

AGENDA
Midwest Reliability Organization
Protective Relay Task Force
2774 Cleveland Avenue North, Roseville, MN 55113
October 26, 2006 – 9:00 AM – 4:00 PM

1. **Welcome** – Hoa Nguyen
2. **Review Policy and Procedure 4** – Hoa Nguyen
MRO and NERC Committee Membership Policy outlines the member responsibilities and provisions of the policy, along with the Standards of Conduct and Anti-trust Guidelines which must be presented before each meeting of MRO committees, subcommittees, and other working groups.
3. **About the Midwest Reliability Organization** – John Seidel
4. **Review PRTF Charter** – Hoa Nguyen
5. **Review Policy and Procedure 2** – Hoa Nguyen
6. **Appointment of PRTF Chairman and Vice Chairman** – Hoa Nguyen
7. **NERC Version 0 Standards for System Protection**
 - a. *PRC-002*
 - b. *PRC-003*
 - c. *PRC-004*
 - d. *PRC-012*
 - e. *PRC-013*
 - f. *PRC-014*
 - g. *Others?*
8. **Potential MRO Standards for System Protection**
9. **Beyond Zone 3**
 - a. *Review Beyond Zone 3 Summary for 200 kV and Above*
 - b. *Establish Schedule for Beyond Zone 3 < 200 kV, due 1-01-07*
10. **Timing and Schedule of Standards, Timing of Member Compliance**
11. **PRTF Timeline**
 - c. *High-level Identification of the PRTF Work*
 - d. *Timeline Estimate for Those Work Items*
 - e. *Estimate for the Lifetime of the PRTF*
12. **Other Business**
13. **Next Meeting & Adjourn**



September 20, 2006

Midwest Reliability Organization Members

Subject: Protective Relay Task Force

Dear Midwest Reliability Organization Members,

On September 5, 2006, the MRO Reliability Assessment Committee approved the formation of an ad hoc Protective Relay Task Force. Reporting to the Reliability Assessment Committee, the Protective Relay Task Force is tasked with

- addressing protective relay and control issues, including both generator and transmission protection, within the MRO footprint; and
- addressing other protective relay and control issues as required by the Reliability Assessment Committee.

The Reliability Assessment Committee is seeking nominations for this task force (charter is attached). Please complete the attached nomination form and return **on or before October 20, 2006**. Nominations may be received via one of the following methods:

- Via e-mail to a.lucero@midwestreliability.org.
- Via facsimile at (651) 855-1712.
- Via U.S. Mail to:
Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
- During normal business hours (7:30am - 5:00pm) at the MRO offices (address above)

The initial meeting of the Protective Relay Task Force is scheduled for **Thursday, October 26, 2006** at the MRO offices at 2774 Cleveland Avenue in Roseville, MN. **Please indicate your availability for this meeting when responding.**

Thank you for your prompt response.

Sincerely,

Hoa V. Nguyen

Hoa V. Nguyen, Chair
Reliability Assessment Committee

Attachments: MRO Protective Relay Task Force Charter
Membership Nomination Form for the Protective Relay Task Force

HVN:BLM

Midwest Reliability Organization Ad Hoc Protective Relay Task Force Charter

Purpose

The Midwest Reliability Organization (MRO) Ad Hoc Protective Relay Task Force (PRTF) shall report to the Midwest Reliability Organization Reliability Assessment Committee (RAC). The purpose of the PRTF is to address the protective relay and control issues, including both generator and transmission protection, within the MRO footprint.

