

Proposal for 2017 CA Energy Efficiency Coordinating Committee Subcommittee Process

The purpose of this document is to stimulate discussion regarding CAEECC 2017 subcommittee activities and the expanded role of subcommittee co-chairs

I. Key considerations for subcommittee activities¹

1. Smooth integration with and support of full CAEECC activities
2. Easy and meaningful opportunity for participation (e.g., remote attendance, notes, etc. as well as early presentation of information and discussion that leads to action)
3. Efficient use of subcommittee members' time
4. Value for the overall CAEECC process
5. Reduce redundancy with other forums and processes – specifically, schedule meetings alongside other relevant meetings to reduce overlap, additional travel, etc.
6. Uphold CPUC policies, conflict of interest, and other established protocols
7. Integrate Implementation Plan (IP) development with Rolling Portfolio events (e.g., Bus Stops)
8. Ensure consistency across subcommittees

II. Role of Subcommittee Co-chairs (one PA & one non-PA) with Facilitator

1. Coordinate with the CAEECC facilitator
2. Ensure use of existing forums if more appropriate than convening a separate subcommittee
3. Help build subcommittee participation (whether a CAEECC subcommittee or other forum)
4. Manage agenda with the CAEECC facilitator (e.g., development of agenda, prioritize based on need and timeliness, ensure sufficient time allotted, stay on time, etc.)
5. Drive discussion toward action/solutions
6. Guide conversations for follow-up when needed (e.g., items that need to be taken offline)
7. Work with facilitator to review draft notes (facilitator drafts notes)
8. Assist facilitator in follow up/shepherding action items and organizing input
9. Attend periodic co-chair meetings to stay coordinated and informed on relevant updates
10. Report out to CAEECC meetings, including documents for CAEECC members to review prior to hearing the report out from subcommittees (level of detail TBD)

III. Comparison of CAEECC vs. Subcommittee LOGISTICS

#	CAEECC Meetings	Subcommittee (SC) Meetings
1	Meet quarterly with ad hoc meetings as needed.	Meet quarterly with ad hoc meetings as needed.
2	Required CAEECC Member attendance.	Voluntary CAEECC Member attendance. [proposal for 1-2 designated CAEECC members per Subcommittee]
3	Structured for collaborative discussions led by a facilitator and coordinated with CAEECC co-chairs to facilitate an open and transparent stakeholder engagement process by providing a scheduled forum to discuss ideas and resolve differences.	Structured for collaborative discussions led by a facilitator and coordinated with SC co-chairs to facilitate an open and transparent stakeholder engagement process by providing a scheduled forum to discuss ideas and resolve differences.
4	Priority for members followed by public comment.	TBD – Could be similar to CAEECC with designated members or it could be open where all participants have equal opportunity to speak.

¹ Primarily derived from D.15-10-028 p.73 and supplemented through CAEECC meeting discussions

Proposal for 2017 CA Energy Efficiency Coordinating Committee Subcommittee Process

5	Organizing body to develop overarching structure and implementation guidance for CAEECC.	Implements CAEECC structure and guidance.
6	Address high level policy issues that impact across sectors (e.g., cost-effectiveness, rulings, decisions, EM&V, etc.).	Address details of programs, implementation effort, sector specific regulatory challenges or needs, etc.
7	Provide input to PAs and discuss items informally to reduce the number of items that must be resolved in a formal proceeding.	Propose recommendations for CAEECC consideration.
8	Discuss sector-level and non-sector progress (e.g., solicitation progress).	Discuss sector level and sub-sector progress.
9	Provide input into overarching Business Plan metrics, updates, modifications, etc.	Provide input into sector-specific sections of the Business Plan updates and Implementation Plan metrics, updates, modifications, etc.
10	Provide input into the high level development of the annual budget advice letters based on subcommittee detailed discussions.	Provide input into the sector-specific development of the annual budget advice letters prior to and throughout the drafting process, which rolls up into CAEECC level summary discussion. [alternate to have all annual advice letter budget to be discussed at the CAEECC level meetings]
12	Facilitator track comments/resolution	Facilitator track comments/resolution

