

## **WECC Interchange Tool Working Group (WITWG) Charter**

### **I. Purpose**

To define the membership, responsibilities, and procedures of the WECC Interchange Tool Working Group (“WITWG”). The WITWG will provide technical advice to the Reliability Coordination (“RC”) Executive Committee, regarding the decisions affecting the sustainment and improvement of the WECC Interchange Tool (WIT).

### **II. Governance**

The WITWG is a Western Interconnection working group established under the Joint Reliability Coordinator (“RC”) Executive Committee (“Executive Committee”) as a means to ensure that the Western Interconnection RCs and BAs have input and oversight with respect to the shared tools and processes used to perform Reliability Coordination functions within the Western Interconnection.

The WITWG shall at all times, act in the interests of reliability for the Western Interconnection and shall not act in a manner that favors any one entity or participant over any other entity or participant.

The RC Executive Committee is responsible for the appointment of a WIT Vendor Manager who is designated to work in coordination with WITWG and the WIT vendor to manage WIT.

### **III. Scope of Activities**

The WITWG’s serves as a technical advisory role to the RCs and Executive Committee regarding all aspects of the WIT including approval of all funding for the tool and proposed WIT enhancements. The WITWG will coordinate all activities with the WIT Vendor Manager.

#### *1. Regular Maintenance of WIT*

The WITWG is responsible to ensure that any additional data needed for WIT to function are provided accurately. This data includes, but is not limited to, Delta Time Error, and all other relevant input information to WIT application.

#### *2. Coordination of software updates and releases of WIT*

The WITWG working in conjunction with the WIT Vendor Manager is responsible to review variances identified in WIT, and prioritize and coordinate implementation of software updates and releases. This includes determination of variances that are classified emergency and non-emergency.

### 3. *Changes and Enhancements to WIT*

The WITWG is responsible for review and approval of changes and enhancements to the WIT. A request for change or enhancement may be received from one or more BA, RC or as required by a NERC/WECC standard or NAESB business practice effective in the U.S. and/or comparable Reliability Standards effective in the British Columbia and/or Alberta. Enhancements or changes to WIT are in the form of an OATI Change Order.

The WITWG will, to the extent possible based on information available, conduct a cost benefit and reliability risk analyses for Change Orders that may not be mandatory but deemed as a benefit to the Western Interconnection.

The WITWG will classify Change orders as follows:

1. *Common Good*: If the change order is required by a NERC or WECC standard or NAESB business practices in effect in the U.S. and/or comparable Reliability Standards effective in BC and/or Alberta, or Rule-making orders issued by FERC.
2. *Sponsor-based*: One or more BA/RC(s) requests a change that solely benefits the requesting party or parties as determined by the WITWG.

The WITWG is responsible for determining if the change order classification is classified as Common Good or as Sponsor-based. This classification of the Change Order will determine how costs will be allocated for the required change.

1. The cost allocation of a Common Good Change Order is based on the same methodology used in the RC Shared Tools Cost Sharing Agreement.
2. The cost of Sponsor-based Change Order will be allocated to the requesting party(ies).

### 4. *Testing and implementation of WIT*

The WITWG is responsible for testing and reporting, in coordination with the RCs, the results to the WIT Vendor Manager, prior to production upgrades or service patch releases.

The WITWG will draft specification and training documents for WIT. Each RC is responsible for specific training sessions for their respective RC areas.

## **IV. Membership**

- a. The WITWG membership will be composed of voting and participatory members representing BAs. WITWG voting members must have

responsibility for BA operations in the Western Interconnection. Members of the WITWG must have the authority by their entity organization to make decisions regarding the WIT on behalf of their entity. Other Western Interconnection stakeholders are encouraged to participate in the WIT meetings.

- b. Each BA is eligible to appoint one voting member.
- c. The WITWG will strive for a minimum of twelve (12) voting members, excluding the Chair and Vice-chair, including:
  - a. Representation from a minimum of one-third WIT users.
  - b. The Joint RC Executive Committee will approve the Chair. The members of the WITWG will select the Chair, Vice-Chair and Secretary. To the extent possible, the Chair and Vice-Chair should represent separate Reliability Coordinator Areas.

**V. Attendance, Quorum, Proxy**

If a voting member is unable to attend a WITWG meeting, he/she may in writing, to the chair, vice-chair, and staff secretary, appoint a substitute Representative who shall have such rights to participate and vote as the voting member specifies. The substitute-voting member may be another voting member of the WITWG or another person who has the authority to act on behalf of the voting member. The Chair may seek removal and replacement of any member who misses two or more consecutive meetings without designating a Proxy.

The quorum for the WITWG shall be two-thirds of the voting members thereof, but not less than three voting members, providing that a lesser number may adjourn the meeting to a later time. A voting member participating by phone is considered to be in attendance of the meeting for the purpose of quorum. The quorum for a meeting must be established and maintained throughout the meeting in order for the WITWG to take any binding action(s). Notwithstanding the above, any actions taken before a quorum is lost is not considered valid and binding. A proxy will serve to meet the quorum requirements as follows:

- A proxy provided to another voting member of the WITWG will not be recorded as attendance of the meeting and will not serve to meet or maintain the quorum requirements.
- A proxy provided to another person with the authority to act on behalf of the voting member will be recorded as attendance at a meeting for the purpose of meeting or maintaining the quorum requirements.

All proxies sent in advance of the meeting to the chair, vice-chair, and staff secretary, will be accepted.

## **VI. Interaction with WECC and NERC**

The WITWG is responsible for ensuring WIT is compliant with NERC and WECC standards, NERC, WECC and NAESB guidelines/criterion, as well as FERC-filed tariffs. The WITWG does not have the authority to change policies related to standards or tariffs. To the extent any enhancements or changes are identified that may affect implementation of reliability standards or tariff, the WITWG will coordinate at the appropriate WECC, NERC, NAESB and FERC forums.

The WITWG Chair or designee is responsible for providing updates to each of the WECC ISAS, WECC OC and WECC MIC meetings.

## **VII. Meetings**

The WITWG is expected to meet on a semi-annual basis, with additional meetings where necessary as decided by the Chair, or by a request of the majority of committee members. Meetings may take place in person, or by telephone/webinar, and will be documented in minutes by the Secretary. All regular meetings of the committee will be open to the public. The Chair may establish closed session meetings when reviewing sensitive data, including but not limited to,

- Change Order costs
- Energy Schedule (e-Tag) review
- Decision making will not be made during closed sessions

## **VIII. Confidentiality**

Non-public information received or developed by the WITWG may not be disclosed outside the WITWG structure without express authorization of the WITWG.

## **IX. Modifications to Charter**

The Executive Committee and WITWG will review the Charter on an annual basis, or as necessary, to determine whether any revisions are warranted.

Any proposed revisions to this Charter will be submitted to the full Executive Committee for review and consideration, and will not be implemented if a majority of the members of the Executive Committee voting on the matter opposes the proposed change.

## Version History

Version	Change	Date
1.0	Initial charter created	06/03/2020

## Appendix A: Executive Committee and Working Group Structure