Scope of Activities

In carrying out the above purpose, the PRTF will:

- Develop criteria and procedures to provide direction to the MRO staff to:
 - Review quarterly mis-operation reports from the MRO members
 - Submit MRO quarterly mis-operation reports to NERC
 - Maintain the MRO special protection systems (SPS) database
- Review documents and provide comments to the NERC System Protection and Control Task Force.
- Develop procedures for the applicable NERC Protection Standards, and MRO requirements, if any, including:
 - PRC-002-0 - Define and Document Disturbance Monitoring Equipment Requirements
 - PRC-003-0 - Regional Requirements for Transmission and Generation Protection System Mis-operations
 - PRC-004-0 - Analysis and Reporting of Transmission Protection System Mis-operations
 - PRC-012-0 - SPS Review Procedure
 - PRC-013-0 - SPS Database
 - PRC-014-0 - SPS Assessment
- Address other protective relay and control issues as assigned by the RAC.

Membership

The PRTF membership shall consist of geographical representations and include non-voting liaisons from the MAPP Regional Transmission Committee, MAPP Pool Committee, and Midwest ISO; an MRO staff member; and other representatives as deemed appropriate by the RAC. The Reliability Assessment Committee will appoint the PRTF voting members and ratify the non-voting liaisons assigned to the PRWG. The Chairman and Vice Chairman of the PRTF will be appointed by the Chairman of the RAC. The MRO staff member will serve as the Secretary to the PRTF.

Voting Members (a minimum of one, no more than one from each company, and no more than two from each area)

- Dakotas
- Minnesota
- Nebraska
- Iowa

- Canada (Manitoba and Saskatchewan)
- Wisconsin/Upper Peninsula Michigan

The members representing each area have the responsibility to coordinate necessary information within their geographical boundary.

Non-Voting Members

- MAPP Regional Transmission Committee Liaison
- MAPP Pool Administrative Committee Liaison
- Midwest ISO Liaison
- Midwest Reliability Organization Staff

**Midwest Reliability Organization
Protective Relay Task Force
2006 Nominations**

Member	Region	Name	Mailing Address	Phone Fax	E-Mail
ALT	Iowa	Russ Miller	Alliant Energy Corp Services, Inc. 100 Main St, PO Box 769 Dubuque, IA 52004-0769	P: (319) 786-3522 F: (319) 577-2259	russellmiller@alliantenergy.com
BEPC	Dakotas	Steve Mittelsteadt	Basin Electric Power Coop 1717 East Interstate Ave Bismarck, ND 58503	P: (701) 355-5811 F: (701) 224-5336	smittelsteadt@bepc.com
MEC	Iowa	Ken Birt	MidAmerican Energy Co 106 East Second St Box 4350 Davenport, IA 52801	P; (515) 252-6588 F: (563) 333-8023	kabirt@midamerican.com
MDU	Dakotas	Don Raveling	Montana-Dakota Utilities Co 400 North Fourth St Bismarck, ND 58501	P: (701) 224-7680 F: (701) 222-7606	don.raveling@mdu.com
MH	Canada	Ding Lin	Manitoba Hydro 820 Taylor Avenue PO Box 815 Winnipeg, MB R3C 2P4 Canada	P: (204) 474-3311 F:	dlin@hydro.mb.ca
MP	Minnesota	David Bisel	Minnesota Power 30 West Superior St Duluth, MN 55802	P: (218) 722-1972 X: 2952 F: (218) 273-3996	fbisel@mnpower.com
NPPD	Nebraska	Steve Wadas	Municipal Energy Agency of Ne 1111 "O" St Ste 200 P.O. Box 95124 Lincoln, NE 68509-3614	P: (402) 563 5917 F: (402) 563-5551	stwadass@nppd.com
OPPD	Nebraska	Ron McIvor	Omaha Public Power District 444 S 16th St Mall 10E/EP-1 Omaha, NE 68102-2247	P: (402) 552-4925 F: (402) 514-1000	rmcivor@oppd.com
WAPA	Dakotas	Deven Bhan	Western Area Power Administration 1330 41st St S. E. Watertown, SD 57201	P: (605) 353 2620 F: (605) 353-9254 C: (303) 981 1336	bhan@wapa.gov
XEL	Minnesota	Richard Quest	Xcel Energy 414 Nicollet Mall Minneapolis, MN 55401	P: (612) 330-7787 F: (612) 330-2900	richard.p.quest@xcelenergy.com
	MISO Liaison				
	PAC Liaison				
	RTC Liaison				
MRO		Andrew Lucero, Secretary	Midwest Reliability Organization 2774 Cleveland Ave. N. Roseville, MN 55113	P: (218) 723-3970 F: (218) 723-3903	a.lucero@midwestreliability.org

