

## M34 Periodic Review Rev. - Summary of Revisions

Section 1: Grammatical edits

Section 2: Removed bullet points from text, corrected bullet formatting, clarified definition of Standing Committees. Added definition of 3/2 rule from Section 8.5.

Section 3: Added clarifying language to media requirements

Section 5.1

- Added content from deleted Section 5.2.
- Added content from retired Manual 33 regarding five sectors and one primary and three alternate representatives.
- Added clarifying language on which committees apply.

Section 5.2:

- Deleted section: moved content to Section 5.1
- corrected "table and graphic" to "exhibits" for correct terminology

Section 5.4.1

- Deleted reference to "senior representatives" as irrelevant
- Deleted reference to frequency of formation of senior task forces.

Section 5.5: Moved into new section 8.6

Section 5.6: Renumbered as Section 5.5 to accommodate move

Section 6: Updated and expanded topic list

Section 6.1

- Added clarifying grammatical edits
- Updated language to reflect current process.

Section 6.2

- Moved text from Sections 6.2. Issue Identification, Section 6.4 - Charging a New Issue, and Section 6.4.2 here.
- Updated topic lists for inclusion in Problem/Opportunity Statement, Issue Charge, and Charter.
- Added clarifying language and updated language to reflect current processes around Problem/Opportunity Statement, Issue Charge, and Charters, and new process for requiring a vote to approve only the Issue Charge, rather than the Problem Statement and Issue Charge.
- Added language regarding updated procedure for review of Charter.
- Added section heading "Work Plan" including language moved from 6.4.2.
- Deleted duplicative last bullet on list

6.2.3 added clarifying language to align with new Charter creation and approval process

### 6.2.3 Corrected grammar for clarity

#### Section 6.3

- Moved text from Section 6.2 Issue Identification, and old Section 6.3.
- Clarified intent of Problem Statement

#### Section 6.4

- Created new section heading
- Moved text from Section 6.2 Issue Identification

#### Section 6.5

- Created new section heading
- Deleted sentence covered in more detail elsewhere
- Moved text from Section 6.2 Issue Identification

#### Section 6.6

- Created new section heading.
- Deleted reference to frequency of formation of senior task forces.

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#### Section 7.1

- Corrected "chapter" to "section".
- Capitalized defined terms.
- Corrected "chart" to "exhibit".

#### Section 7.1.1: Moved to new section 8.6

#### Section 7.3

- Corrected typo and added clarifying language.
- Added introduction to exhibits.

#### Section 7.4

- Clarified practice of recording member participation in final report.
- Added subject matter expert and Facilitator as eligible representatives to present a stakeholder's option to the Parent Committee.

Section 8.2: Deleted extraneous language and added specific section reference.

Section 8.4: Clarified voting rule application and a grammatical edit.

Section 8.5: Deleted footnote definition of 3/2 rule and moved to Section 2: Definitions.

Section 8.6: New section including content moved from 5.5, 7.1.1, and 15.2.2 along with new content.

#### Section 9.2

- Changed sentence structure to help readability
- Added MRC for clarity
- Added note on proper treatment of a consent agenda item

Section 9.4: Changed text to bullets for ease of reading

Section 10.6: Edited date formatting

Section 11.2

- Removed duplicate secretary reference.
- Added clarifying “business days” to deadline.

Section 11.7: Clarified wording

Section 11.8

- Added “or his/her designee” to The President of PJM for duty to assign Chairs to stakeholder groups.
- Removed duplicate language.
- Changed text to bullets for ease of reading.

Section 11.10

- Moved Vice Chair sector schedule up for more logical flow.
- Added sector checkpoint for 2019 to aid with understanding of current rotation point.
- Indented order of election bullets.
- Added language regarding voting by acclamation

Section 11.14: Reworded for clarity

Section 11.15: Added clarifying word

Section 12.2

- Added reference to Voter Designation Form for proxy voting.
- Added section number for User Group section and reference to OA section for reference.

Section 13.1: Changed text to bullets for ease of reading.

Section 13.3

- Added Exhibit numbers for ease of reference.
- Corrected grammatical edits.
- Deleted text referring to a previous version of the chart.

Section 13.4: Corrected typo

Section 15.1: Removed duplicative bullet

Section 15.2

- Added and re-organized bullets for clarity.
- Reworded sentences for clarity.
- Corrected typo and added reference to Appendix.
- Shifted bullets for better formatting.

Section 15.2.2: Moved into new section 8.6

Appendix I: Added introductory paragraph. Corrected typo.

Appendix II: Updated hyperlinks

Appendix IV:

- Changed “electronic whiteboard” to more generic “shared document” to allow for tool choice by facilitator.
- Changed “surfacing” to “capturing” for better understanding.
- Removed “preferably of diverse views” to widen facilitator flexibility and creativity in compiling small groups.
- Removed “Key Pad” term to address stakeholders not in the room having equal access to participate.
- Added options as polling option.
- Grammatical edit.

Appendix V:

- Clarified approval process for Problem Statement and Issue Charge
- Clarified timing of steps in CBIR process.
- Deleted language clarifying that this is an example for brevity.
- Replaced “facilitator’s assistant” with “secretary”.
- Deleted “electronic whiteboard” and replaced with “interests tab of the matrix” for accuracy.
- Corrected “cooking” to “baking” for accuracy.
- Corrected placement of bullets in Sub-Step 2D.
- Swapped exhibits for Winnowing Options Matrix and Final Options Matrix for correct order.
- Grammatical edits.

Appendix VI:

- Per stakeholder approval votes, revised M14B review schedule from 1 to 2 years.
- Revised M39 review schedule from 1 to 3 years to comply with manual.
- Added new manuals 14F (2 years) and 14G (3 years)
- Revise Appendix II as follows:
- Update hyperlinks for Charter and Work Plan
- Remove reference to Issue Tracking as this is an internal form