

# Carolina Transmission Planning Collaborative

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## Oversight/Steering Committee Scope Document

(effective date: 12/10/2024)

### ***Purpose***

The Oversight/Steering Committee (OSC) manages the CTPC Participants' Transmission Planning Process.

The duties of the OSC, for the areas of the State of North Carolina and South Carolina served by the CTPC Participants, as defined in Attachment N-1, Sections 2.3 and 2.4 of the Duke Energy Carolinas, LLC (DEC) and Duke Energy Progress, LLC (DEP) Joint Open Access Transmission Tariff (Joint OATT), and Sections 3, 4, and 13 of the Participation Agreement include the following:

- a. Participate in the reliability planning process, and oversee the development of the Local Planning Process;
- b. Review and approve transmission planning criteria and critical assumptions for the bulk transmission system and, where appropriate, develop and recommend such criteria and assumptions to be used by the Planning Working Group (PWG);
- c. Promote the application of such planning criteria and/or assumptions within the territories served by the CTPC Participants;
- d. Review and recommend revisions to the transfer capability, transmission reserve margin (TRM) and capacity benefit margin (CBM) criteria and calculations of the investor-owned utilities for consistency with SERC and NERC established criteria as well as Good Utility Practice; recommend transfer capability, TRM and CBM criteria or methodologies which would be applied consistently in the Process, adjusted as appropriate, to accommodate local conditions that merit special consideration;
- e. Direct the activities of and provide oversight for the PWG;
- f. Nominate and approve the PWG members. Participants shall each nominate at least one and up to three members to the PWG by written notice to the OSC. The OSC shall approve the nominations of the PWG members so long as they materially meet the membership guidelines described in the PWG Scope Document;
- g. Select the Administrator and provide oversight direction of the work of the Administrator;
- h. Develop an annual budget each year and monitor budget versus actual expenditures throughout the year; and
- i. Keep the Transmission Advisory Group (TAG) stakeholders informed concerning the work undertaken by this process;

## **Subcommittees**

The OSC has the authority to form subcommittees as necessary. A scope document for each subcommittee shall be developed and approved by the OSC before the subcommittee begins its work.

The PWG will be a standing subcommittee that works under the direction of the OSC and will operate within the parameters as identified within its defined scope of work as outlined in the PWG Scope Document.

## **Membership**

As set out in the Participation Agreement, the OSC will consist of appointed members plus ex officio members as approved by the OSC. Participants shall each appoint two (2) primary members to the OSC and may each appoint up to two (2) alternate members, all of whose qualifications shall be materially consistent with the guidelines for OSC membership set forth in this section. Should a conflict emerge between this OSC Scope and the Participation Agreement, the Participation Agreement, as it may be amended from time to time, shall control.

### **1) OSC Membership Guidelines**

- a) Possess a broad knowledge of transmission grid planning, system operations and resource planning including the following:
  - i) Understanding of the process for load serving entities (“LSEs”) to acquire resources and request proposals for capacity and energy
- b) Broad understanding of electric industry and utility issues
- c) Possess a reasonable understanding of NERC and SERC Planning Standards and Good Utility Practice
- d) Possess a reasonable understanding of FERC regulations and OATT requirements including the following:
  - i) FERC Standards of Conduct
  - ii) FERC Code of Conduct
  - iii) Processes for Requesting Transmission Service
  - iv) Processes for Requesting Interconnection Service
- e) Possess a reasonable understanding of interregional study processes and results
- f) Possess a reasonable understanding of transfer capability, TRM, CBM principles
- g) Possess a reasonable understanding of the state regulatory process including the following:
  - i) Integrated Resource Plans (IRP) process
  - ii) Transmission siting approval process
- h) Ability to comply with Standards of Conduct requirements stated in the Participation Agreement/no involvement in market activities
- i) Authority to speak and vote on their company's behalf

### **2) Changes in OSC Membership**

Changes in the OSC membership may be made by the CTPC Participant desiring the change by providing written notification of the change to the OSC Chair. The Participant making the change is responsible for providing a replacement representative from their Participant organization, except in the case of an alternate member, which may or may not be replaced at the Participant’s option.

## **Membership Terms**

An OSC primary member and their alternate will serve on the OSC until replaced through either the election or appointment process in place for their representative Participant organization or until the primary member or alternate resigns.

The OSC members shall periodically evaluate the performance of the Administrator and shall determine if the contract with the Administrator should be renewed or if another Administrator should be selected.

## **OSC Committee Structure**

The OSC shall select a Chair, Vice Chair, and Treasurer from among its members. The term of office for the Chair and Vice Chair positions is two years. The officer positions will be rotated among the participating investor- owned utilities, electric membership cooperatives (EMC) and municipalities (Muni) (*e.g.*, Chair and Vice Chair rotation would occur every two years among the groups) according to the following schedule: EMC or Muni participant, DEC, EMC or Muni participant, DEP. At any one time, each officer position shall be represented by a different Participant organization. Furthermore, this rotation of Chair should ensure that one Company is not selected as the Chair of the PWG and Chair of the OSC during the same term.