MRO		Salva Andiappan, Alt. Secretary	Midwest Reliability Organization 2774 Cleveland Ave. N. Roseville, MN 55113	P: (651) 855-1718 F: (651) 855-1712	sr.andiappan@midwestreliability.org
Email Exploder					mro-prtf@midwestreliability.org

**Midwest Reliability Organization
Protective Relay Task Force**

Nomination Form

I. Nominee Information (Who you are nominating?)

Name: Russ Miller
Organization: Alliant Energy
Phone Number: (319) 786-3522
E-mail Address: russellmiller@alliantenergy.com

Geographical Area Representing: Iowa

Qualifications (attach additional information, if needed): Russ has over 30 years of extensive transmission and generation protection systems design experience. Russ has also designed and been a consultant on distributed generation & wind farm projects. Russ has represented Alliant Energy on the MAIN Relay Task Force.

I. Nominating Member Information (Who is making the nomination?)

Member Organization: Alliant Energy

Member Representative Name: John Larsen

Complete this form and return by **October 20, 2006** to:

Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
P: 651-855-1716
F: 651-855-1712
E-mail: a.lucero@midwestreliability.org

**Midwest Reliability Organization
Protective Relay Task Force**

Nomination Form

I. Nominee Information (Who you are nominating?)

Name: Steven J. Mittelsteadt
Organization: Basin Electric Power Cooperative
Phone Number: 701-355-5811
E-mail Address: smittelsteadt@bepc.com

Geographical Area Representing: Dakotas

Qualifications (attach additional information, if needed): Obtained BSEE from NDSU in 1981; registered Professional Engineer in North Dakota; employed by Basin Electric Power Cooperative since 1981; responsibilities have included analysis of protective relay operations, substation control and protective relay system design, analysis of faulted power systems, calculation of protective relay settings for EHV transmission lines, transformers, generators, capacitor banks, and shunt reactors, installation and programming of SCADA remote terminal units, checkout and commissioning of new substations. Currently employed as Substation Engineering Supervisor.

II. Nominating Member Information (Who is making the nomination?)

Member Organization: Basin Electric Power Cooperative

Member Representative Name: Steven J. Mittelsteadt

Complete this form and return by **October 20, 2006** to:

Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
P: 651-855-1716
F: 651-855-1712
E-mail: a.lucero@midwestreliability.org

**Midwest Reliability Organization
Protective Relay Task Force**

Nomination Form

I. Nominee Information (Who you are nominating?)

Name: Kenneth Birt
Organization MidAmerican Energy _____
Phone Number: 515-252-6588 _____
E-mail Address: kabirt@midamerican.com

Geographical Area Representing: Iowa _____

Qualifications (attach additional information, if needed): _____

Ken has been serving on MAPP's Protective Relay Working Group since 2000. He is a full member of the IEEE Power System Relay Committee, currently involved with the following working groups:

- C9 – Developing a guide for application of underfrequency protective relays
- C13 – Writing report on Undervoltage Load Shedding
- D5 – Developing a guide for protective relay applications to distribution lines

II. Nominating Member Information (Who is making the nomination?)

Member Organization: MidAmerican Energy

Member Representative Name: Michael Held

Complete this form and return by **October 20, 2006** to:

Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
P: 651-855-1716
F: 651-855-1712
E-mail: a.lucero@midwestreliability.org

**Midwest Reliability Organization
Protective Relay Task Force**

Nomination Form

I. Nominee Information (Who you are nominating?)

Name: Don Raveling

Organization Montana-Dakota Utilities Co.

