

**LTCR Liaison Meeting**  
**September 30, 2014 ~ 10:00 AM -12:00 PM CDT**  
**Net Conference**  
**- Minutes-**

**Agenda Item 1, Roll**

*Housekeeping Items/Roll Call*

Erica Brooks reviewed teleconference etiquette. Erica also completed roll call by company. 30 companies were present out of 51 companies listed.

**Agenda Item 2, Project Status**

*Project Status Review*

Erica Brooks started with a high-level project status overview that included a project milestone review and project risks.

**Agenda Items 3, Connectivity Testing**

Don Martin discussed the key accomplishments of MTE Connectivity and stressed the importance of MPs returning their completed test checklist.

**MP Action Item:** Complete and return the MTE Connectivity checklist.

**Agenda Items 4, LTCR Review/Recap of August Liaison Meeting**

Rachel Hulett reviewed information presented during the August 1<sup>st</sup> liaison meeting. She completed a brief overview of the LTCR design.

**Agenda Item 5, MP Test Approach Overview**

Jennifer Swierczek began the overview by reviewing the objectives, entry as well as exit criteria. She discussed the components that were in and out of scope of this project.

Rachel Hulett presented the testing timeline and high level Gantt and pictured in page 24-25 of the [slide deck](#). Rachel also reviewed the [LSE Attestation Form](#) and instructions how to complete the form.

The instructions to complete the LSE Attestation form is as follows:

Complete form for Point-to-Point SPP and GFA service:

- Include name and contact information
- OASIS reservation information in Exhibit A (with necessary signatures)
- For GFA service, please include the original OASIS information submitted to SPP from the GFA registration forms.

*Notes: Multiple TSRs can be contained in one Attestation form. After completing the form, if the service is renewed, redirected, etc., all the new TSRs will need attestations submitted to keep the LSE qualification.*

*MPs are responsible for verifying the attestation is correctly used during the TSR verification period. A submitted LSE attestation does not guarantee LTCR candidacy.*

**MP Action Item:** LSE Attestation form is due by **November 21, 2014**, for MP testing. Submit completed form through RMS or mail.

Michael Daly reminded everyone of the upcoming training sessions on October 16, 29, and November 6. He also reviewed the high-level content of the training as well as where they can register.

**Agenda Item 6, Communication/Next Steps**

Jennifer Swierczek discussed Communication throughout testing: The weekly testing calls and using RMS for inquiries, issue reporting, and submitting test results with the use of the "Long-Term Congestion Rights" quick pick.

**MP Action Item:** Engage MP Test Leads to review and provide feedback on the [Market Participant Test Approach](#) by Monday, October 10.

Erica Brooks wrapped up the call by bringing attention to the Appendix I: LTCR Testing at a glance and Appendix II: Detailed Testing Schedule. Erica also asked for each liaison to involve their test leads with the review of the MP Test Approach as well as have them to attend the next liaison meeting on Friday, October 24<sup>th</sup>.

**MP Action Item:** Communicate to the test lead or proxy their attendance is requested on the next liaison call on **Friday, October 24, 2014**. **(If you would like for us to contact them directly, please submit a RMS ticket with the test lead's contact information)**