

## Utilization of CAEECC Subcommittees to Support CAEECC Mission and Process in 2017

As the emphasis of the CAEECC shifts from Business Plan development review to Implementation Plan development review, the potential role for the CAEECC subcommittees increases compared to 2016 activity. The purpose of this document is to stimulate discussion regarding CAEECC subcommittee activities in 2017 to inform a more concrete plan.

Two general approaches have partially emerged from discussions with CAEECC subcommittee co-chairs and other CC Members, though one is generally favored.

Key considerations should include: smooth integration with and support for the activities of the full Coordinating Committee, efficient integration with Implementation Plan development timeframes and other Rolling Portfolio events (e.g., Bus Stops), efficient use of subcommittee members' time (many of whom are not compensated for their involvement), delivering value to the overall CAEECC process, and meeting CPUC expectations, including avoidance of redundancy with other forums and processes.

The basic functions of subcommittee meetings going forward would likely include:

1. Maintain subcommittee participants' awareness of the ongoing performance of the PA portfolios against BP metrics (kWh/kW/Therms, market effects, budgets, etc.)
2. Facilitate public input regarding Implementation Plan scope and development
3. Surface and communicate information and concerns from stakeholders about policy or activities within the respective sectors of the EE portfolio
4. Structure meetings around a list of recurring topics: High level Deep dive, Operational update, budget data, relevant EM&V studies, regulatory issues, etc.
5. Strive for meeting approach consistency across all subcommittees
6. Uphold COI and other protocols established.

In the December 7 CC meeting, we will be discussing how best to structure and schedule sector subcommittee meetings. Though not entirely distinct, the two approaches to structuring the subcommittee meetings are:

[Preferred] Option 1: Focus on in-person, all day quarterly meetings with consistent standing agenda items in the morning and special topics of interest in the afternoon. Address Implementation Plan review activity (and other urgent topics) through meetings scheduled in between the quarterly meetings as needed. These should be developed in consultation with the CAEECC facilitator and in response to the PA Implementation Plan development schedule, subcommittee co-chair assessment of a need, and/or CAEECC member requests.

Option 2: Focus more on scheduled two-hour monthly teleconferences (webinars) with periodic in person half day meetings (perhaps on ad hoc basis or quarterly or semi-annually). Like option 1, there would be standing agenda items and be consistent across subcommittees, but they would be spread across the monthly meetings. The schedule of the monthly meetings

would to some degree determine the overall pace of Implementation Plan review (i.e., the monthly meeting schedule would be a bus stop of sorts for IP review timing). This approach might rely more heavily on working groups within the subcommittee to process work offline.

Options/Alternatives Proposed for favored Option 1 above by responding subcommittee Co-Chairs:

1. "Push" Dashboard reports to SC Co-chairs so that they are reviewed offline rather than in meeting. "We should not need to spend meeting time reviewing dashboard reports once we settle on a format. We should spend our time looking at trends."
2. "There is more value to meeting quarterly as a group and looking at issues in depth. I also think it would be valuable to review all programs at the same time, which I think can be done at a full day quarterly meeting."
3. Rotate locations between co-chairs' locations to entice more participants to be engaged.
4. "I like the idea of having standing agenda items and then a rotating topic in the afternoon."
5. Possibly combine this with another energy-related event or some other well attended meeting or workshop to increase overall attendance.

**Figure 1: Illustration of Option 1: Sample Quarterly Live Meeting Approach with Ad Hoc Teleconferences As Needed**

		Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
			Dashboard Updates		BP Adoptions ?	Dashboard Updates	Budget Advice Letter	RP Bus Stop?	Dashboard Updates			YE Dashboard Updates
Special Events Of Relevance	Frequency											
<b>Topics Covered</b>												
			Quarterly Meeting			Quarterly Meeting	Ad hoc Webinar	Ad hoc Webinar	Quarterly Meeting	Ad hoc Webinar	Ad hoc Webinar	Quarterly Meeting
<b>Proposal 1: Quarterly All Day In Person Meetings</b>												
1. Portfolio Operational Update:			X			X			X			X
a. Review Program Dashboard (Savings, etc)	Quarterly		X			X			X			X
b. Metrics/Success Indicators	Quarterly		X			X			X			X
c. Financial			X			X			X			X
i. Budget	1/2 Yearly					X						X
ii. Contracting/RFP	Quarterly		X			X			X			X
d. EMV Studies/RTRs	As Needed		as needed			as needed			as needed			as needed
2. Regulatory/Policy Issues	Quarterly, if any		X			X			X			X
3. Deep Dive on subsectors topic (i.e. Multifamily in res)	Alternates Quarters with B		X						X			
4. Implementation Plan or Scope Document Review	As needed							tbd	tbd	tbd	tbd	tbd

**Figure 2: Illustration of Option 2: Scheduled Monthly 2 Hour Teleconferences (webinars) with Some Live Meetings**

		Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
			Dashboard Updates		BP Adoptions ?	Dashboard Updates	Budget Advice Letter	RP Bus Stop?	Dashboard Updates			YE Dashboard Updates
Special Events Of Relevance	Frequency											
<b>Proposal 2: Monthly 2 Hour Webinar</b>												
			Live Meeting	Webinar	Webinar	Webinar	Webinar	Webinar	Live Meeting	Webinar	Webinar	Webinar
1. Portfolio Operational Update:												
a. Review Program Dashboard (Savings, etc)			X			X			X			X
b. Metrics/Success Indicators				X			X			X		
c. Financial												
i. Budget							X					
ii. Contracting/RFP							X					
d. EMV Studies/RTRs					X			X			X	
2. Regulatory/Policy Issues			As Needed	AN	AN	AN	AN	AN	AN	AN	AN	AN
3. Deep Dive on subsectors topic (i.e. Multifamily in res)												
4. Implementation Plan or Scope Document Review							AN	AN	AN	AN	AN	AN