Phone Number: 701-224-7680

E-mail Address: don.raveling@mdu.com

Geographical Area Representing: North-West region of MRO

Qualifications (attach additional information, if needed): Has worked in the electric substation department of Montana-Dakota Utilities Co. for 34 years. Has worked with protective relaying for that full amount of time. Has had primary responsibility for transmission line, substation, and generation protective relaying at MDU since 1987. Served on the MAPP PRWG since 2000.

Protective relaying responsibility includes determining appropriate relaying to be applied, selection of the actual relay hardware, determination of settings, relay and control wiring design, review of relay operations, trouble shooting of relay and control scheme misoperations.

II. Nominating Member Information (Who is making the nomination?)

Member Organization: Montana-Dakota Utilities, Co

Member Representative Name: Hoa Nguyen

Complete this form and return by **October 20, 2006** to:

Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
P: 651-855-1716
F: 651-855-1712
E-mail: a.lucero@midwestreliability.org

Barbara L. Moses

From: Andrew Lucero [arlucero@duluthmn.com]
Sent: Wednesday, October 18, 2006 2:17 PM
To: 'Marusenko, Walter'; Andrew Lucero
Cc: 'Coish, Robert'; 'Lin, Ding'; Barbara L. Moses
Subject: RE: Protective relay group task force nomination

Walter

Your nomination of Ding Lin is accepted, thank you.

Andrew Lucero
Lucero Consulting LLC
7235 Island Lake Falls Road
Duluth, MN 55803
Phone: 218-721-4034 Cell: 218-591-6389 Fax: 218-721-3764
e-mail: arlucero@duluthmn.com

From: Marusenko, Walter [mailto:wmarusenko@hydro.mb.ca]
Sent: Wednesday, October 18, 2006 11:55 AM
To: al@mappcor.org
Cc: Coish, Robert; Lin, Ding
Subject: Protective relay group task force nomination

Andrew:

Attached is a completed form to nominate Ding Lin to the protective relay task force.

Walter Marusenko
Protection and Control Performance Engineer
Manitoba Hydro
Phone: (204) 487-5407
Email: wmarusenko@hydro.mb.ca

<<ProtectiveRelayTaskForce_Form.doc>>

**Midwest Reliability Organization
Protective Relay Task Force**

Nomination Form

I. Nominee Information (Who you are nominating?)

Name: David Bisel
Organization Minnesota Power
Phone Number: 218-722-1972 x 2952
E-mail Address: fbisel@mnpower.com

Geographical Area Representing: Minnesota

Qualifications (attach additional information, if needed): Please see attached resume. _____

II. Nominating Member Information (Who is making the nomination?)

Member Organization: I was encouraged to apply by Don Raveling (MDU), and Tom Ernst (MP).

Member Representative Name: _____

Complete this form and return by **October 20, 2006** to:

Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
P: 651-855-1716
F: 651-855-1712
E-mail: a.lucero@midwestreliability.org

**Midwest Reliability Organization
Protective Relay Task Force**

Nomination Form

I. Nominee Information (Who you are nominating?)

Name: Steve Wadas _____

Organization NPPD _____

Phone Number: 402 563 5917 _____

E-mail Address: stwadas@nppd.com _____

Geographical Area Representing: MRO, Nebraska _____

Qualifications (attach additional information, if needed): Previous MAPP PRWG member

II. Nominating Member Information (Who is making the nomination?)

Member Organization: MRO, NPPD _____

Member Representative Name: Gordon Heins _____

Complete this form and return by **October 20, 2006** to:

Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
P: 651-855-1716
F: 651-855-1712
E-mail: a.lucero@midwestreliability.org

**Midwest Reliability Organization
Protective Relay Task Force**

Nomination Form

I. Nominee Information (Who you are nominating?)

Name: Ron McIvor

Organization Omaha Public Power District

Phone Number: 402-552-4925

E-mail Address: rmcivor@oppd.com

Geographical Area Representing: Nebraska

Qualifications (attach additional information, if needed): Principal Protection Engineer, Omaha Public Power District. Involved in the design, construction, and operation/maintenance of the District's generation, transmission, and distribution protective relaying for 30 years. Served on the MAPP Protective Relay Working Group.

