

**NOTICE OF MAY 3 INAUGURAL MEETING  
OF  
RTO REGIONAL REPRESENTATIVES GROUP**

**TO:** RTO Regional Representatives Group – Principals and Alternates

**FROM:** Co-Chairs, RTO Regional Representatives Group:  
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**INFO:** Interested Parties

**RE:** May 3 Inaugural Meeting of RTO Regional Representatives Group

**DATE:** April 26, 2000

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This Notice invites the principals and alternates of the RTO Regional Representatives Group (RRG) to attend the first meeting on Wednesday, May 3, at the Portland Sheraton Airport Hotel in Mt. Hood Room C. (A preliminary list of principals and alternates on the RRG is attached.) The meeting will begin at 9:30 a.m. and end at 2:00 p.m. Coffee, tea, juices and Danish will be provided. The meeting is open to all interested parties who would like to attend as observers and to comment.

The RTO Filing Utilities greatly appreciate the many comments on and support for the RTO Collaborative Process Plan that were offered at the April 12 workshop. Regional parties' comments helped shape the size, representation, and purpose of the RRG. Our sincere thanks to all of you who have spent so much time and effort to help design the plan and have committed to participate in its implementation. As set forth in the Collaborative Process Plan, a principal from each of the represented categories will have a reserved seat at the table. As many commenters suggested, we created a mechanism for alternates to substitute for principals as needed. Alternates who substitute for principals must have the same qualifications and authority as the principals. During discussion of each of the subjects on the agenda, there will be an opportunity for interested parties to comment. (Attached to this Notice is a copy of the Collaborative Process Plan for your reference.)

The purpose of the May 3 meeting is to establish the foundation and set the course for the RTO development work in the months ahead. The proposed agenda is:

**1. Welcome and Introductions.**

**We would like to take a short time at the beginning of the meeting for the principals or alternates to introduce themselves and to give a little history on their background and the category/constituencies they represent. We hope to get a set of biographies for RRG principals and alternates and a complete list of the organizations they represent for posting on the web site soon after the first meeting. The first part of the meeting will enable John Boucher on behalf of KEMA Consulting, the Project Manager for the Northwest RTO Development program, to introduce his organization and the services KEMA will provide during the next few months.**

**2. Process and Schedule**

**A proposed process for developing the RTO documents among the various work groups, the RRG, and the RTO Filing Utilities, as well as a proposed schedule, will be presented and discussed.**

**3. Workshops and Work Groups – Core Team Membership**

**A proposal for the establishment of the work groups will be provided and discussed. KEMA's proposal for the structure, mission, schedule and work products of the work groups also will be presented and discussed. The schedule will be designed to enable the work groups and RRG to complete their work by September 1, 2000. This will be necessary to allow adequate time to prepare the FERC and state filings (12 filings in seven states) that will have to be made by October 15, 2000.**

**We will also be asking for nominations of knowledgeable people to form the core team on these work groups. It is undoubtedly well understood that participating in a work group(s) will require a considerable amount of time and commitment over the next few months.**

**4. Review of Issues List**

**The RTO Filing Utilities' list of issues has been posted on the web site for several weeks. It will be helpful for all principals and alternates to review the issue list before the meeting. Our objective during the first meeting will be to review the list, receive any suggestions for additions or revisions, and aim for consensus on the list. The issues list drives the work assignment of the work groups, although we recognize that new issues may become apparent only during the course of RTO development.**

**Again, the RTO Filing Utilities appreciate very much the keen interest and commitment so many parties have demonstrated to help launch the RTO development ship with dedication and enthusiasm. Our success will be determined**

**in large measure by the close cooperation and constructive support we give to each other in the months ahead.**