

6.2.2 Issue Charge

The Issue Charge contains the logistical details for the intended work, and requires stakeholder approval with simple majority support. It does not contain or duplicate information from the Problem/Opportunity Statement. Stakeholders are required to review the committee work plan and discuss priority and timing of the work prior to approving a new Issue Charge.

An effective Issue Charge shall include at least the following elements (refer to the Charge template in Appendix III):

- The originating source of the issue or concern;
- If the new work is to address specific technical issues and/or to address broader policy issues;
- Scope: key areas of expected activity and/or areas that are not intended for activity
- Where the issue is assigned (new or existing group)
- Expected deliverables;
- Expected overall duration of work, and any important intermediate milestones; and
- Determination of Tier 1 or 2 decision-making requirements (see the Decision-making section below).
- Based on the nature of the problem, indicate whether PJM shall initially offer a solution proposal in the matrix development prior to stakeholder offered proposals or whether PJM shall initially offer matrix options considered to initiate CBIR option discussions and subsequently offer their proposal concurrently with stakeholders.
- The discussion of the Charge and any decision on it should be recorded in the Standing Committee's meeting minutes;
- Within one week of the Charge being approved, it should be posted on the Standing Committee's webpage;