II. Nominating Member Information (Who is making the nomination?)

Member Organization: Omaha Public Power District

Member Representative Name: Ron McIvor

Complete this form and return by **October 20, 2006** to:

Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
P: 651-855-1716
F: 651-855-1712
E-mail: a.lucero@midwestreliability.org

**Midwest Reliability Organization
Protective Relay Task Force**

Nomination Form

I. Nominee Information (Who you are nominating?)

Name: Deven Bhan

Organization: Western Area Power Administration, D.O.E.

Phone Number: 605 353 2620 or 303 981 1336 [Mobil]

E-mail Address: bhan@wapa.gov

Geographical Area Representing: Dakotas

Qualifications (attach additional information, if needed):

MRO representative to the System Protection and Control Task Force [SPCTF], NERC

Over 30 years experience in System Protection and Control _____

II. Nominating Member Information (Who is making the nomination?)

Member Organization: Edward P. Weber _____

Member Representative Name: Western Area Power Administration _____

Complete this form and return by **October 20, 2006** to:

Midwest Reliability Organization
Attention: Andrew Lucero
2774 Cleveland Avenue
Roseville, MN 55113
P: 651-855-1716
F: 651-855-1712
E-mail: a.lucero@midwestreliability.org

Midwest Reliability Organization
Policy and Procedure 4: MRO and NERC Committee Membership Policy

Objective

The objective of this Policy and Procedure is to assure that the members of Midwest Reliability Organization (MRO) committees, subcommittees, and other working groups, including those individuals representing the MRO at NERC, operate in a fair and non-discriminatory manner which places the interests of the MRO and regional reliability at the highest level of consideration of matters.

Policy

Members of the MRO committees, subcommittees and other organizational working groups, including those individuals representing the MRO at NERC, should act in a fair and non-discriminatory manner in their discharge of responsibilities for maintaining regional reliability of the interconnected transmission system. Members must assure that the interests of regional reliability are the foremost interest in any committee, subcommittee, or other organizational working group.

Responsibilities

In furtherance of the above policy, guiding principles for member representative:

- (1) This policy is not intended to exclude the advocacy of sector interests. The MRO encourages the involvement of sector representation within its diverse membership to nurture balanced and fair judgments and practices. Committees, subcommittees, task forces, and other working groups within the MRO are also expected to exercise authority consistent with the purposes of the MRO as directed by the MRO Board.
- (2) At NERC meetings, the MRO representative should address issues from a MRO perspective and strive to be prepared prior to any NERC meeting on the MRO positions on key matters.
 - a. For NERC Stakeholder and Board of Trustee matters, the President and/or Chair should be consulted.
 - b. For other NERC standing committees or other NERC organizational working groups, the appropriate MRO chair or committee secretary should be contacted.

Provisions

- (1) Each meeting of a MRO committee, subcommittee or other organizational working group must include an “anti-trust compliance guideline” (Appendix 4-1).
- (2) For individuals representing the MRO at NERC meetings and functions, the individual should provide a brief report, which includes the following:
 - Actions taken by the NERC Body.
 - Direction provided by the MRO organizational working group or committee.
 - Anticipated future actions by the NERC Body.

Please refer to Appendix 4-2 NERC Report, which may be used for this purpose. *For expense reimbursements, please refer to Policy 2-Expense Reimbursements.*



MIDWEST RELIABILITY ORGANIZATION ANTITRUST and STANDARDS OF CONDUCT GUIDELINES

I. GENERAL

It is the MRO's policy and practice to obey the antitrust laws and to avoid all conduct that unreasonably restrains competition. This policy requires the avoidance of any conduct that violates, or that might appear to violate, the antitrust laws. Among other things, the antitrust laws forbid any agreement between or among competitors regarding prices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that unreasonably restrains competition.