## **Chair Responsibilities**

In addition to the duties, rights, and privileges discussed elsewhere in this document, the OSC chair has the responsibility to:

- Provide general supervision of OSC activities
- Schedule all OSC meetings
- Prepare, distribute and post notices of OSC meetings or direct the Administrator to do so
- Develop OSC agendas, and rule on any deviation, addition, or deletion from a published agenda
- Preside at OSC meetings
- Manage the progress of all OSC meetings, including the nature and length of discussion, recognition of speakers, motions, and voting
- Act as spokesperson for the OSC
- Maintain OSC membership records
- Perform other duties as directed by consensus of the OSC members

## **Vice-Chair Responsibilities**

The OSC Vice-Chair shall act as the OSC Chair if requested by the Chair (for brief periods of time) or if the Chair is absent or unable to perform the duties of the chair. If the Chair is permanently unable to perform his or her duties, the OSC Vice-Chair shall act as the Chair until the OSC selects a new Chair.

The Vice-Chair has the responsibility to:

- Assist the OSC Chair
- Perform duties of the OSC Chair when the OSC cannot otherwise support these duties

## **Treasurer Responsibilities**

The Treasurer will be one of the OSC Members. The Treasurer position serves no fixed term. The OSC is authorized to make changes in the term or designation of the Treasurer as conditions warrant.

The Treasurer has responsibility to:

- Receive and disburse funds
- Periodically disclose all receipts and disbursements to each CTPC Participant
- Ensure payment of any charges for outside services performed for the CTPC, specifically charges for services of the Administrator, outside consultants hired by the CTPC, and CTPC website maintenance.

## **Committee Member Responsibilities**

OSC members have the responsibility to:

- Represent their Participant organization
- Provide knowledge and expertise representative of their Participant organization
- Provide their Participant organization feedback on OSC activities
- Respond promptly to all OSC requests for reviews, comments, and voting
- Arrange for alternates to attend and vote at OSC meetings in their absence
- Respond promptly to all requests regarding scheduling OSC meetings

## **Administrator Responsibilities**

The Administrator has the following general responsibilities:

- Serve as a facilitator for the group by working to bring consensus within the group
- Provide transmission planning expertise
- Provide an independent third-party view
- Assist the Chair and Vice-Chair in the performance of their duties as requested
- Ensure that OSC meeting minutes are recorded, and distribute meeting minutes, as appropriate
- Maintain a record of all OSC proceedings, including responses, voting records and correspondence
- Manage the timely posting of relevant materials to the CTPC website and review the website appearance and structure

The Administrator also provides the leadership role in managing the Stakeholder Process, subject to the oversight of the OSC and normal regulatory oversight. In fulfilling these duties, the Administrator performs the following duties:

- Develops the mechanisms to solicit and obtain the input of all TAG participants related to the Stakeholder Process, including scheduling, arranging and leading the TAG meetings.
- Takes all reasonable action to ensure that no member or non-member marketing / brokering organizations receive preferential treatment or achieve competitive advantage through access to transmission-related information.
- Ensures that confidentiality of information and Standards of Conduct requirements are being adhered to within the OSC process.
- Assisting the Participants in avoiding participation in, or facilitation of, any discussions concerning prices or terms of specific products and/or services and/or resources made available

to, or offered by, a Participant to the extent reasonably practicable in implementing the Stakeholder Process.

## **Meeting Procedures**

### **Meetings**

Meetings of the OSC shall be open to OSC members and their alternates, the Administrator, representatives from voting and authorized non-voting LSEs within the DEC or DEP footprints, approved guests as discussed below, and members of the PWG. Representatives from non-voting LSEs will be authorized to attend these meetings under the following conditions: the LSE serves load within the boundaries of the CTPC Participants; the LSE has signed the necessary confidentiality agreements and meets FERC's Code of Conduct requirements; and the LSE has provided appropriate prior notice of its intention of sending a representative(s) to a particular meeting.

Only voting members or their alternates may act on items before the OSC.

In the absence of specific provisions in this scope document, the OSC shall conduct its meetings guided by the most recent edition of *Robert's Rules of Order, Newly Revised*.

### **Quorum**

A quorum requires one voting member or their alternate from each Participant

### **Proxy**

If an OSC voting member or their alternate is not able to participate in a particular meeting, the OSC voting member or their alternate may assign their vote to another OSC voting member or their alternate. A written notification of this assignment of the voting privileges must either be provided to the OSC Chair before the meeting or the voting member or alternate that has been given the proxy must provide such written confirmation of this assignment at the beginning of the meeting where the assignment would apply.

### **Voting**

Voting requires a quorum and may take place during formal meetings or may take place through electronic means.

The members of the OSC shall use reasonable good faith efforts to reach decisions via consensus. However, in the event that the OSC is unable to reach a decision by consensus then a decision will be reached by following the voting process outlined in Section 3 of the Participation Agreement.

## **Guests**

Guests are permitted to attend OSC meetings with prior approval. If a member of the OSC (or their alternate) would like to invite a guest to a particular OSC meeting, the member/alternate shall submit this request to the Chair of the OSC. The OSC member/alternate shall identify the name and his or her affiliation in the request to the OSC Chair. The OSC Chair may approve the request after consultation with the OSC membership.