**CAEECC EE Filing Processes Working Group Membership: Criteria and Process**

**August 28, 2019**

**Criteria:**

* Organizations with substantial demonstrated interest and qualifications on energy efficiency in California
* A detailed understanding of and working familiarity with CA’s existing energy efficiency (EE) filing processes (Business Plans and Annual Budget Advice Letters) and EE policies including its cost-effectiveness framework
* Agreement to abide by all the CAEECC roles and responsibilities for Members and by the CAEECC Working Group groundrules (posted on the [Meeting Page](https://www.caeecc.org/10-22-19) under “Documents Posted Before the Meeting”), including but not limited to:

Ability to attend all Working Group Meetings (in person) [Note: Can send alternate from organization if lead representative cannot attend];

**Process:**

1. Interested potential Organizations must submit a short letter of interest to the CAEECC Facilitator by (September 10th), including the following:
	1. Name of proposed organization including names and titles of the lead representative and any alternate proxy
	2. Briefly explain how your organization and proposed lead representative and any alternate proxy **satisfy all of the criteria** described above (interest, qualifications, knowledge of CA EE filing processes and policy, and willingness and ability to abide by all the CAEECC roles and responsibilities and groundrules)
2. The CAEECC Facilitator in consultation with the Co-Chairs will determine eligibility of any and all applicants (and can consult with the CAEECC Members and Energy Division as needed) and get back to the applicant