



# Agenda/Meeting Minutes

**Interconnection Process Subcommittee**  
**PJM Conference and Training Center**  
**December 21, 2023**  
**9:00 a.m. – 12:00 p.m. EPT**

## Administration (9:00-9:10)

1. Ed Kovler, PJM, will provide welcome and announcements. Rebecca Gerber, PJM, will review Antitrust, Code of Conduct, and Public Meeting/Media Participation Guidelines.
2. Rebecca Gerber, PJM, will review the minutes from the last meeting.

## Information (9:10-10:45)

3. Jonathan Thompson, PJM, will provide a readiness review lessons learned.
4. Mojtaba Hoshmand, PJM, will provide a Transition Sort Retool and Expedited Process Study Update.
5. Christina Andalora, PJM, will provide an overview of the Developer Training Modules posted on [pjm.com](http://pjm.com).

## CIR Transfer Efficiency CBIR Process (10:45-12:00)

6. Ed Kovler, PJM, will provide an overview of the CIR Transfer Process Work Plan.
7. Ed Kovler, PJM, will lead the CBIR process while focusing on identifying and reviewing interests, design components and solution options.

## Future Agenda Items

Participants will have the opportunity to suggest future agenda items.

| Future Meeting Dates and Materials |                        |          | Materials Due to Secretary | Materials Published |
|------------------------------------|------------------------|----------|----------------------------|---------------------|
| Date                               | Time                   | Location | 5:00 p.m. EPT deadline*    |                     |
| December 21, 2023                  | 9:00 a.m. – 12:00 p.m. | Webex    | December 13, 2023          | December 18, 2023   |
| January 29, 2024                   | 9:00 a.m. – 12:00 p.m. | Webex    | January 19, 2024           | January 24, 2024    |
| February 23, 2024                  | 9:00 a.m. – 12:00 p.m. | Webex    | February 14, 2024          | February 20, 2024   |
| March 22, 2024                     | 9:00 a.m. – 12:00 p.m. | Webex    | March 14, 2024             | March 19, 2024      |
| April 22, 2024                     | 9:00 a.m. – 12:00 p.m. | Webex    | April 12, 2024             | April 17, 2024      |

\*Materials received after 12:00 p.m. EPT are not guaranteed timely posting by 5:00 p.m. EPT on the same day.

Author: Name

#### Antitrust:

You may not discuss any topics that violate, or that might appear to violate, the antitrust laws including but not limited to agreements between or among competitors regarding prices, bid and offer practices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that might unreasonably restrain competition. If any of these items are discussed the chair will re-direct the conversation. If the conversation still persists, parties will be asked to leave the meeting or the meeting will be adjourned.

#### Code of Conduct:

As a mandatory condition of attendance at today's meeting, attendees agree to adhere to the Code of Conduct as detailed in PJM Manual M-34 section 4.5, including, but not limited to, participants' responsibilities and rules regarding the dissemination of meeting discussion and materials. Expectations for participating in PJM activities are further detailed in the [PJM Code of Conduct](#).

#### Public Meetings/Media Participation:

Unless otherwise noted, PJM stakeholder meetings are open to the public and to members of the media. Members of the media are asked to announce their attendance at all PJM stakeholder meetings at the beginning of the meeting or at the point they join a meeting already in progress. Members of the Media are reminded that speakers at PJM meetings cannot be quoted without explicit permission from the speaker. PJM Members are reminded that "detailed transcriptional meeting notes" and white board notes from "brainstorming sessions" shall not be disseminated. Stakeholders are also not allowed to create audio, video or online recordings of PJM meetings. PJM may create audio, video or online recordings of stakeholder meetings for internal and training purposes, and your participation at such meetings indicates your consent to the same.

#### Participant Identification in Webex:

When logging into the Webex desktop client, please enter your real first and last name as well as a valid email address. Be sure to select the "call me" option. PJM support staff continuously monitors Webex connections during stakeholder meetings. Anonymous users or those using false usernames or emails will be dropped from the teleconference.

#### Participant Use of Webex Chat:

The use of the Webex chat feature during meetings shall be primarily reserved for administrative and logistical purposes, such as managing a question or comment queue, noting technical difficulties, and meeting support or management purposes. Utilizing Webex chat for any other commentary should be limited to short phrases. Detailed commentary or substantive dialog shall be shared orally by entering the speaker queue.

#### On the Phone, Dial



to Mute/Unmute

#### Linking Teleconference Connection to Webex

When logging in to the meeting, access Webex first and select the "call me" feature to receive a direct call to your phone. Using this feature will connect your name to your Webex presence.

#### Join a Meeting

1. Join meeting in the Webex desktop client
2. Enter name (*First and Last\**) and corporate email
3. Under "Select Audio Option" select "Call Me" option from the dropdown menu

*\*Note: Anonymous users or those using false usernames or emails will be dropped from the teleconference.*

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