

**Business Practice Manual Change Management
Appeal Process**

Timing	Activity	Approximate Time from Hearing
	ISO posts decision on Proposed Revision Request (PRR).	- 10 weeks+
Within 10 Business Days of ISO PRR decision	Stakeholder appeals PRR decision by filing Notice of Appeal that identifies the issues and opening brief, limited to 8 pages.	- 8 weeks+
8 weeks prior to Executive Appeals Committee Hearing	ISO posts Notice of Appeal, Appellant's opening brief, and date for next available Executive Appeals Committee meeting, at least 8 weeks from date of appeal. Identifies specific dates for procedural schedule. At its discretion, ISO may consolidate briefing and procedural schedules where multiple parties appeal same PRR.	- 8 weeks
10 Business Days after ISO posts Appellant's brief	ISO posts its answering brief, limited to 8 pages.	- 6 weeks
10 Business Days after ISO posts its answering brief	Appellant submits reply brief, limited to 4 pages.	- 4 weeks
5 Business Days after ISO posts Appellant's reply brief	Stakeholders may submit supporting/opposing briefs, limited to 4 pages.	-3 weeks
Date specified in Market Notice	Executive Appeals Committee Hearing	0
21 days after hearing	ISO posts written decision of Executive Appeals Committee.	+ 3 weeks
5 Business Days after decision is posted	If appeal is approved, ISO implements Committee decision.	+ 4 weeks
Next regularly scheduled Board meeting	If the appeal is denied, appellant may bring issue to the Board.	+ 4 weeks+

Executive Appeals Committee:

- Chief Executive Officer
- General Counsel
- Vice President of External Affairs (Policy and Client Services)
- Officers may not participate on Committee where their department is responsible for BPM at issue.
 - o CEO will select an alternate to sit on the Executive Appeals Committee in the event a member is unavailable for any reason.

Executive Appeals Committee Meeting Structure:

- Public teleconference
 - o At its discretion, ISO may decide to hold the public meeting in-person at the ISO's premises or to conduct the meeting solely by teleconference. Where the ISO decides to hold an in-person meeting, parties and stakeholders may participate in-person or via teleconference.
- Parties may not raise PRR issues outside scope of appeal.
- The Executive Appeals Committee will have discretion to manage the meeting and examine the Appellant.
- Stakeholders may comment. Comments or questions are limited to 5 minutes per stakeholder. Stakeholders that submitted comments will be heard first.

Briefing Rules:

- Briefs will conform to the following format:
 - o 12-point Arial or Times New Roman font
 - o Double spacing
 - o 1" margins
 - o 10-point Arial or Times New Roman footnotes, single-spacing
- The ISO will post all briefs within 1 business day of receipt.
- All briefs are limited to issues raised in the PRR process and identified in the Notice(s) of Appeal.
- Appellant may withdraw appeal at any time.