It is the responsibility of every MRO participant and employee who may in any way affect MRO's compliance with the antitrust laws to carry out this commitment.

Antitrust laws are complex and subject to court interpretation that can vary over time and from one court to another. The purpose of these guidelines is to alert MRO participants and employees to potential antitrust problems and to set forth policies to be followed with respect to activities that may involve antitrust considerations. In some instances, the MRO policy contained in these guidelines is stricter than the applicable antitrust laws. Any MRO participant or employee who is uncertain about the legal ramifications of a particular course of conduct or who has doubts or concerns about whether MRO's antitrust compliance policy is implicated in any situation should consult the MRO President or the MRO's counsel.

II. PROHIBITED ACTIVITIES

Participants in MRO activities (including those of its subcommittees and subgroups) should refrain from the following when acting in their capacity as participants in MRO activities (e.g. at MRO meetings, conference calls and in informal discussions):

- Discussions involving pricing information, especially margin (profit) and internal cost information and participants' expectations as to their future prices or internal costs.
- Discussions of a participant's marketing strategies.
- Discussions regarding how customers and geographical areas are to be divided among competitors.
- Discussions concerning the exclusion of competitors from markets.
- Discussions concerning boycotting or group refusals to deal with competitors, vendors or suppliers.



III. ACTIVITIES THAT ARE PERMITTED

From time to time decisions or actions of the MRO (including those of its committees and subgroups) may have a negative impact on particular entities and thus in that sense adversely impact competition. Decisions and actions by the MRO (including its committees and subgroups) should only be undertaken for the purpose of promoting and maintaining the reliability and adequacy of the bulk power system. If you do not have a legitimate purpose consistent with this objective for discussing a matter, please refrain from discussing the matter during meetings and in other related communications.

In addition, all discussions in MRO meetings and other MRO-related communications should be within the scope of the mandate for or assignment to the particular MRO committee or subgroup, as well as within the scope of the published agenda for the meeting.

No decisions should be made or any actions taken in MRO activities for the purpose of giving an industry participant or group of participants a competitive advantage over other participants. In particular, decisions with respect to setting, revising, or assessing compliance with MRO reliability standards should not be influenced by anti-competitive motivations.

Subject to the foregoing restrictions, participants in MRO activities may discuss:

- Reliability matters relating to the bulk power system, including operation and planning matters such as establishing or revising reliability standards, special operating procedures, operating transfer capabilities, and plans for new facilities.
- Matters relating to the impact of reliability standards for the bulk power system on electricity markets, and the impact of electricity markets on the reliability of the bulk power system.
- Proposed filings or other communications with state or federal regulatory authorities or other governmental entities.
- Matters relating to the internal governance, management and operation of MRO, such as nominations for vacant committee positions, budgeting and assessments, and employment matters; and procedural matters such as planning and scheduling meeting.

Any other matters that do not clearly fall within these guidelines should be reviewed with MRO counsel or the MRO President before being discussed.



IV. Standards of Conduct

FERC Standards of Conduct prohibit MRO committee, subcommittee and task force members from sharing non-public transmission sensitive information with anyone who is either an affiliate merchant or could be a conduit of information to an affiliate merchant.

Transmission availability, capacity, maintenance or other operating or reliability information must not be shared with merchants through any method other than publicly, through the Open Access Same-Time Information System (OASIS). Some entities interconnected within MRO have signed a Confidential Data Access Agreement (CDAA) that includes names of employees who have been trained in FERC Standards of Conduct, understand the information sharing prohibitions, and are therefore authorized to receive non-public transmission sensitive information. MRO communications to interconnected entity employees may include non-public transmission sensitive information only if all such employees present are named on CDAA(s).

