

**California Energy Efficiency Coordinating Committee (CAEECC)
Goals, Roles & Responsibilities, and Ground-rules**

Adopted by CAEECC-February 15, 2018

Amended 8/2/18 with CAEECC Membership Criteria/Process
[See Appendix A]

I. Goals of the Coordinating Committee

- A. 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
- B. Provide meaningful and useful input to the Program Administrators (PAs) in the development and implementation of their energy-efficiency business plans
- C. Improve collaboration and communication among parties and with the California Public Utilities Commission (CPUC) on energy-efficiency matters
- D. Resolve disagreements among stakeholders whenever possible to reduce the number of matters that need to be litigated before the CPUC

II. CAEECC Meeting Types

- A. **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. The public will be given an opportunity to provide input periodically as time allows and at the discretion of the facilitator.
- B. **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. The public will be given an opportunity to provide input periodically as time allows and at the discretion of the facilitator.
- C. **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.

III. CAEECC Roles and Responsibilities

- A. **Coordinating Committee Members** (and their proxies/designees):
 - i. 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
- ii. 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
- iii. 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
- iv. CAEECC Membership: Criteria and Process [See Appendix A]

B. Facilitator Team

- i. Overall Goal: Help design and facilitate a productive and fair CAEECC process
- ii. 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
 2. Ensure that agenda items (and discussions) are align with CAEECC goals
 3. 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
 - 4. Ensure compliance with the CPUC's CAEECC Conflict of Interest policy both in setting agendas, and that no conflict of interest discussions take place at CAEECC
- iii. 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
- iv. 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 (at least 5 business days before/no more than 5 business days after meeting)
- v. 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

C. Coordinating Committee Co-Chairs

- i. Work with the Facilitator Team (and CAEECC Members) between and during meetings to help:
 1. Develop and propose 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 year²
- ii. Review and approve monthly invoices from the Facilitator Team
- iii. Note: Co-Chairs will be approved annually by the Members. If a Co-Chair does not complete his or her term (either voluntarily or as a result of removal by the Members for cause), the Members will need to select a replacement consistent with the groundrules below and the replacement will serve for the duration of the annual term.

D. CPUC—TBD (after discussions w/CPUC)

¹ D.15-10-028, p.75

² D.15-10-028, p.74

IV. CAEECC Ground-rules on Substantive and Process Issues

A. Substantive Issues (Discussing Issues, Developing Options, and Exploring Agreement)

- i. The goal of the process is to fully explore substantive issues before the CAEECC, define options, elicit constructive feedback, clarify and narrow points of divergence, seek consensus where feasible, and document points of convergence and any remaining divergence.
- ii. During the substantive discussions, if a Member cannot agree with a substantive option under consideration that member should explain why and propose a specific alternative that he or she can support.
- iii. Documentation (e.g., in the high-level meeting summary) of consensus and multiple options on any particular issue would include a clear description of each option and supporting rationale, and include the Members supporting each option.
- iv. The intended use of the documentation (e.g., the high level meeting summary) is to serve as a reference document to inform and assist Members (and groups of Members) in preparing formal advice or recommendations to the CPUC, PAs, and others, if they so choose.
- v. All the above ground-rules would apply to all Full CAEECC, Working Group and Subcommittee meetings. However, unless the CAEECC previously agreed at a Full CAEECC meeting that the particular Working Group or Subcommittee was delegated to complete the deliberations on behalf of the Full CAEECC on those specific issues, any options devised or consensus agreement-if any-would come back to the full CAEECC to review, refine if need be, and finalize.

B. Process Issues

- i. For any **significant process-related issues** (including the annual selection (or removal) 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.
- ii. 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, will have the responsibility to make these decisions.

The above roles and responsibilities and ground-rules will be revisited annually, or as needed.

**Appendix A:
CAEECC Membership: Criteria and Process
August 2, 2018**

Criteria:

For the Member Organization

- Organizations with substantial demonstrated interest and qualifications on energy efficiency in California

For the individual lead Member and any alternate Proxy from the Member Organization

- A detailed understanding of and working familiarity with CA's EE policies including its cost-effectiveness framework
- Agreement to abide by all the CAEECC roles and responsibilities for Members and by the CAEECC [groundrules](#)
 - Ability to attend all Full CAEECC Meetings (in person) [Note: Can send proxy from organization on occasion in Member can not attend]; and willingness to attend CAEECC Working Groups and Ad Hoc Workshops on topics of interest to your organization

Process:

1. CAEECC Facilitator annually checks with then current individual lead Members as to whether they wish to discontinue their participation in the CAEECC (i.e., an opt out process), and if so whether they are proposing that someone else from their organization will take their place
2. CAEECC Facilitator posts criteria on CAEECC for CAEECC membership and the CAEECC Member selection process
3. CAEECC Facilitator periodically notifies interested stakeholders when there are openings in the CAEECC (by informing CAEECC Members posting on website, and potentially notifying the CAEECC list serve)
4. Interested potential Members will be required to submit a short application to the CAEECC Facilitator, including the following:
 - a. Name of proposed Member organization including names and titles of the lead Member and any alternate Proxy
 - b. Briefly explain how your organization and proposed lead Member and any alternate Proxy satisfy all of the criteria described above (interest, qualifications, knowledge of CAA EE policy and cost-effectiveness framework, and ability to abide by all the CAEECC roles and responsibilities and groundrules)
5. In assessing whether to accept a new Member, CAEECC Members should consider the following factors: A) how well the Member meets all of the Membership criteria outlined above; B) overall size of the CAEECC (e.g., in the 20-25 Member range); and C) the composition of the CAEECC as a whole, (i.e., so that there's reasonable balance among the different stakeholder interests and that there's not redundancy of interests among Members)
6. CAEECC Facilitator compiles applications and annually circulates application letters to Full CAEECC for their consideration (either at a regularly-scheduled CAEECC meeting or some other process agreed to by the CAEECC), a long with an initial proposal based on the criteria above for Member discussion and approval
7. After discussion by the CAEECC, facilitator will attempt to get a consensus of the Members present within the allotted time on the disposition of each new Member

application (defined as unanimity). If there is no consensus of the Members present, then the CAEECC will vote on each new Member application—and a minimum of $\frac{3}{4}$ of the total Membership are needed to approve the new Member [Note this #7 was added after discussion and agreement from Members present at the 8/2/18 meeting]