# Operations Training Working Group (“OTWG”)

### Scope

*ROS Approved May 11, 2020*

The OTWG reports to the Reliability and Operations Subcommittee (“ROS”) and focusses on developing training to support the reliable operation of the ERCOT System. The OTWG will provide a forum to discuss and provide guidance on training-related issues affecting the various Market Participants within the ERCOT Region. The OTWG will report its activities to ROS on a regular basis as directed by ROS.

OTWG includes the following sub-groups:

* ERCOT Operator Certification Task Force (EOCTF): this sub-group works with ERCOT staff to update questions for the ERCOT operator certification exam as necessary and to support updates of the ERCOT Fundamentals Manual. Membership in this sub-group is limited to individuals who have passed the ERCOT operator certification exam.
* Black Start Training Task Force (BSTTF): this sub-group works with ERCOT staff and the Black Start Working Group (BSWG) as needed to develop annual Black Start/System Restoration Training.
* Operator Training Seminar Task Force (OTSTF): this sub-group works with ERCOT staff to develop training topics, test questions, and secure presenters for ERCOT’s annual Operator Training Seminar.
* Severe Weather Drill Task Force (SWDTF): this sub-group develops joint simulation training exercises for member companies in the ERCOT Interconnection.
* Human Performance Improvement Task Force (HPITF): this sub-group works to integrate Human Performance principles and industry lessons learned into training.

The OTWG is responsible for coordinating with ERCOT, the ROS, and other working groups as appropriate to identify and recommend changes to support the Nodal Protocols, Operating Guides, NERC Reliability Standards and training criteria that has operational impacts on the ERCOT System.

OTWG Membership should consist of representatives from Transmission and/or Distribution Service Providers (“TDSPs”), Transmission Operators, Resource Entities, and Qualified Scheduling Entities (“QSEs”) who, as a part of their duties, are responsible for the training of operational personnel. Participation by ERCOT staff is required for the OTWG and its sub-groups, and the Chair or Vice Chair of OTWG should be an ERCOT employee. Staff of the Public Utility Commission of Texas (“PUCT”), the Texas Reliability Entity (“Texas RE”), NERC and any other appropriate governing agency may participate as well.

OTWG meetings will consist of both open and closed sessions. Participation in open session is not limited to particular types of individuals. Meetings of OTWG sub-groups (EOCTF, BSTTF, OTSTF, SWDTF, and HPITF) will be in closed session. Members who wish to participate in closed sessions of OTWG or the OTWG sub-groups must sign the appropriate ERCOT Non-Disclosure Agreement (“NDA”) and receive approval from ERCOT. To facilitate this process, members may email the ERCOT Legal department at NDA@ercot.com. Members must also agree to the terms of the Antitrust Admonition.

Management of the membership lists for the OTWG and OTWG sub-groups shall be the responsibility of ERCOT and coordinated with the OTWG chair. Once approved, members shall be permitted access to the appropriate e-mail distribution lists. Members of EOCTF will also receive access to the appropriate ERCOT Secure Documents Library and permission to attend ERCOT Certification Exam writing workshops.

The ROS Chair, with ROS confirmation, approves the OTWG chair and vice chair as recommended by the OTWG.

When consensus cannot be achieved on an issue, it is presented to the ROS for disposition.

The chair of the OTWG schedules meetings as required to discharge its responsibilities.