# **Establishment and Authority**

**Human Performance Work Group**

**Charter**

The Human Performance Work Group (HPWG) was established by the Event and Performance Analysis Subcommittee (EPAS).

# **Purpose/Responsibilities**

The purpose of the HPWG is to provide common vocabularies, tools, techniques, and training materials to assist Bulk Power System (BPS) operations and field personnel in the promotion and sustainability of human performance practices in the Western Interconnection.

The HPWG will work to:

1. Identify and share successful Human Performance initiatives in the industry.
2. Study emerging human performance issues and strategies for continuous improvement.
3. Review operational experiences and lessons learned from industry events and the metrics used to measure human performance.
4. Perform other tasks as assigned by EPAS.

# **Committee Composition and Governance**

## Membership

* 1. The HPWG will be composed of members with interest in human performance.
  2. Members will be selected by their organization’s Reliability Risk Committee, (RRC) representative or by their organization’s WECC Member Representative if no RRC representative exists.

i. WECC Member organizations may have multiple members on the HPWG

ii. Notice of selection should be sent to the chair or designee. Members will serve until they resign or until a successor has been selected.

* 1. The HPWG will also include a liaison, appointed by WECC management, as a member.

## Leadership

* 1. The chair of the EPAS will appoint one of the HPWG members to serve as the chair.

i. The chair will manage the committee and its meetings.

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* 1. The chair of the HPWG will appoint a HPWG member to serve as the vice chair for the HPWG.

i. The vice chair will perform the duties of the chair in the chair’s absence or in case of a vacancy in the office of chair.

* 1. The chair and vice chair will each hold office for a term of two years, or until a successor has been duly appointed. The chair and vice chair may serve multiple terms.
  2. WECC staff will partner with the chair and vice chair to manage the committee and its meetings, plan the agenda, and coordinate efforts with the other technical committees to ensure alignment with WECC staff work plans and priorities.
  3. WECC staff will prepare minutes of HPWG meetings for the committee’s approval.
  4. The chair may appoint a steering committee, which will include the vice chair, WECC liaison, and may include other members, that will assist with meeting agendas and action recommendations.

## Meetings

* 1. The HPWG will meet as often as required to carry out its responsibilities.

i. Meetings will be held according to the WECC Meeting Policy.

ii. HPWG meetings may be in-person, virtual, a combination of the two (hybrid), or by conference call, as determined by the chair.

iii. Meetings will be open to the public except as otherwise approved according to Board policy.

* 1. A quorum for meetings will be five members.
  2. The HPWG will strive to make all decisions by consensus. If consensus is not possible, action taken by the HPWG will require a majority vote of the members present.

i. Voting may be by any means the chair determines appropriate.

ii. Voting must take place in a noticed meeting.

iii. HPWG members may not vote by proxy or absentee ballot.

iv. Each WECC Member organization may only have one vote.

v. Members who vote in the minority regarding an approval item should provide an explanation for their vote. This explanation or a summary will be included in the minutes.

* 1. WECC will give notice to each member of the HPWG of the time and place of all meetings and will post notice of all meetings on the WECC website. Notice will be given no less than:
* 30 calendar days before in-person and hybrid meetings.
  1. An agenda and the items for which action may be taken, will be posted no less than:
     + 10 calendar days before in-person and hybrid meetings.
     + Three calendar days before virtual meetings and conference calls.
  2. Any person who wants notice of HPWG meetings may notify the WECC liaison. WECC will then email a copy of the notice of future meetings to that person when the committee members receive the notice.

# **Reporting**

The HPWG will report to the EPAS on its activities and any recommendations.

# **Review and Changes to the Charter**

The HPWG will review this charter every three years or as needed and make a recommendation to the EPAS for approval.

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| --- | --- | --- |
|  | **Committee** | **Date** |
| **Approved** | EPAS | **Month Day, Year** |
| **Reviewed** | HPWG | August 17, 2022 |