In the absence of specific provisions in this scope document, the PWG shall conduct its meetings guided by the most recent edition of *Robert's Rules of Order, Newly Revised*.

Quorum

A quorum requires at least one member from each of the Participant organizations represented in this process (e.g. If Duke Energy Carolinas, Duke Energy Progress, ElectriCities, and NCEMC are the Participant organizations in this process, a total of four members must be present with one member being from Duke Energy Carolinas, Duke Energy Progress, ElectriCities, and NCEMC).