Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP

FACE-TO-FACE MEETING with TELECONFERENCE OPTION
April 30, 2009
1:00-5:00 p.m. CST

May 1, 2009
8:00 a.m. - 12:00 p.m. CST

Southwestern Power Administration Offices
2858 South Golden
Springfield, MO

Register Here: http://www.spp.org/event_register2.asp?oID=1465

● AGENDA ●

1. Call to Order and Approval of Agenda .................................................................Shannon Bolan

2. Approval of 04/09/2009 Meeting Minutes..............................................................Shannon Bolan

3. Review of Agenda.............................................................................................................Shannon Bolan

4. Status of Previous Action Items..................................................................................Jim Gunnell
   □ Jim Gunnell to investigate continuing education courses for market training, the impact of additional training for new members, and determine the necessary training staff needs for these additional requirements- Jim Gunnell will prepare a report for the April 30, 2009 Face-to-Face meeting.
   □ Carl Stelly to contact presenters and explain that time should be allotted at the end of their presentation to review the material to clarify any misunderstandings.
   □ Edgar Rivera to prepare communications solution report and present at the April 30, 2009 OTWG Face-to-Face meeting [see agenda item #4]
   □ Carl Stelly to contact OTWG about reviewing the 2010 SOC dates and deliveries document
   □ Jim Gunnell to add System Operations Conference dates and deliveries for 2010 to the April 30, 2009 OTWG meeting agenda
   □ Doug Callison to clarify request for presentation on the system operator’s role in compliance
   □ Jim Gunnell to contact OATI regarding how the list of end users of the OATI OASIS tool was validated and send a list of conference participants to OATI so that OATI can validate they have been invited to attend the OATI OASIS training
   □ Abby Sims to follow up with Donna Freeman regarding a job aid for defining what constitutes NERC continuing education hours
   □ Donna Freeman to solicit advice from the OTWG in identifying needs that should be addressed in the Train-the-Trainer course
   □ Jim Gunnell to explore vendors who offer consulting services and templates that SPP members can use to meet this requirement of NERC PER-005-1
   □ Carl Stelly to contact Jim Useldinger regarding System Restoration Drills and the Black Start Task Force
   □ Carl Stelly will schedule a meeting in June to discuss System Restoration Training Scenarios
Richard Appel to contact SECI security officer and bring training information regarding Homeland Security presentation to the April 30, 2009 OTWG meeting

5. Debrief and Discussion of System Operations Conference.................................................................Carl Stelly
6. Discuss System Operations Conference Dates and Deliveries for 2010..............................................Carl Stelly
7. Choose Date for System Restoration Scenario Planning Session (teleconference).........................Jim Gunnell
8. Discussion of Strategic Approach for Continuing Market and Regional Ops Training......................Jim Gunnell
9. PER-005-1 Template Discussion Update.........................................................................................Jim Gunnell
10. Discussion of Developing List of High Level Job Tasks by Function..............................................Shannon Bolan
11. Review of New Action Items........................................................................................................Jim Gunnell
12. Future Calls/Meetings....................................................................................................................Shannon Bolan
    Teleconference
    TBD based on outcomes of April 30 meeting
13. Adjournment ..................................................................................................................................Shannon Bolan