Solution Package (3.1) – *Prioritization of issues to allow stakeholders to manage the volume of issues under consideration and the volume of meetings.*

Super Forum – Priority of Issues

Meeting Frequency, Duration & Format

PJM will continue to review all current active and inactive stakeholder groups, and will present to the Members Committee a recommendation for scheduling and prioritization of all current groups and issues. This will be done on an annual basis in conjunction with a review of the annual MC work plan.

Stakeholder meetings may be scheduled in 1-hour blocks, and cancellation or shortening of all Standing Committee/Subcommittee meetings is permitted as needed.

Meetings two hours or less will be conference call/ WebEx only, unless paired with other like meetings.

Meeting facilitator should ensure all meetings end by the posted agenda end time (no later than 5pm) or seek consensus from the group to extend the meeting. To a reasonable extent, facilitators will manage the meeting agenda to the scheduled time allotment for each item.

Prioritization and Methodology of Meeting Scheduling & Issues

Secretary of the MC has meeting prioritization decision.

Sub-Committee meetings may be scheduled one year in advance, and may be shortened and consolidated when possible.

(Sr.) Task Forces, Special Sessions, etc. are permitted to be scheduled only 6 months in advance to more accurately reflect their meeting need and duration.

Stakeholders are required to review the current committee work plan prior to the approval of a new Issue Charge.

Criteria for consolidating meetings of similar topics

To the extent possible, PJM will try to consolidate meetings that are historically two hours or less into the same day.

Scheduling of No-Meeting days

PJM will maintain 2 contiguous monthly "no meeting" dates, recognizing major religious and national holidays.

Scheduling of Additional meeting days

PJM may hold 1 additional "high priority and/or time critical topic" meeting day to be scheduled at PJM's discretion.

Incorporation of PJM Management and BOM priorities

The MC Work Plan will be reviewed at least quarterly. The MC Work Plan will also be reviewed prior to the approval of a new Issue Charge.

Role of User Groups, Task Forces, Subcommittees, Committees, Special Sessions and all working group entities

Solution Package (3.1) – *Prioritization of issues to allow stakeholders to manage the volume of issues under consideration and the volume of meetings.*

Add the chart below, *New Issue Assignment Guidelines*, into Manual 34.

NEW ISSUE ASSIGNMENT GUIDELINES	Parent	Decision Making Authority	Time Expectation	Work Style	Notes
"Quick Fix" (FKA CBIR Lite)	*Standing & Sr. Standing Committees*	*Group may poll; Parent committee votes*	*Solution presented at first read of problem statement*	*No stakeholder engagement required*	
CBIR Lite	*Standing & Sr. Standing Committees*	*Group may poll; Parent committee votes*	*less than 3 months*	*Expedited CBIR/Matrix*	*Solution presented up front. Impacts limited number of Stakeholders.*
Task Force	*Standing Committees*	*Group may poll; Parent committee votes*	*up to 18 months*	*CBIR/Matrix*	
Sr. Task Force	*Sr. Standing Committees*	*Polling + Voting*	*up to 18 months*	*CBIR/Matrix*	
Special Sessions	*Standing & Sr. Standing Committees*	*Group may poll; Parent committee votes*	*less than 4 months and/or less than 5 meetings*	*Flexible format*	
Special Meetings (New)	*Standing & Sr. Standing Committee*	*Polling + Voting*	*1-4 meetings*	*Focused topic Flexible format*	*Refer to Manual 34 for definition of Special Meetings*
Enhanced Liaison Committee	*Board or MC*	*None (Board)*		*Format outlined in M34*	
Critical Issue Fast Path (CIFP)	*Board or MC*	*MC vote; Board if no consensus*	*1–6 months*	*4 Stages*	*Pending approval at MC vote*
Subcommittee	*Standing Committees*	*Polling*	*Open-ended*	*Flexible format*	
In-Meeting (MIC/OC/PC/MRC)	*n/a*	*voting rights of the group*		*CBIR/Matrix, CBIR Lite*	
Working Sessions	*Standing Committees*	*Group may poll; Parent committee votes*	*less than 6 months/6 meetings*	*CBIR/Matrix*	