

# Reliability Training Working Group

## Scope

### Purpose

The purpose of the Reliability Training Working Group (RTWG) is to provide support, expertise, and resources for the Bulk Electric System (BES) training personnel related to the reliable operation of the BES including, but not limited to, any NERC Reliability Standard containing a training requirement.

### Functions

1. Serve as the technical training advisor to the NERC Reliability and Security Technical Committee (RSTC) and subsequent working groups.
2. Provide resources to promote best practices, consistency, and continuous improvement within industry training programs.
3. Promote organizational resilience through training recommendations to mitigate potential risks.

### Deliverables

1. Prepare a RTWG work plan that aligns with the RSTC work plan.
2. Develop and maintain resources to identify and communicate NERC standards that include a training requirement.
3. Develop and maintain training guidelines and/or templates to improve BES knowledge to ensure consistent educational programs.
4. Provide training recommendations based on Lessons Learned, Reliability Guidelines, Event Analysis Reports, and the annual ERO Reliability Risk Priorities Report provided by the Reliability Issues Steering Committee (RISC).

### Reporting

The RTWG reports to the RSTC, which approves the annual work plan. The RTWG shall maintain communications with other groups as necessary on relevant issues per the RSTC Charter and their strategic plan or per the direction of RSTC officers.

### Officers

The RTWG chair and vice chair must be members in good standing with the RTWG. The RTWG members shall recommend a chair and vice chair from the membership at least every two years. The officers shall serve in their appointed capacities for two years.

1. The RTWG officer-selection process will follow the RSTC Charter.

- a. The RTWG may recommend officer candidates for the RSTC chair's consideration following a supporting motion.
- b. The vice chair should be available to succeed the chair.
2. The NERC RSTC chair appoints the RTWG chair and vice chair for a term of two years.
  - a. The RTWG officers are considered members of the RTWG and may vote.

## **Duties**

Duties of RTWG officers:

1. RTWG Chair
  - a. Lead working group activities, set the agendas for meetings, and act as spokesperson for the RTWG.
  - b. Administer the working group meeting agendas and preside at the meetings.
  - c. Represent the working group before the RSTC and other NERC forums as appropriate.
  - d. Execute decisions by the RSTC and perform other duties as directed by the RSTC.
  - e. The RTWG chair is considered a non-voting member of the RSTC and is expected to attend the regular standing committee meetings to report on assignments or provide a summary report of the group's activities, at a minimum.
  - f. Establish task forces as directed by the RTWG.
  - g. Notify all newly appointed representatives of existing or new task forces of their appointment in writing.
2. RTWG Vice Chair
  - a. Perform the duties of the chair in his or her absence.
  - b. Serve as parliamentarian during meetings.
  - c. Assist the chair as called upon.
3. NERC Staff
  - a. Prepare the minutes of the RTWG meetings.
  - b. Maintain the RTWG records.
  - c. Assist the chair and vice chair as called upon.

## **Membership**

### **Qualifications**

The RTWG will consist of individuals who have expertise in a systematic approach to training, which includes the analysis, design, development, implementation, and evaluation of training activities, and who represent the electric utility industry and the NERC Regions.

Members should preferably:

1. Have advanced training expertise in the BES.
2. Have experience in BES operations and/or support functions

### **Expectations**

RTWG voting members are expected to:

1. Attend and participate in all RTWG meetings.
2. Express their opinions professionally, as well as the opinions of the sector they represent, at working group meetings.
3. Complete working group assignments.
4. Inform assigned NERC staff of any changes in their status that may affect their eligibility for working group membership. Failure to do so in a timely manner may result in the chair dismissing those members.

### **Representation**

The RTWG will work to ensure a diverse membership reflective of the electric utility industry footprint across North America.

The RTWG shall be comprised of a minimum of 10 individuals including a chair and vice chair to serve as voting members of the RTWG. They will be selected by a two-thirds vote among existing RTWG members and confirmed by the RTWG Chair.

### **Resignations, Vacancies, and Nonparticipation**

The RTWG shall follow the specifications on resignations, vacancies, and nonparticipation outlined in the RSTC Charter, including the following guidelines:

1. Members who resign will be replaced pursuant to a two-thirds vote among existing RTWG members and confirmation by the RSTC chair.
2. The RTWG chair may contact any member who has missed two consecutive meetings (even if the member has sent a proxy) to 1) seek a commitment to actively participate or 2) ask the member to resign from the working group.
3. The chair may remove any member who has missed two consecutive meetings.

### **Meetings**

The RTWG shall follow the specifications on meetings outlined in the RSTC Charter, including:

1. Quorum
  - a. A quorum requires a simple majority of the voting members.
2. Voting

- a. Each voting member of the working group shall have one vote on any matter before the working group that requires a vote. An affirmative vote of two thirds of the voting members present and voting is needed to approve actions by RTWG members at any meeting in which a quorum is present. The chair and vice chair may vote. Voting may take place during regularly scheduled in-person meetings or via email, or conference call.
3. Antitrust Compliance Guidelines
    - a. All persons attending or otherwise participating in the RTWG meeting shall act in accordance with NERC's Antitrust Compliance Guidelines at all times during the meeting. A copy of the NERC Antitrust Compliance Guidelines shall be included with each meeting agenda.
  4. Open Meetings
    - a. NERC working group meetings shall be open to the public, except as noted under Confidential Sessions. Although meetings are open, only voting members may offer and act on motions.
  5. Confidential Sessions
    - a. The chair of a working group may limit attendance at a meeting or portion of a meeting based on the confidentiality of the information to be disclosed. Such limitations should be applied sparingly and on a nondiscriminatory basis to protect information that is sensitive to one or more parties. A preference, when possible, is to avoid the disclosure of sensitive or confidential information so that meetings may remain open at all times. Confidentiality agreements may also be applied as necessary to protect sensitive information.

In the absence of specific provisions in the scope document, the RTWG will follow Robert's Rules of Order, Newly Revised.

## **Task Force**

The RTWG may form task forces as needed to carry out standing or ad hoc assignments. Task force chairs (or delegates) are expected to attend the regular RTWG meetings to report on assignments or provide a summary report of the task force's activities, at a minimum.

The RTWG will evaluate any task force annually. This evaluation should include a determination of whether the task force status falls into one of the following categories:

- Task Complete – Task force is discontinued;
- Task Incomplete – Task force is discontinued;
- Task in Progress – Task force is continued; or
- Task in Progress – Task force is continued and subgroup members require updating.