	© ISO New England, Inc. 2011	<b>Master/ LCC Procedure # 17 ISO &amp; Local Control Center Joint Training Attachment A</b>
		<b>Revision Number: 1</b> <b>Revision Date: July 18, 2011</b>
<b>Contact: ISO Director, Operations</b>		<b>Approved by: M/LCC Heads</b>
		<b>Review Due Date: July 18, 2013</b>


## Attachment A - Joint Trainers' Task Force Charter

### Table of Contents

1.	Objectives .....	2
2.	Joint Trainers' Task Force (JTTF).....	2
3.	JTTF Periodic Meeting Schedule .....	3
4.	Training Planning and Scheduling .....	3
5.	Training Cost Reimbursement .....	4
	Attachment A Revision History.....	4

*This document is controlled when viewed on the ISO New England Internet web site. When downloaded and printed, this document becomes **UNCONTROLLED**, and users should check the Internet web site to ensure that they have the latest version. In addition, a Controlled Copy is available in the Master Control Room procedure binders at the ISO.*

*The information contained in this document is for use by ISO New England staff and the Local Control Centers and is subject to modification. ISO New England Inc. is not responsible for any reliance on this document by others, or for any errors or omissions or misleading information contained herein.*


	© ISO New England, Inc. 2011	<b>Master/ LCC Procedure # 17 ISO &amp; Local Control Center Joint Training Attachment A</b>
		<b>Revision Number: 1</b> <b>Revision Date: July 18, 2011</b>
<b>Contact: ISO Director, Operations</b>		<b>Approved by: M/LCC Heads</b>
		<b>Review Due Date: July 18, 2013</b>

## 1. Objectives

- To provide a coordinated continuing training program for ISO and Local Control Center (LCC) operators that addresses
  - Common objectives determined by the Master/Local Control Center (M/LCC) Joint Trainers' Task Force (JTTF) and derived from Job and Task Analysis (JTA) data and changes to JTA data, when such data becomes available for Joint Training.
  - Interrelated functions between two or more organizations that require formal communications and extensive interactions for Coordinated Training.
  - Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), and Northeast Power Coordinating Council, Inc. (NPCC) requirements.
- 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.

## 2. 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. 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, Training and Integration (OPTI), 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.

	© ISO New England, Inc. 2011	<b>Master/ LCC Procedure # 17 ISO &amp; Local Control Center Joint Training Attachment A</b>
		<b>Revision Number: 1</b> <b>Revision Date: July 18, 2011</b>
<b>Contact: ISO Director, Operations</b>		<b>Approved by: M/LCC Heads</b>
		<b>Review Due Date: July 18, 2013</b>

### 3. JTTF Periodic Meeting Schedule


Regular meetings of the JTTF will be held on an approximately bimonthly basis for purposes of training planning and development, as well as for training pilots and instructor development sessions. The scheduled dates for these meetings will be published to the JTTF by the Chair of the JTTF no later than September 1<sup>st</sup> of the preceding year.

### 4. 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 Training 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.

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 using web-based delivery tools such as WEBEX. This does not prevent training delivery at either ISO or any other facility.

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.

	© ISO New England, Inc. 2011	<b>Master/ LCC Procedure # 17 ISO &amp; Local Control Center Joint Training Attachment A</b>
		<b>Revision Number: 1</b> <b>Revision Date: July 18, 2011</b>
<b>Contact: ISO Director, Operations</b>		<b>Approved by: M/LCC Heads</b>
		<b>Review Due Date: July 18, 2013</b>

## 5. Training Cost Reimbursement

All costs incurred for materials, facilities and ancillary support services by any member organization for administering 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 Annual training schedule will include cost estimates for each joint training cycle.

### 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.