As the contractor for the MRO, MAPPCOR provides certain services to the MRO. In order to assist those MRO members either required by the Federal Energy Regulatory Commission ("Commission" or "FERC") to comply with, or who voluntarily adhere to, the Commission's Standards of Conduct as outlined in Order Nos. 2004, 2004-A, 2004-B, 2004-C, and 2004-D, Part 358 of the Commission's Regulations, and other applicable Commission orders and decisions, MAPPCOR will conduct its business to conform with such Standards of Conduct. The obligations and responsibilities of MAPPCOR employees necessary to comply with FERC's Standards of Conduct are set forth in the MAPPCOR Employee Handbook.

SAMPLE NERC REPRESENTATIVE REPORTING FORM

Date:

To: {Name of Midwest Reliability Organization working group or committee responsible for the activity/function}

From: {Name of MRO NERC Representative}

Re: NERC Report {Meeting NERC Body and Dates of Travel}

Summary of Actions Taken by {Name of NERC Body}

[Provide a summary of actions taken by the NERC Body at this meeting and any actions taken by the Body since your last report and the impact the NERC actions will have on MRO and its members.]

Summary of Direction Provided by {Name of MRO organizational working group or committee to whom this report is addressed}

[Provide a summary of the MRO position on the items considered by the NERC Body]

Next Steps

[Discuss anticipated future actions by the NERC Body and seek guidance from the MRO Body.]

Anti-trust Reminder

Participants in Midwest Reliability Organization meeting activities must refrain from the following when acting in their capacity as participants in Midwest Reliability Organization activities (i.e. meetings, conference calls, and informal discussions):

- Discussions involving pricing information; and
- Discussions of a participant's marketing strategies; and
- Discussions regarding how customers and geographical areas are to be divided among competitors; and
- Discussions concerning the exclusion of competitors from markets; and
- Discussions concerning boycotting or group refusals to deal with competitors, vendors, or suppliers.



Standards of Conduct Reminder

FERC Standards of Conduct prohibit MRO staff, committee, subcommittee and task force members from sharing non-public transmission sensitive information with anyone who is either an affiliate merchant or could be a conduit of information to an affiliate merchant.



Midwest Reliability Organization Policy and Procedure 2: Expense Reimbursement

Objective

The objective of this Policy and Procedure is to assure board and member expenses are reimbursed consistently and accurately.

Policy

Pursuant to Section 7.5 of the Midwest Reliability Organization bylaws, the MRO Board members have the right to reimbursement for actual and reasonable travel expenses for Board meetings or when required to attend meetings on behalf of the Corporation.

Consistent with the annual budget of the Corporation, the Board may authorize reimbursement by the Corporation for members of organizational groups (other than committees of the whole) for reasonable travel, meals, and lodging expenses for organization group meetings or for representation of the Corporation at other business meetings as authorized by the board.

The Board of Directors may authorize reimbursement for persons acting on behalf of the Corporation, as necessary in the interests of the Corporation.

Responsibilities

Each Board member or authorized organizational group member is responsible for submitting reasonable travel expenses to the designated staff member of the Corporation.

The Corporation shall reimburse board members or authorized organizational group members within thirty (30) days of receiving the proper reimbursement request.

Provisions

Board members or authorized organizational group members shall utilize a form of reimbursement which provides enough detail to determine the nature and type of reimbursable expense. Please refer to Appendix 2-1 for a form suitable for reimbursement.



Member Expense Reimbursement Request

Meeting Description: _____

Date: _____

Location of Meeting: _____

Attendee Information

Name: _____

Member Organization: _____

Telephone: _____

Email: _____

Fax: _____

Member Signature: _____

Airfare / Travel: \$ _____ (mileage at IRS approved rate)

Lodging / Meals: \$ _____

Other: \$ _____

Total: \$ _____

Method of Payment (please check only one):

Applied as credit to assessments Check

Please complete and return the request, with copy of receipts¹ to:

Diane Kammerude, Controller
Midwest Reliability Organization
1125 Energy Park Drive
St. Paul, MN 55108-5001
Fax: (651) 632-8572
E-mail: d.kammerude@midwestreliability.org

¹ A detailed invoice from your organization is suitable documentation for reimbursement