



## Telecommunications Subcommittee Charter

### **Establishment and Authority**

The Telecommunications Work Group (TELWG) was established by the Technical Operations Subcommittee (TOS). The Telecommunications Subcommittee (TCOMS) now exists under the Reliability Risk Committee (RRC).

### **Purpose and Responsibilities**

The purpose of the TCOMS is to recommend and monitor the planning, design, operation, maintenance, and documentation of telecommunication circuits, networks, and systems that are essential to the reliable operation of the Western Interconnection. The TCOMS will provide technical support to other groups in the understanding and operation of the Western Interconnection telecommunications equipment and systems.

The TCOMS is responsible for:

1. Promoting the implementation of telecommunications networks in support of new inter-utility protective systems and schemes for relaying, energy management, voice dispatch, and remedial action circuits.
2. Monitoring and recommending economical and reliable telecommunication facilities to accomplish reliability-related functions.
3. Performing technical and economic analyses and make recommendations on special telecommunications applications.
4. Maintaining accurate, accessible, and current documentation on Western Interconnection inter-utility telecommunication circuits.
5. Maintaining Western Interconnection inter-utility telecommunication circuit test procedures.
6. Analyzing, when requested, the performance of telecommunications equipment following area-wide disturbances and make recommendations for improvements, if needed.
7. Promoting the exchange of telecommunications engineering experience and skill between WECC members.
8. Studying and recommending methods of improving telecommunications reliability and security.

9. Evaluating proposals made by commercial telecommunications suppliers and utilities that are intended to offer telecommunication services and/or equipment affecting the Western Interconnection systems.
10. Maintaining liaison with the Data Exchange and Energy Management System Forum (DEEMSF), Remedial Action Scheme Reliability Subcommittee (RASRS), and the Protection and Control Subcommittee (PCS).
11. Creating guidelines as needed.
12. Reviewing criteria and compare to guidelines to determine compliance or applicability.
13. Performing other tasks as assigned by RRC.

## Committee Composition and Governance

### 1. Membership

- a. The TCOMS will be composed of members from WECC Member organizations with subject matter expertise in telecommunication system design, operations, maintenance, and general knowledge of electric systems.
- b. Members will be selected by their organization's 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 TCOMS.
  - ii. Notice of selection should be sent to the chair (or designee).
- c. Members will serve until they resign or until a successor has been selected.
- d. The TCOMS will also include a liaison, appointed by WECC management, as a member.
- e. Committee members who miss three or more consecutive meetings will be removed from the committee.

### 2. Leadership

- a. The co-chairs of the RRC will approve one of the TCOMS members to serve as the chair.
  - i. The chair will manage the committee and its meetings.
- b. The chair of the TCOMS will appoint a TCOMS member to serve as the vice chair for TCOMS approval.
  - 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.



- c. 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.
- d. 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.
- e. WECC staff will prepare minutes of TCOMS meetings for the committee's approval.
- f. The chair may appoint a steering committee, which will include the vice chair, WECC liaison, subgroup chairs, and may include other members, that will assist with meeting agendas and action recommendations.

### 3. Meetings

- a. The TCOMS will meet as often as required to carry out its responsibilities.
  - i. Meetings will be held according to the WECC Meeting Policy.
  - ii. TCOMS 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.
  - iv. A quorum for meetings will be committee members representing a third of WECC Members organizations with committee members on the committee.
- b. The TCOMS will strive to make all decisions by consensus. If consensus is not possible, action taken by the TCOMS 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. TCOMS 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.
- c. WECC will give notice to each member of the TCOMS 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.
  - 10 calendar days before virtual meetings and conference calls.



- d. 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.
  - 3 calendar days before virtual meetings and conference calls.
- e. Any person who wants notice of TCOMS meetings may notify the WECC liaison. WECC will then email the notice of future meetings to that person when the committee members receive the notice.
- f. The TCOMS has been approved by the Board to hold closed sessions. Closed sessions must be held according to the procedures and requirements in the Board Policy on Closed and WIDSA Sessions. The TCOMS closed sessions are approved to discuss: utility critical communication network information, including SCADA, telemetry, voice dispatch, voice OPX access, transmission protection/relaying, and metering information.

### **Reporting**

The TCOMS will report to the RRC on its activities and any recommendations.

### **Review and Changes to the Charter**

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

	<b>Committee</b>	<b>Date</b>
Approved	RRC	Month Day, Year
Endorsed	JGC	March 3, 2023
Reviewed	TCOMS	March 9, 2023

