**California Energy Efficiency Coordinating Committee (CAEECC)**

**DRAFT Goals, Roles & Responsibilities, and Groundrules**

**February 9, 2018**

1. **Goals of the Coordinating Committee**
   1. Support the development and expansion of high-quality energy-efficiency programs that reduce greenhouse-gas emissions in line with state climate and energy goals while responding to customer needs and market dynamics
   2. Provide meaningful and useful input to the Program Administrators (PAs) in the development and implementation of their energy-efficiency business plans
   3. Improve collaboration and communication among parties and with the California Public Utilities Commission (CPUC) on energy-efficiency matters
   4. Resolve disagreements among stakeholders whenever possible to reduce the number of matters that need to be litigated before the CPUC

1. **CAEECC Meeting Types**
   1. **Full CAEECC Meetings**—These are formal meetings of the entire CAEECC membership convened to discuss on-going as well as periodic issues of broad interest to CAEECC Members.  The Full CAEECC Meetings will be scheduled at least quarterly, and otherwise as needed, in person or via conference call.
   2. **CAEECC Working Group and Subcommittee Meetings**—These are dedicated meetings of CAEECC Members or their proxy/designees whose organizations are interested in specific topics of importance identified by the CAEECC (or the CPUC) for which CAEECC advice or recommendations are sought.  Subcommittees, if any, will generally be focused on sector-specific issues. Working Groups will generally be focused on non sector-specific issues.
   3. **Ad Hoc CAEECC Workshops**—These are generally one-off workshops on issues identified by the CPUC or CAEECC where broader public input is desired.  There will generally be greater time allocated for public input at these workshops than typically allocated at other CAEECC meetings. Seeking formal CAEECC advice or recommendations is not an expected focus of these workshops.
2. **CAEECC Roles and Responsibilities** 
   1. **Coordinating Committee Members** (and their proxies/designees):
      1. Attendance:
         1. Make every attempt to attend all Full CAEECC meetings (in person preferred)
         2. Participate in all Working Group and Subcommittee meetings and Ad Hoc Workshops on topics of interest, by direct Member attendance or through a proxy or a designee
         3. Be on time to meetings and workshops
      2. At Meetings/Workshops:
         1. Come prepared to discuss agenda items (by reviewing all documents disseminated prior to the meeting, conferring with your organization and other colleagues, etc.)
         2. Be forthright and communicative about the interests and preferences of your organization and actively seek agreement if CAEECC recommendations/advice are being sought
         3. Be clear so that everyone understands your interests and proposals
         4. Be concise so that everyone who wants to provide input has an opportunity to do so
         5. Minimize electronic distractions during meetings
      3. Between Meetings:
         1. Keep your organizations informed of developments in the CAEECC process
         2. Confer with other Members during meeting breaks and in between meetings, as needed
         3. Notify the Facilitator Team prior to the meeting (by telephone or e-mail) if you or your proxy cannot attend a Full CAEECC meeting
         4. Be responsible for actively tracking Facilitator Team and Co-Chair communications as well as relevant proceedings and policies
         5. Provide input, feedback, and written material when requested by the Facilitation Team or Co-Chairs in a timely manner
         6. Any presenter (Member or their proxy or designee) should have their presentation ready for posting at least five business days prior to the meeting; and presenters should work with the Facilitator Team prior to the posting deadline to help ensure that materials are clear, concise, and on topic
         7. Discuss pertinent matters with the Facilitator Team and Co-Chairs when and if the need arises
   2. **Facilitator Team** 
      1. Overall Goal: Help design and facilitate a productive and fair CAEECC process
      2. Before Meetings:
         1. Set appropriate meeting agendas based on CAEECC workplan and discussions at prior meetings, in consultation with Co-Chairs, and through soliciting additional input from CAEECC Members as needed
         2. Work with any and all presenters to help ensure that all meeting materials are available for posting in a timely manner (at least 5 business days prior to meetings), and help ensure that materials are clear, concise, and on topic
      3. During Meetings:
         1. Ensure that discussions at meetings stay focused on the agenda topics (and on time), and are conducted in an efficient and effective manner
         2. Help foster a constructive forum where diverse points of view are voiced and examined in a professional and balanced way
