

## Draft Stakeholder Input Resolution Documentation Plan

A key element of the CAEECC public input process is to ensure sufficient documentation of submitted comments and other input provided in public meetings. The purpose of such documentation is to assist PAs with managing the public input, make the input and responses easily accessible, ensure the overall process is transparent, and provide a clear understanding of how input was integrated or why it was not.

The Facilitator has posted all of the input submittals provided to-date on the [www.CAEECC.org](http://www.CAEECC.org) website and compiled each comment in the “Issue Tracking Workbook” for easy access. The tracker can be filtered, contains various fields that summarize the input, identifies how it is relevant (e.g., to which Sector Chapter or Subcommittee), and includes a source code that links the issue to the document source that is posted on the CAEECC website.

The Issue Tracking Workbook also has three Resolution Detail fields (columns) that are meant to be populated as PAs make decisions about integrating input. The figure below shows the headings for those fields (columns I, J, and K in the workbook). At this point, these columns are not populated.

PA Resolution Detail		
Resolution Type	BP Section, Program or Program Area that Addresses Issue	Resolution Notes

**The purpose of this plan is to propose a more specific process for documenting PA resolution of the stakeholder input received through the process.**

### Proposed Process:

1. PAs ensure that their sector teams and over BP leads have reviewed all input items for relevance. It is expected that the PAs review the original submittals in addition to the tracker summary.
2. The BP leads should also review and respond to the general summary document when relevant (i.e., comments that pertain to the entire BP and not specifically to a sector). This was provided to the PAs by the CAEECC operations team on [DATE].
3. Each PA decides what input will be incorporated in its Business Plan drafts.
4. The PAs fill out an “Input Resolution Summary” document for each sector as well as for the general feedback, a template for which will be provided by the CAEECC operations team.

5. Each PAs will document what their resolution is (including deferring the input if it is a policy issue or other item out of their authority, not relevant to their sector, or other rationale). The tracker currently includes the following resolution input choices for the “Resolution Type” field:
  - a. Addressed in Sector Chapter of BP
  - b. Addressed in general section of BP or Testimony in Application
  - c. Deferred due to policy barriers (and PAs not addressing in BP or Testimony)
  - d. Deferred to Implementation Plan or Program Design Stage
  - e. Dropped--not cost-effective or inadequate budget available to address
  - f. Dropped--Insufficient data/evidence to support addressing proposal or claim
  - g. Dropped--not sufficiently high priority relative to other items
6. The PA should indicate where in the BP they addressed the issue, if they addressed it and provide additional notes on the resolution for further description and/or as rationale for not including the input.
7. The CAEECC operations team will filter topics that are not within the PAs’ authority or that should be addressed in the implementation planning process (i.e., these filtered items will not be included in the PAs’ Input Resolution Summary document). These issues will be clearly classified as such in the tracker and will continue to be tracked by the Facilitator.
8. The CAEECC operations team will then merge the information from the PA Input Resolution Documents into the PA Resolution Detail section (columns I, J, and K) of the Issues Tracking Workbook, which is accessible on the CAEECC.org website.