IV. Comparison of CAEECC vs. Subcommittee TOPICS

#	Topic	CAEECC	Subcommittee
1	Report outs.	CAEECC does not report out. Notes are posted to the webpage.	Post documentation for CAEECC member review. Only key items of discussion are presented to CAEECC. Presentations are not repeated.
2	High level overview vs. deep dives.	Quarterly reporting of BP progress. [alternative: Deep dives as part of quarterly CAEECC meetings instead of subcommittee meeting]	Deep dives by subsectors as part of subcommittee meetings including how evaluation lessons will be integrated. CAEECC membership can review presentations but only key items are reported out to CAEECC.
3	Review previous quarter solicitation effort and present on next quarter solicitation plan.	Only a high level status report is provided at the CAEECC, with access to the more detailed information presented at SCs. Presentations are not repeated.	At each subcommittee meeting, PAs present progress on their solicitation plans appropriate for that sector/subsector.
4	Facilitate public input regarding IP scope and development as appropriate.	Report out on discussion at subcommittee level (e.g., which IPs, next steps, etc.). The full CAEECC does not discuss individual IPs but could modify the input process if needed.	Discussion of Implementation Plans (IPs) for programs that are carried out by PAs (IOUs or non-IOUs). Need further guidance regarding third party programs.

Proposal for 2017 CA Energy Efficiency Coordinating Committee Subcommittee Process

5	Solicit stakeholder and ED input re: metrics (after IP development for 3P or throughout for PAs).	Report out to CAEECC but specific work on metrics for programs occur at the subcommittee level.	Discuss proposed implementation plan metrics prior to posting.
6	Provide updates from meetings open only to non-financially interested stakeholders;	Updates re: overarching progress of non-financially interested stakeholder groups.	Updates specific to individual sectors provided.
7	Surface and discuss items re: policies and/or regulatory impacts on program activities	CAEECC members raise issues to discuss at meeting and/or initiate an ad hoc meeting	SC meetings surface issues to be considered at the following CAEECC meeting.
8	Agenda	Discuss agenda for following meeting.	Discuss agenda for following meeting.

V. Questions to discuss

1. What is the best way to allow for stakeholder and ED input on sector-specific items?
2. When can stakeholders provide input for third party implementation plans (if at all)?
3. How can we ensure these meetings will be productive and not just a “reporting out” meeting?
4. Are there other standing topics that should be considered to the list of meeting structure?
5. How do we address if CAEECC members raise substantial issues at CAEECC vs. SC meetings?
 - a. Discussion at 3/17 included proposal for sending something back SC if “majority” agree
 - b. Question re: what counts as majority (e.g., PAs = 1? CEE = 1? CEEIC members = 1?)
6. How do we ensure subcommittees are not just PAs “reporting to ourselves”?

Proposal for 2017 CA Energy Efficiency Coordinating Committee Subcommittee Process

**One example of how a subcommittee meeting could run (once the process is up and running).
If some items above are moved to the CAEECC meetings, SC meetings could be shorter**

10am to noon	1pm to 2:30pm	2:30pm-2: 45pm	2:45pm – 4pm	4pm to 4:30pm
<ul style="list-style-type: none"> • High level quarterly overview trends for all subsectors; measurements against high level metrics and other items to be discussed in the “Quarterly Reporting” session • Deep dive customer subsector (e.g., retail, multifamily, etc.) – also to be discussed in “Quarterly Reporting” session • Review of EM&V and other studies relevant to this sector, aligning webinars with Energy Division • Identify how lessons from review of quarterly data and EM&V inform modifications for the next quarter • Discussions could include successes we should expand upon or challenges that need expert help 	<ul style="list-style-type: none"> • Review previous quarter solicitation efforts (structure of discussion TBD) • Presentation of solicitation plan for the next quarter. This would include a short document/ presentation to provide a review of (or update to) the road map of solicitations based on business plan or supplemental info. It would also include more specific information than “commercial.” (e.g., subsector, budget, location, etc. –scope TBD) • Begin discussion of implementation plans if appropriate (e.g., for PA led programs) 	BREAK	<ul style="list-style-type: none"> • Continue solicitation plan and Implementation planning process discussions 	<ul style="list-style-type: none"> • Summarize action items/agreements • Identify agenda items for next meeting