

**PSWG Structure
January 3, 2001**

PSWG

- ◆ The entire PSWG will comprise the large group.
- ◆ Membership will be open to any interested party.
- ◆ This group is the gatekeeper of all issues/tasks, that is it routes all issues/tasks to working groups and approves (by vote if required) all resolutions before they go to the ACC.
- ◆ All issues discussed at the PSWG will be placed on the agenda in advance of the meeting. Issues will be raised at the PSWG or by the Task Team and assigned to a subsequent meeting.
- ◆ This group takes the first try at resolving issues/tasks; however, there will be a one-hour debate rule. At the Chair's discretion, additional time may be allowed if the PSWG will be able to resolve the issue/task without creating a WG. (If the issue can not be resolved after one hour of discussion, the PSWG will assign it to a working group.)
- ◆ The PSWG is responsible for the master list of and prioritize all issues/tasks. The PSWG will regularly disseminate the list (via e-mail) to all market participants.
- ◆ The PSWG will thoroughly notice all meetings to the PSWG Participants through the ACC Staff, including items up for a vote.
- ◆ The PSWG will publish complete minutes, including working group (WG) reports. The PSWG will send these minutes to all market participants through the ACC Staff.
- ◆ The PSWG minutes will include an attendance roster.
- ◆ The PSWG will include dissenting opinions and alternative proposals in its majority report to the ACC.
- ◆ The PSWG will create WG to handle specific issues/tasks. The PSWG will assign the task and time line to the chair of the WG and then leave the WG alone to do the work.
- ◆ If a chair and Co-Chair for the WG does not volunteer, the chair of the PSWG will appoint them.
- ◆ The PSWG minutes will include information about the creation of each WG. This notice will contain, at a minimum: 1.) Name of the chair and co-chair (including e-mail addresses and telephone numbers) 2.) Task(s) 3.) Time line.
- ◆ The PSWG will include WG summary reports in each set of PSWG minutes. [The chair (or designate) of each WG will answer questions at the PSWG meeting about WG work. The WG chairs will not give an oral presentation at the PSWG meeting.]

Task Team

- ◆ There will be no standing working groups. The Task Team will only live for the duration of the specific task assigned.
- ◆ Membership will be open to any interested party.
- ◆ The chairs are responsible for putting the group together, holding meetings, and getting a report back to the PSWG.
- ◆ The Task Team chairs will create regular minutes including an attendance roster, for each meeting and be responsible for submitting them to the ACC Staff. The ACC Staff will circulate the meeting notices/agendas and minutes to the PSWG Participant list.

- ◆ The Task Team chair must provide a written summary of the Task Team's progress for inclusion in the large group minutes. The report should include at least: 1.) Recap of work done to this point 2.) Work left to go to complete the task 3.) Adherence or deviation from time line 4.) Additional issues/tasks raised for the PSWG's consideration.
- ◆ Task Team Chair will be responsible for arrangements.
- ◆ The Task Team final report will be primarily comprised of a recommended solution, implementation strategy and dissenting views and alternative proposals.