# California Energy Efficiency Coordinating Committee

# Meeting Discussion Topic Proposal Form

## Form Purpose

The purpose of this form is to assist Coordinating Committee (CC) members to layout their proposed discussion topics in a way that will enable productive discussion in CC meetings. Discussion topic proposals should adequately prepare other members for the discussion; articulate the specific “ask”; where possible set forth possible solutions; demonstrate consideration of the policy and other barriers to the proposed solution(s); and clarify where in the CC timeline the discussion needs to occur (e.g., is this really a Business Plan issue or an Implementation Plan issue?). *Please complete this form with these goals in mind and submit to the Facilitator and CC co-chairs!*

## Problem Statement and Observations

*[****delete this guidance language when completing this form****—State the problem as specifically as possible. Demonstrate the objective (if possible) or relative/subjective magnitude of the problem. Provide some observations and evidence that illustrate the scope of the problem and what realistically might happen if we did things a different way…what’s the potential improvement…why is that important in the grand scheme of things…why should it be prioritized for CC discussion relative to all the other compelling issues in play. Identify substantive interactions with other elements of the portfolio or CC process. The problem statement as well as other portions of this form should be adequately informative to enable productive discussion at the CC meeting.]*

## Proposed Solution(s)

*[****delete this guidance language when completing this form*** *— In most cases, the CC will expect proponents of issues to provide one or more solutions for their problem statement. Please first articulate your desired outcome and then share your proposed solution(s) as specifically and clearly as you can so that CC members are very clear how the solution(s) proposed relates to the desired outcome and problem statement. Please provide evidence that supports your contention that this solution(s) is likely to achieve the desired result.*

## Acknowledgement of legal, regulator, and high level operational constraints to the proposed solution(s)

*[****delete this guidance language when completing this form****—please acknowledge the various legal, regulatory, and/or standard practice barriers to the solutions you propose, if any, and how that effects how your solution(s) might be implemented, at least as far as you know. For example, are you proposing something wildly expensive relative to other EE resources in an environment where PA programs are struggling for cost effectiveness? If so, are there mitigating considerations that ultimately counter those costs?*

*If your solution requires CPUC to make guidance or policy changes, have you considered how to address concerns likely to be perceived by the ED or Commissioners in response to your solution(s) given their responsibilities and how those risks might be managed? Is this already a defined EE proceeding Phase 3 topic? Do laws need to be changed or reinterpreted?*

## Scheduling Justification

*[****delete this guidance language when completing this form****—please propose when you think the CC needs to handle this discussion topic. Is it in your opinion a conversation that has to happen and be incorporated into the Business Plan? Does it make sense to talk at length before we see what the PAs have in their Stage 3 chapter drafts or might it make more sense to see what is proposed and then respond to that? Is really it an Implementation Plan topic that can be scheduled for later. Or is it a paradigm change initiative that should be picked up after the Business Plans are filed and Implementation Plans are initially posted.*