         3. Facilitate all meetings impartially and in a non-partisan manner, (i.e., not favoring any representative, alternate, or organization over another)
         4. Ensure that individual Members (whether representing an IOU or non-IOU organization) do not dominate the discussion;[[1]](#footnote-1)
      4. After Meetings:
         1. Prepare meeting summaries that are sufficiently detailed (capturing agreements, disagreements, important discussions, and clear next steps)
         2. Post all pre/post meeting materials to the common website/calendar (within 5 business days before/after meeting)
      5. On-Going and Periodically:
         1. Work with Co-Chairs and Members to develop an annual workplan (topics, timing, etc.) for Full CAEECC Meetings; Working Group and Subcommittee Meetings; and Ad Hoc Workshops
         2. Work with Co-Chairs, Members, and CPUC staff outside the regularly scheduled meeting as requested and/or as needed
         3. Check in with CAEECC Members periodically to make sure the CAEECC process is as effective as possible
   3. ***Coordinating Committee Co-Chairs*** 
      1. Work with the Facilitator Team (and CAEECC Members) between and during meetings to help:
         1. Set meeting agendas
         2. Identify and plan for additional Working Groups and Subcommittees and Ad Hoc Workshops, as needed
         3. Identify suitable locations/hosts for each meeting and workshop (alternating between Northern and Southern California at a minimum for the quarterly Full CAEECC meetings)
         4. Coordinate and help seek input from their respective cohorts (e.g., PA or non-PA Members)
         5. Develop an annual CAEECC workplan to be filed by a PA as a Tier 1 Advice Letter in January of each year[[2]](#footnote-2)
      2. Review and approve monthly invoices from the Facilitator Team
3. ***CAEECC Ground-rules on Decision-making/Advice-giving*:** 
   * 1. The goal of the process is to develop and convey **substantive recommendations/advice** (i.e., advice to the PAs or CPUC) by unanimous agreement (i.e., consensus) of the CAEECC Members where possible
     2. If a member cannot agree with a substantive recommendation/advice where consensus is being sought, that member should explain why and propose a specific alternative that he or she can support
     3. Where consensus is not reached on substantive recommendations in a timely fashion, any written recommendations/advice will provide a description of the two or more alternatives preferred by CAEECC Members as well as a list of the CAEECC Members and organizational affiliation supporting each alternative.
        1. Note that this does not preclude CAEECC Members or their organization from filing additional written elaborative input to the PAs or CPUC on the topic in question (but it’s expected that it would not be inconsistent with the position represented in any CAEECC written documentation).
     4. For any **significant process-related issues** (including the annual selection of Co-Chairs, whether or not to launch a CAEECC Working Group or Subcommittee on a particular topic, and approval of new Members, etc.) the goal would again be to reach a consensus. However, if a consensus is not achieved in a timely fashion, a decision can be made if two-thirds of the CAEECC Members present (including those participating on the phone) agree.
     5. For secondary **process related issues** (including setting meeting dates, finalizing agenda designs, etc.) the Facilitator Team in consultation with the Co-Chairs, and after seeking input and feedback from CAEECC Members as appropriate, will have the responsibility to make these decisions.
     6. At CAEECC Working Group and Subcommittee meetings, draft recommendations and advice will be made by the CAEECC Members in attendance (or their proxies or designees); consistent with all the ground-rules outlined above in this section. The facilitators will devise methods for incorporating input from other stakeholders in attendance throughout the course of the meeting and reflect that input in the meeting summary.

Any draft recommendations and advice developed at a Working Group or Subcommittee meeting (whether consensus or two or more options) will not be considered final, unless and until one of the following occurs:

* + - 1. It is discussed, refined if need be, and approved by the CAEECC at a regularly scheduled quarterly or special Full CAEECC meeting (either in person or by phone);
      2. The CAEECC previously agreed at a Full CAEECC meeting that the particular Working Group or Subcommittee was delegated to make recommendations or advice (either consensus or two or more options) on behalf of the Full CAEECC on those particular issues. In the case that this option is conveyed and two or more options are put forward, Members who did not participate would be given an opportunity to ascribe their organizations name next to one of the options, if they so choose.

1. D.15-10-028, p.75 [↑](#footnote-ref-1)
2. D.15-10-028, p.74 [↑](#footnote-ref-2)